



Toppesfield Parish Council

Chair Kitty Bourlet

Clerk to the Council: Kaaren Berry
Mobile: 07341264219

Email: clerk.toppesfieldparishcouncil@gmail.com
2 Gunces Farm Cottages, Stambourne Road
Great Yeldham, Halstead, Essex CO9 4RB

<https://e-voice.org.uk/toppesfield-parish-council>

To: Members of Toppesfield Parish Council

You are hereby summoned to attend the Parish Council meeting of Toppesfield Parish Council to be held on **Thursday 6th June 2024 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
30th May 2024

AGENDA

24/84. Attendance and Apologies for absence

24/85. 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).]

24/86. Open Session – opportunity for members of the Parish to address the Parish Council.

24/87. Minutes of the last Parish Council Meeting

(Previously circulated)

24/88. Matters Arising not on the agenda – for report only

24/89. Actions from previous meeting:

- 24/89.1 Cllr Bourlet to liaise with Alan Collard regarding progress made for funding for digitalising historic photographs/documents.
- 24/89.2 Cllr Bourlet & Winter to arrange and meet with a third representatives regarding possibilities for the playing field.
- 24/89.3 Cllr Bourlet to research funding for the playing field project.
- 24/89.4 Cllr Bourlet & Winter to meet with a Cricket Club representative regarding boundaries for the cricket pitch.
- 24/89.5 Clerk to progress agreed mobile phone contract.
- 24/89.6 Cllr Graves to install the dog poop bag dispensers.
- 24/89.7 Clerk to find out dates for J9 training for Councillors.

24/90. Internal Practices and management for the Parish Council:

- 24/90.1 Neighbourhood Plan update
- 24/90.2 Wethersfield Airfield and Asylum centre update
- 24/90.3 Playing fields Plan – update on obtaining quotes for consideration (KB/FW)
- 24/90.4 Co-option of Councillor (Clerk)
- 24/90.5 Verge Cutting - request to carry out the first cut of the year (Clerk)

24/90.6 Training for parish Councillors (Clerk)

24/90.7 Review of Financial Regulations and Code of Conduct required (Clerk)

24/91. Correspondence Received:

24/91.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

24/91.2 The Minutes of the meeting of Braintree Local Highways Panel, held on 29th April 2024 are available to view on the Council's website at the following link:- <https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1455/Committee/13/Default.aspx>

24/91.3 Request for the Parish Council to support campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal. Lord Foster and Electrical Safety First are promoting a Bill to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible.

24/91.4 Essex Highways - Salt Bag Partnership Scheme for Winter 2024/25 has been launched. Does the Parish Council wish to participate and requires salt, or participate but has enough salt left due to the mild winter or won't be taking part. Response required by the closing date of 22nd July 2024.

24/91.5 University of Essex – Invitation to the Chair to attend The University's Annual Meeting and Summer Reception, on 27th June 2024.

24/91.2 GRIDSERVE Electric Forecourt® in Braintree – invitation to attend a site tour.

24/92. Financial Accounts:

24/92.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Clerk)

24/92.2 Accounts for year 2023/24.

To approve the accounts and sign the Annual Return, for the year ending 31 March 2024.

The Chairman and Responsible Financial Officer/Clerk to sign:

- Annual Governance Statement.
- Accounting Statements.

24/93 Highways:

24/93.1 Park Lane Car Park – update on progression of potential sale and other options.

24/93.2 Footway defect reported in Church Lane (metal spike appearing in path). Reference number 2920600

24/94. Planning:

Application No:	Description	Address	Action
24/00987/HH	Single storey rear extension	14 Stambourne Road Toppesfield CO9 4DG	Comments to Braintree District Council by 10 th June 2024
24/01136/AGR	Application for prior notification of agricultural or forestry development - Erection of agricultural grain store	Flowers Hall Farm Gainsford End CO9 4EN	For information only. Due to the type of application, BDC are unable to accept third party comments.
24/00894/HH	Installation of 24No. solar panels to barn	The Stables Park Lane Toppesfield CO9 4DQ	Braintree District Council planning decision: Pending consideration

24/95. Communications:

24/96. Information exchange / Items for the next agenda

24/97. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 4th July 2024 at 7.30pm at Toppesfield Village Hall however this will need to be changed due to the general election being held the same day in the village hall.

24/98. Close