



# Toppesfield Parish Council

**Clerk to the Council:**

**Kaaren Berry**

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27<sup>th</sup> September 2014

Toppesfield Parish Councillors

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

**Thursday 2<sup>nd</sup> October 2014 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**

### **14/203. Attendance and Apologies for absence**

### **14/204. 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).]*

### **14/205. Open Session – opportunity for members of the Parish to address the Parish Council.**

### **14/206. Minutes of last meeting (previously circulated)**

### **14/207. Matters Arising from last meeting - not dealt with below**

### **14/208. Actions from previous meeting:**

14/208.1 Kaaren Berry to contact Greenbarnes regarding the purchase of a new notice board.

14/208.2 Councillor Bull to email all councillors and clerk with the communications plan.

14/208.3 Kaaren Berry to purchase two heavyweight reversible notice boards from Chalkboards UK.

14/208.4 Councillor Sheldrake to help with the grass cutting tender documentation.

14/208.5 Councillor Sheldrake to report back regarding the enquiry about the shape of the Gainsford End playing field.

14/208.6 Kaaren Berry and Councillor Bull to write an appeal letter re the pathway to the war memorial

14/208.7 Councillor Croft will confirm if the ferrets are available for the village show.

14/208.8 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.

14/208.9 Kaaren Berry to approach Essex County Council for chippings for Church Lane.

14/208.10 The Big Tree Plant Scheme – Kaaren Berry to gain more information regarding this.

14/208.11 Councillor Bull to speak to Paul Thompson regarding the grant award, transferring the water bill and ask for a copy of their insurance certificate.

14/208.12 Councillor Croft to contact Braintree District Council re further activity days.

- 14/208.13 Kaaren Berry to approach the school about the choir performing in the Church at the Christmas tree exhibition.
- 14/208.14 Councillor Bull to look into obtaining a Christmas tree for this year.

**14/209. Correspondence:**

- 14/209.1 Essex Air Ambulance – request for donation.
- 14/209.2 CPRE – Annual General Meeting Invitation– 5<sup>th</sup> October 2014 being held in Maldon.
- 14/209.3 SLCC – Clerk Magazine – September issue.
- 14/209.4 Mi Community – Round Four now open for applications.
- 14/209.5 Braintree District Council – grass verge maintenance.
- 14/209.6 Essex County Council – School Crossing Patrol Officers required.
- 14/209.7 Essex County Council – Community Emergency Planning workshop – 24<sup>th</sup> October 2014.
- 14/209.8 EALC – Data protection Obligations and consent form.
- 14/209.9 Essex Police – changes in ways Essex Police will engage with local communities.
- 14/209.10 EALC – training calendar for 2015 received.

**14/210. Financial Accounts:**

- 14/210.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 14/210.2 Audit Commission report and satisfaction survey.
- 14/210.3 Budget – projects for next year.

**14/211. Internal auditors report:**

- 14/211.1 Risk Assessment
- 14/211.2 Update on other areas of the internal report – Data Protection

**14/212. Internal Practices and management for the Parish Council:**

- 14/212.1 Communications Plan for consideration – progress report on various aspects.

**14/213. 'Greene King Field' - Land for Sale:**

- 14/213.1 Update of progress.

**14/214. Report from the Leisure and Recreation Group:**

- 14/214.1 Councillor Bull to report progress.

**14/215. Planning:**

Application No:	Description:	Location:	Action Required:
14/01092/FUL	Change of use of existing barn for functions and weddings	Hoses Farm Carters Hill Toppesfield, CO9 4LZ	Comments to be submitted by 8 <sup>th</sup> October 2014
14/01265/AGR	Application for prior notification for an agricultural building - Erection of Agricultural Barn	Bradfields Harrow Hill Toppesfield CO9 4LX	Information only due to type of application

**14/216. Transport / Highways Issues:**

- 14/216.1 The Causeway – update from Greenfields

**14/217. Village Hall Update report:**

Councillor Sheldrake to report

**14/218. Emergency Planning Information:**

Draft plan previously circulated.

**14/219. Councillor Training:**

14<sup>th</sup> October 2014 – confirm modules and attendance.

**14/220. Councillor to attend next Parish Surgery:**

Surgery to be held on 4<sup>th</sup> October 2014, 10.30am – 12.30pm at Toppesfield Village Hall.

**14/221. Toppesfield & Gainsford End Village Show:**

Feedback and thanks.

**14/222. Network 5:**

Next meeting 23<sup>rd</sup> October 2014 at The Reading Rooms, Great Yeldham. Attendance and agenda items.

**14/223. Any Other Business:**

To discuss any other business / items for the next agenda

**14/224. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 6<sup>th</sup> November 2014 at 8pm at Toppesfield Village Hall

**14/225. Close**