



Toppesfield Parish Council

Clerk to the Council:

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2nd February 2013

Toppesfield Parish Councillors

You are hereby summoned to a meeting of Toppesfield Parish Council to be held on

Thursday 7th February 2013 at 8.00 pm at Toppesfield Village Hall.

Kaaren Berry

Clerk to Toppesfield Parish Council

Kaaren Berry

AGENDA

13/23. Attendance and Apologies for absence

13/24. Declaration of Members' interests in agenda items

[Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2007(SI. 2007/1159) (The Revised Code) with the additional non-mandatory section 12(2).]

13/25. Open Session – opportunity for members of the Parish to address the Parish Council.

13/26. Minutes of last meeting (*previously circulated*)

13/27. Matters Arising from last meeting - not dealt with below

13/28. Actions from previous meeting:

13/28.1 Councillor Bull to prepare a programme management spread sheet for the village plan.

13/28.2 Kaaren Berry to circulate course modules to all Councillors.

13/28.3 Councillor Moore to find out who cuts the Gainsford End playing field.

13/28.4 Councillor Moore to ask Councillor Thompson to liaise with the school regarding the Packed Lunch Plot.

13/28.5 Councillor Bagnall to ask a parishioner regarding being an internal auditor for the Parish Council.

13/28.6 Councillor Bull to put together a proposal regarding the newsletter for the next Parish Council meeting.

13/28.7 Kaaren Berry to reply to a Gainsford End parishioner who questioned the speed limit in Gainsford End.

13/28.8 Kaaren Berry to raise invoices for adverts in the December issue of the parish newsletter.

13/28.9 Kaaren Berry to contact Barclays re savings accounts and interest rates available.

13/28.10 Councillor Levick to review the website price plan at renewal.

13/28.11 Kaaren Berry to draft pro forma for budget figures v's expenses.

13/28.12 Kaaren Berry to ask a parishioner about heading the winter gritting team.

13/28.13 Kaaren Berry to enrol Councillor Bagnall on the EALC course – How to Raise the profile of your Parish Council.

13/29. Financial Accounts:

13/29.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

13/30. Transport / Highways Issues

Number 10 Bus service

13/31. Village Hall Update report

Councillor Sheldrake to report

13/32. Quality Status

Update progress

13/33. Newsletter

Councillor Bull - Proposal regarding the Parish Newsletter and Advertising

13/34. Recreational Areas / Open spaces

Gainsford End Swings.

13/35. Community Issues Group

Consideration of the draft terms of reference for the group

13/36. Winter Gritting Team

Update and equipment required for future times.

13/37. Correspondence

- 13/37.1 Essex County Council – Bus Passenger News Jan/Feb – Withdrawal of the No.10 service with effect from 17th February 2013
- 13/37.2 EALC County Update January 2013 and details of training courses
- 13/37.3 Glasdon – Trade leaflets
- 13/37.4 Essex County Council – Funding for Youth Projects.
- 13/37.5 Braintree District Council – Site Allocation and Development Management Plan.
- 13/37.6 Anglian water VAT questionnaire
- 13/37.7 Zurich Municipal – form for renewal quote
- 13/37.8 Essex County Council – Minerals Local Plan public consultations
- 13/37.9 Clerk and Councils Direct January Issue
- 13/37.10 SLCC – Clerk Magazine January Issue

13/38. Any Other Business

To discuss any other business / items for the next agenda

13/39. Date of the next meeting

Next Meeting is scheduled for 7th March 2013 at 8pm at Toppesfield Village Hall

13//40. Close