



# Toppesfield Parish Council

**Clerk to the Council:**

**Kaaren Berry**

**T: 01787 238217**

**E: Kaaren.berry@kaaren.co.uk**

**2 Gunces Farm Cottages, Stambourne Road,  
Great Yeldham, Halstead, Essex CO9 4RB**

[www.toppesfieldparishcouncil.org.uk](http://www.toppesfieldparishcouncil.org.uk)

30<sup>th</sup> June 2013

Toppesfield Parish Councillors

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

**Thursday 4<sup>th</sup> July 2013 at 8.00 pm at Toppesfield Village Hall.**

Kaaren Berry

Clerk to Toppesfield Parish Council

*Kaaren Berry*

## **AGENDA**

### **13/120. Attendance and Apologies for absence**

### **13/121. 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).]*

**13/122. Open Session** – *opportunity for members of the Parish to address the Parish Council.*

**13/123. Minutes of last meeting** (*previously circulated*)

**13/124. Matters Arising from last meeting** - not dealt with below

### **13/125. Actions from previous meeting:**

- 13/125.1 Kaaren Berry to write to Essex County Council re programme of works for the roads around the parish.
- 13/125.2 Councillor Moore to contact land owners regarding the clearing of footpaths.
- 13/125.3 Kaaren Berry to ask County Broadband about the possible need to pass wording the community access point.
- 13/125.4 Kaaren Berry to pass information onto Belinda Young about the parish car park.
- 13/125.5 Kaaren Berry to contact Ann Read about stalls for the village show and contact County Broadband to suggest they have a stall at the village show.
- 13/125.6 Kaaren Berry to contact the Audit Commission and Ray Papworth regarding the annual return and assets.

- 13/125.7 Councillor Moore to inform the Toppesfield Community Pub committee know about the suggestion of trying to join up the village hall and the pub.
- 13/125.8 David Bagnall or Kaaren Berry to contact Malcolm Braithwaite re the housing question in the village plan.
- 13/125.9 Kaaren Berry to progress the competition entry for the EALC Communication Award.

Outstanding actions not listed above:

- 13/108.12 Councillor Collard to bring ideas on how to move forward with liaison with the shop about grants.

### **13/126. Leisure and Recreation Group:**

Quotes for Pavilion Refurbishment - Decision required

### **13/127. Financial Accounts:**

- 13/127.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 13/127.2 Signing of the Grounds Service Level agreement with Braintree District Council 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2016.
- 13/127.3 Completion of the Audit commission form and signing required.

### **13/128. Transport / Highways Issues**

### **13/129. Co-option of Casual Vacancy**

No valid requests for an election to be held to fill the vacancy, consider co-opting.

### **13/130. Village Hall Update report**

Councillor Sheldrake to report

### **13/131. Planning**

13/131.1 Application No:13/00735/LBC                      Location: The Windmill, Gainsford End, CO9 4EG

Description: Relocation of existing window into approved scheme 12/01696/LBC and moving approved rooflight.

13/131.2 Application No: 13/00739/FUL                      Location: 1 Church Lane, Toppesfield, CO9 4DR

Description: Conversion of existing stable block into an annexe, with bathroom and lobby side extensions

*Decision required on each planning application*

### **13.132 Grant Application**

Changes to grant application form and policy for discussion and decision.

### **13/133. Parish Surgeries**

Report on surgery attendance and issues raised.

### **13/134. Correspondence**

- 13/134.1 each – letter requesting funding & poster advertising the Colchester Abseil
- 13/134.2 HAGS SMP – product information & prices for playground equipment
- 13/134.3 National grid – information regarding the next forum meetings.
- 13/134.4 EALC – county update & upcoming courses.
- 13/134.5 RCCE – Annual General meeting 10<sup>th</sup> July 2013
- 13/134.6 Land Registry re access road to pumpstation
- 13/134.7 J.Parker Wholesale Catalogue – Dutch bulbs
- 13/134.8 Village Show – stall information – reply required

### **13/135. Any Other Business**

To discuss any other business / items for the next agenda

### **13/136. Date of the next meeting**

The next Parish Council Meeting is scheduled for 1<sup>st</sup> August 2013 at 8pm at Toppesfield Village Hall

### **13/137. Close**