



Toppesfield Parish Council

Clerk to the Council:

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30th June 2013

Toppesfield Parish Councillors

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

Thursday 4th July 2013 at 8.00 pm at Toppesfield Village Hall.

Kaaren Berry

Clerk to Toppesfield Parish Council

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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 1st April 2013 to 31st 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 10th 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 1st August 2013 at 8pm at Toppesfield Village Hall

13/137. Close