



Toppesfield Parish Council

Clerk to the Council:

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30th August 2014

Toppesfield Parish Councillors

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

Thursday 4th September 2014 at 8.00 pm at **Toppesfield Village Hall** for the purpose of transacting the following business:

Kaaren Berry

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Clerk to Toppesfield Parish Council

AGENDA

14/179. Attendance and Apologies for absence

14/180. 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).]

14/181. Open Session – opportunity for members of the Parish to address the Parish Council.

14/182. Minutes of last meeting (previously circulated)

14/183. Matters Arising from last meeting - not dealt with below

14/184. Actions from previous meeting:

14/184.1 Kaaren Berry and Dave Dyson to work out a square metre figure of the village hall.

14/184.2 Kaaren Berry to contact the remaining householder adjoining the footpath to the allotments regarding a dog waste bin being placed at the end of the footpath.

14/184.3 Kaaren Berry to seek two quotes for a noticeboard with the same specification as that of the Gainsford End notice board. Also check the size with the existing one at Camoise Close.

14/184.4 Andrew Bull to email to Councillors Page and Dyson the communications plan.

14/184.5 Kaaren Berry to enquire about the wood used in the A frame boards.

14/184.5 Kaaren Berry to follow up with RoSPA re the area at the bottom of the playing field.

14/184.6 Kaaren Berry to send out tender requests for grass cutting around the parish.

14/184.7 Kaaren Berry to seek prices for litter bins.

14/184.8 Sally Croft to look at current signage in Toppesfield Playing field regarding dogs.

14/184.9 Shaun Sheldrake to do a site visit to Gainsford End Playing field and investigate the location.

14/184.10 Kaaren Berry and Andrew Bull to write an appeal letter re the pathway to the war memorial.

14/184.11 Sally Croft to enquire about the availability of ferrets and a table tennis table for the village show.

14/184.12 Shaun Sheldrake to contact BT re the adoption of the BT telephone box in Gainsford End.

14/184.13 Dave Dyson to approach Essex County Council for chippings for Church Lane.

14/185. Correspondence:

- 14/185.1 Councillor Dyson - resignation
- 14/185.2 Essex County Council – Tender Round Results
- 14/185.3 Essex County Council – outcome of consultation on service 17
- 14/185.4 Essex County Council – outcome of consultation on service 383
- 14/185.5 Mrs Clark – Cultivation of the Greene King Field
- 14/185.6 The Big Tree Plant Scheme
- 14/185.7 BT Telephone Box – Residents comments
- 14/185.8 Society of Local Council Clerks – Notice of Annual General Meeting, 10th October 2014
- 14/185.9 Braintree District Council – Emergency Plan
- 14/185.10 EALC – County update
- 14/185.11 Glasdon – trade brochure

14/186. Financial Accounts:

- 14/186.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 14/186.2 Dog waste bins
- 14/186.3 The Pump at Gainsford End
- 14/186.4 Request from the Allotment Society for funding to clear the remnants from the tree cutting at the allotments.

14/187. Activity Days:

Councillor Croft to report

14/188. Update on internal auditors report:

- 14/188.1 Risk Assessment
- 14/188.2 Update on other areas of the internal report.

14/189. Internal Practices and management for the Parish Council:

- 14/189.1 Communications Plan for consideration – progress report on various aspects.
- 14/189.2 New Risk Assessment Log for consideration. (Will be circulated prior to meeting)

14/190. 'Greene King Field' - Land for Sale:

- 14/190.1 Update of progress.

14/191. Chapel Field Purchase:

Councillor Sheldrake to report.

14/192. Report from the Leisure and Recreation Group:

- 14/192.1 Councillor Bull to report progress.
- 14/192.2 Tenders for works on the changing rooms to be opened and discussed.

14/193. War Memorial:

WW1 Commemoration ideas/suggestions.

14/194. Remembrance Sunday:

Councillor Croft to report.

14/195. Transport / Highways Issues:

14/195.1 The Causeway

14/195.2 Park Lane

14/196. Village Hall Update report:

Councillor Sheldrake to report

14/197. Christmas Tree Exhibition:

Councillor Croft to report

14/198. Councillor to attend next Parish Surgery:

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

14/199. Toppesfield & Gainsford End Village Show:

Saturday 13th September 2014 – To discuss the Parish Council's stall/stands for this event.

14/200. Any Other Business:

To discuss any other business / items for the next agenda

14/201. Date of the next meeting:

The next Parish Council Meeting is scheduled for 2nd October 2014 at 8pm at Toppesfield Village Hall

14/202. Close