



# Toppesfield Parish Council

**Clerk to the Council:**

**Kaaren Berry**

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3<sup>rd</sup> January 2015

Toppesfield Parish Councillors

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

**Thursday 8<sup>th</sup> January 2015 at 8.00 pm at Toppesfield Village Hall** for the purpose of transacting the following business:

*Kaaren Berry*

Kaaren Berry

Clerk to Toppesfield Parish Council

## **AGENDA**

### **15/1. Attendance and Apologies for absence:**

### **15/2. 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).]*

### **15/3. Open Session – opportunity for members of the Parish to address the Parish Council.**

### **15/4. Minutes of last meeting: (previously circulated)**

### **15/5. Matters Arising from last meeting - not dealt with below**

### **15/6. Actions from previous meeting:**

- 15/6.1 Councillor Sheldrake to help with the grass cutting tender documentation.
- 15/6.2 Councillor Sheldrake to contact BT and confirm that it has been agreed that the phone box in Gainsford End is to remain as a Phone Box.
- 15/6.3 Councillor Sheldrake and Kaaren Berry to go through the Draft Emergency Plan.
- 15/6.4 Kaaren Berry to follow up on the contact for an internal auditor.
- 15/6.5 Kaaren Berry to prepare a tree warden job description.
- 15/6.6 Councillor Page to ask the Tree warden to look at tree around the parish which may need TPO's put on them.
- 15/6.7 Councillor Page to speak to another member of the parish to assist in the tree warden role.
- 15/6.8 Kaaren Berry to forward the RoSPA report to Councillor Bull and Councillor Sheldrake.
- 15/6.9 Kaaren Berry to report the leaning 30mph signs to Essex County Council.
- 15/6.10 Councillor Bagnall to follow up regarding concerns raised about Gainsford End.
- 15/6.11 Councillor Croft to follow up on the concerns about the hedge opposite Mallows Lane entrance.
- 15/6.12 Kaaren Berry to report to Essex County Council the collapsed road along Stambourne Road.

## **15/7. Correspondence:**

- 15/7.1 mhp – parish polls consultation.
- 15/7.2 Essex County Council – Essex Energy Switch
- 15/7.3 NHS North East Essex CCG - Public consultation on local NHS improvement proposals
- 15/7.4 NHS Mid Essex Clinical Commissioning Group 111 Campaign
- 15/7.5 Braintree District Council – Tax Base for 2015/2016
- 15/7.6 Braintree District Council – Localism Grant entitlement for 2015/2016
- 15/7.7 Braintree District Council – Section 106 application.
- 15/7.8 Section 137 grant increase for 2015/2016.
- 15/7.9 Braintree District Council – Open Spaces Action Plan – updates required by 31<sup>st</sup> January 2015.
- 15/7.10 mh-p and the David Sheldrake Wildlife Trust.
- 15/7.11 Braintree District Council – Call for sites 2014.
- 15/7.12 Essex County Council – Flooding Priorities
- 15/7.13 Braintree District Council – Permitted Development and National Planning Policy Framework – details forwarded to Councillors.
- 15/7.14 Communication Questionnaire report from mh-p.
- 15/7.15 Braintree District Council – Emergency Planning Leaflets.
- 15/7.16 mhp – Web Analytics report – December 2014.
- 15/7.17 RCCE – Oyster Magazine issue no 137 received.

## **15/8. Financial Accounts:**

- 15/8.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 15/8.2 Budget discussion and approval 2015/2016.
- 15/8.3 New padlock for the gate to Toppesfield Playing Field.

## **15/9. Internal Practices and management for the Parish Council:**

- 15/9.1 First meeting dates for Sub Committees for the Parish Council.

## **15/10. Community Relations:**

### **15/11. Report from the Leisure and Recreation Group:**

Update from Councillor Bull.

### **15/12. Defibrillator Machines:**

Councillor Sheldrake to report.

### **15/13. Transport / Highways Issues:**

Report on any highway issues.

### **15/14. Village Hall Update report:**

Councillor Sheldrake to report

### **15/15. WWI Commemoration Project:**

Councillor Collard to report.

### **15/16. Winter Gritting:**

Volunteers required.

### **15/17. Network 5 Meeting:**

Next meeting is booked for the 15<sup>th</sup> January 2015

**15/17. Any Other Business:**

*To discuss any other business / items for the next agenda*

**15/18. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 5<sup>th</sup> February 2014 at 8pm at Toppesfield Village Hall

**15/19. Close**