



Toppesfield Parish Council

Chairman Mr Alan Collard

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6th August 2021

To: Members of Toppesfield Parish Council

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

Thursday 12th August 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

21/120. Attendance and Apologies for absence

21/121. 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).]

21/122. Open Session – opportunity for members of the Parish to address the Parish Council.

21/123. Minutes of the last Parish Council Meeting

(previously circulated)

21/124. Matters Arising not on the agenda – for report only

21/125. Actions from previous meeting:

21/125.1 Clerk to follow up again with Anglian Water regarding the access road by the village hall.

21/125.2 Councillor Mackman to make amendments to the Environmental Policy before circulating it for final comments and consideration.

21/125.3 Clerk to follow up with Braintree District Council regards to a dog waste bin along Church Lane and Harrow Hill.

21/125.4 Councillor Page to invite ESPplay to carry out a survey of the playing fields regarding play equipment, obtain their final quote and enquire about cost of shelters.

21/125.5 Councillors Page and Neale and the clerk to write to Anglian Water and UK Power networks regarding sewerage and power pressures within the parish

21/125.6 Clerk to circulate list of suggested content for the welcome packs to all Councillors.

21/125.7 Clerk to enquire about the repositioning of the Stambourne Road road sign.

21/126. Internal Practices and management for the Parish Council:

21/126.1 Neighbourhood Plan drop-in meeting feedback and update (BP)

21/126.2 Discuss the revised Environmental Policy for Toppesfield Parish Council with view to adopt the Policy (GM)

21/126.3 Discuss the Toppesfield & Gainsford End PC Recycling & Eco-Waste Guide (GM)

21/126.4 Accreditation (BP)

21/126.5 Discussion regarding the proposed purchase of the Green Man barn and next steps – (AC)

21/126.6 Update on plans for the Playing Field (ACO)

21/127. Correspondence Received:

21/127.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

21/127.2 The Minutes of the virtual meeting of Braintree Local Highways Panel which was held on 24th June 2021 are available to view on the Council's website at link:-

<https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1181/Committee/13/Default.aspx>

The next meeting of the Panel is scheduled for Thursday, 30th September 2021 at 4.00pm.

21/127.3 Have your say on the Lower Thames Crossing - Community impacts consultation - open until 23.59 on 8 September 2021 – Find out more at:

[Lower Thames Crossing – Construction Impacts Consultation \(highwaysengland.co.uk\)](https://www.highwaysengland.co.uk/lower-thames-crossing)

21/127.4 Braintree District Neighbourhood Watch - Annual General Meeting to be held on Tuesday 24th August at the Maurice Rowson Hall Gosfield. Attendance to be registered– please let your parish clerk know by 19th if you wish to attend.

21/127.5 Braintree District Council – request for updated emergency plan details.

21/127.6 Stanstead Airport Watch – newsletter received and is available to view on the parish website.

21/128. Financial Accounts:

21/128.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)

21/128.2 New Gainsford End gate signs and new posts for the notice board required. Quote to be received (BP)

21/128.3 To sign the Annual Return, for the year ending 31 March 2021. The Chairman and Responsible Financial Officer/Clerk to sign:

- Certificate of Exemption 2020/21 stating that the gross income/expenditure did not exceed £25,000.
- Annual Governance Statement.
- Accounting Statements.

21/128.4 Consideration to purchase new laptop for the clerk and budget (KB)

21/129. Highways:

21/129.1 Road Traffic Regulation Act 1984 – Section 14(1) - Temporary Traffic Regulation Order of Great Yeldham Road, Toppesfield. Please see <https://one.network/?tm=122549381> for details of the intended closure due to commence on 16th August 2021 for 3 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes carriageway patching.

21/129.2 Road Traffic Regulation Act 1984 – Section 14(1) - Temporary Traffic Regulation Order of Birdbrook Road, Stambourne. Please see <https://one.network/?tm=122471142> for details of the intended closure due to commence on 24th August 2021 for 3 days. The closure is required for the safety of the public and workforce while Anglian Water undertakes boundary box installation.

21/129.3 Harrow Hill Sign - There are two properties which are not included on the entrance sign to Harrow Hill – could the unlisted properties be added to the sign (DW)

21/129.4 Salt Bin, Harrow Hill - The salt bin at the entrance lane to Harrow Hill needs replacing (DW)

21/129.5 Public footpath sign situated further up the harrow hill lane is in need of replacing (DW)

21/130. Planning:

Application No:	Description	Address	Action
Ref. No: 21/02374/HH	Proposed single storey rear extension and all associated works.	2 The Street Toppesfield CO9 4DJ	Comments to Braintree District Council by 31 st August 2021

21/131. Communications:

21/131.1 Broadband project update – (CN)

21/132. Playing Fields & The Dick Ruggles Pavilion

21/132.1 Discuss park play equipment weekly/monthly check (BP)

21/132.2 Trees in Toppesfield recreation ground need surveying. There are a lot of lower branches that need cutting out and dead wood removing. The trees in the church yard, whose branches over hang the footpath outside the school, also need surveying. (BP)

21/133. Information exchange / Items for the next agenda**21/134. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 2nd September 2021 at 7.30pm at Toppesfield Village Hall.

21/135. Close