



Toppesfield Parish Council

Chairman Mr Alan Collard

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25th February 2022

To: Members of Toppesfield Parish Council

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

Thursday 3rd March 2022 at 7.30pm at Toppesfield Village Hall for the purpose of transacting the business according to the below Agenda.

Kaaren Berry

Kaaren Berry
Clerk to Toppesfield Parish Council

AGENDA

22/31. Attendance and Apologies for absence

22/32. 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).]

22/33. Open Session – opportunity for members of the Parish to address the Parish Council.

22/34. Minutes of the last Parish Council Meeting

(previously circulated)

22/35. Matters Arising not on the agenda – for report only

22/36. Actions from previous meeting:

22/36.1 Councillors Neale and Collard along with the clerk to write to the resident to withdraw access rights from the Park Lane car park.

22/36.2 Clerk to continue to follow up with Anglian Water re the access road alongside the Village Hall.

22/36.3 Councillor Roberts to write an article for the next parish newsletter regarding historical information, cataloguing and storage of the information and items.

22/36.4 Clerk to request the trial of the accounts package Easy PC accounts.

22/36.5 Clerk to contact local councils to find out who they use as auditors and the EALC for a list of auditors.

22/36.6 Councillor Page to obtain quotes for road sign for Mallows Lane.

22/36.7 Clerk to write to Eastlight Housing Association regarding the damp at Dordell Court.

22/37. Internal Practices and management for the Parish Council:

- 22/37.1 Co-option of 7th Councillor (KB)
- 22/37.2 Neighbourhood Plan update (BP)
- 22/37.3 Update on plans for the Playing Field (ACO)
- 22/37.4 Jubilee Event update and decision required to purchase commemorative memorabilia (AC)
- 22/37.5 Update on proposed village Charity (ACO)
- 22/37.6 Wethersfield Airfield proposed development & further responses from the Wethersfield Airbase prison proposal survey received
- 22/37.7 Community Litter Pick (KB)
- 22/37.8 March Coffee Morning (KB)
- 22/37.9 Proposed change of date for the June Parish Council Meeting (KB)
- 22/37.10 'Levelling-up in Essex' – discussion

22/38. Correspondence Received:

- 22/38.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 22/38.2 Dog's Trust - Are offering talks to local community group, either in person or online over Zoom. The talks can be tailored to suit the group's needs and interests, but they primarily focus on the back ground of the charity, the different elements of our work, the local rehoming centre and how our work has been impacted by the pandemic. They also provide a Canine Care Card Service - to give dog-owners peace of mind, knowing that their dog's future is safe with us, should something happen to them. There is more information about this service on our website:
www.dogstrust.org.uk/help-advice/dog-care/canine-care-card
- 22/38.3 Essex County Council - Essex Minerals Local Plan Review Policy S6 engagement and Call for Sites exercise from 11th February – 25th March 2022. Full details of the Policy S6 engagement and Call for Sites exercise, including why we are holding both, engagement documents and how to respond can be found on the Essex County Council website at www.essex.gov.uk/minerals-review
- 22/38.4 Essex County Council – Bus Network review public survey - As part of a Countywide review of the Essex bus network. ECC would like to get views on how the local bus network could be improved. Details and links have been placed on the Website. Residents are urged to respond whether they use the bus or not.
- 22/38.5 Braintree District Council - Anti-Litter Signs trial – suggestions for location of signs to be received by 9th March 2022.
- 22/38.6 Braintree Local Highways Panel minutes from the meeting held on 27th January 2022 are available to view on the Council's website at the following link:-
<https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPub lic/mid/397/Meeting/1199/Committee/13/Default.aspx>

22/39. Financial Accounts:

- 22/39.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)
- 22/39.2 Grounds Maintenance Service Level Agreement April 2022 – March 2023, renewal costs received. Decision required as to whether to continue with the contract (KB)
- 22/39.3 Quote received from Scribe accounting (KB)

22/40. Highways:

- 22/40.1 Road Traffic Regulation Act 1984 - Section 14(1) - Temporary Traffic Regulation Order of Gainsford End, Gainsford End Road, Toppesfield. Please see the following link <https://one.network/?tm=125226818> to find details of the intended closure of Gainsford End, Gainsford End Road, due to commence on 9th March 2022 for 1 day. The closure is required for the safety of the public and workforce while Openreach undertakes underground plant transfer.
- 20/40.2 Road Traffic Regulation Act 1984 - Section 14(1) - Temporary Traffic Regulation Order of School Road, Little Yeldham. Please see the following link <https://one.network/?tm=126935927> to find details of the intended closure of School Road, due to commence on 11th March 2022 for 6 hours. The closure is required for the safety of the public and workforce while Openreach under takes pole testing.

22/41. Planning:

Application No:	Description	Address	Action
Ref. No: 19/01068/LBC	Installation of solar panels on the south facing roof of the tiled garage (previously stable block).	Brook House Robinhood End Toppesfield CO9 4NN	Application Permitted

22/42. Communications:**22/43. Information exchange / Items for the next agenda****22/44. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 7th April 2022 at 7.30pm at Toppesfield Village Hall.

22/45. Close