



# Toppesfield Parish Council

Chair Kitty Bourlet

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<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 12<sup>th</sup> September 2024 at 7.30pm** at **The Green Man Barn** as the village hall is unavailable, for the purpose of transacting the business according to the below Agenda.

*Kaaren Berry*

Kaaren Berry  
Clerk to Toppesfield Parish Council  
8<sup>th</sup> September 2024

## **AGENDA**

### **24/129. Attendance and Apologies for absence**

### **24/130. 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).]*

### **24/131. Open Session – opportunity for members of the Parish to address the Parish Council.**

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### **24/132. Minutes of the last Parish Council Meeting**

*(Previously circulated)*

### **24/133. Matters Arising not on the agenda – for report only**

#### **24/134. Actions from previous meeting:**

24/134.1 Clerk to enquire with Essex County Council about the process for gaining a 20mph speed limit and/or flashing speed signs.

24/134.2 Clerk to enquire about community speed watch / police speed traps.

24/134.3 Cllr Neale to contact Cllr Schwier re potholes along Gainsford End Road.

24/134.4 Clerk to contact Gt Yeldham Parish Council re the condition of the Toppesfield Road before the residential area.

24/134.5 Cllr Bourlet to liaise with Alan Collard regarding progress made for funding for digitalising historic photographs/documents.

24/134.6 Cllrs Bourlet and Winter to arrange and meet with a third representatives regarding possibilities for the playing field.

24/134.7 Cllr Bourlet to research funding for the playing field project.

24/134.8 Cllr Bourlet to report back to the playing field group with response from the Cricket Club representative regarding boundaries for the cricket pitch.

24/134.9 Cllr Graves to write to contractor for playing field maintenance.

24/134.10 Cllr Graves to look at options for the car park in Park Lane.

#### **24/134. Internal Practices and management for the Parish Council:**

- 24/134.1 Neighbourhood Plan update
- 24/134.2 Wethersfield Airfield and Asylum centre update
- 24/134.3 Waste Collection Vehicle - 21 September 2024 (Clerk)
- 24/134.4 2 Hour Short Course training – modules and availability from councillors required
- 24/134.5 Proposal to adopt updated social media Policy (Clerk).
- 24/134.6 Cllr Graves – update on Gainsford End sign.
- 24/134.7 Tree planting project
- 24/134.8 Christmas Event
- 24/134.9 Parish Council Strategy document – (KB and Clerk)

#### **24/135. Correspondence Received:**

- 24/135.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 24/135.2 Marie Curie Fundraising team – request for financial donation received.
- 24/135.3 RCCE – Essex Big Weekend - Visit Essex is offering people the chance to win big with free tickets to attractions, overnight stays and meal vouchers, which will help extend the visitor season and support local businesses. Details can be found on the parish council website and the Toppesfield Facebook page.
- 24/135.4 Braintree District Council - The committee meeting scheduled for 2nd September has been cancelled and a revised local development scheme, formally setting out the council's timetable towards a submission of an updated local plan in compliance with the proposed NPPF, will be discussed at a Local Plan Sub-Committee on 16th September 2024. For more details see the councils [Latest news page](#).

#### **24/136. Financial Accounts:**

- 24/136.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Clerk)
- 24/136.2 Annual Return Response from Auditors.

#### **24/137 Highways:**

- 24/137.1 Park Lane Car Park – update on progression of potential sale and other options.
- 24/137.2 Footpaths – update on mapping of local footpaths including costs.

#### **24/138. Communications:**

#### **24/139. Information exchange / Items for the next agenda**

#### **24/140. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 3<sup>rd</sup> October 2024 at 7.30pm at Toppesfield Village Hall.

#### **24/141. Close**