



Toppesfield Parish Council

Chair Kitty Bourlet

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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 18th July 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
12th July 2024

AGENDA

24/99. Attendance and Apologies for absence

24/100. 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).]

24/101. Open Session – opportunity for members of the Parish to address the Parish Council.

24/102. Minutes of the last Parish Council Meeting

(Previously circulated)

24/103. Co-option of Councillor

24/104. Matters Arising not on the agenda – for report only

24/105. Actions from previous meeting:

24/105.1 Cllr Bourlet to liaise with Alan Collard regarding progress made for funding for digitalising historic photographs/documents.

24/105.2 Cllr Winter to arrange and meet with a third representatives regarding possibilities for the playing field.

24/105.3 Cllr Bourlet to research funding for the playing field project.

24/105.4 Cllr Bourlet & Winter to meet with a Cricket Club representative regarding boundaries for the cricket pitch.

24/105.5 Cllr Graves to give update on locations of the dog poop bag dispensers.

24/105.6 Clerk to find out further dates for J9 training for Councillors.

24/105.7 Cllr Winter seek quote for maintenance work required at the playing fields.

24/105.8 Clerk to review Financial Regulations and Code of Conduct and circulate to Councillors for comment.

24/105.9 Cllr Graves to look at options for the car park in Park Lane.

24/106. Internal Practices and management for the Parish Council:

24/106.1 Neighbourhood Plan update

24/106.2 Wethersfield Airfield and Asylum centre update

24/106.3 Proposal to approve updates Financial Regulations (Clerk)

24/106.4 Proposal to approve updated Risk Assessment (Clerk)

24/106.4 National Grid consultation on installing hundreds of pylons through Norfolk, Suffolk and Essex.

Response required by 26th July 2024 on the [National Grid website](#).

24/106.5 Update on meeting with the Shop and Village Hall Committee representatives re the shop garden project

24/106.6 Proposal for a Waste Collection Vehicle to attend the village in September 2024 (Clerk)

24/106.7 2 Hour Short Course training – dates required that councillors would be available to attend (Clerk)

24/107. Correspondence Received:

24/107.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

24/107.2 Request to place a memorial bench in Toppesfield Playing field next to the existing benches along the Church wall.

24/107.3 Open Spaces Society, Summer edition of their Open Space publication

24/107.4 Clerk & Councils Direct July publication received.

24/107.5 Great Bardfield (ESSEX) Neighbourhood Plan - Pre-Submission Consultation (Regulation 14).

Braintree District Council are required to consult and views on the Draft Neighbourhood Plan would be welcomed. The full plan and supporting documents can be viewed at

[Neighbourhood Plan - Great Bardfield Parish Council \(greatbardfield-pc.gov.uk\)](#) The Pre-Submission Consultation runs until **Friday 2 August 2024**. If possible, please submit comments online at www.smartsurvey.co.uk/s/Great_Bardfield_NP

24/108. Financial Accounts:

24/108.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Clerk)

24/108.2 Update on bank mandate changes (Clerk)

24/109 Highways:

24/109.1 Park Lane Car Park – update on progression of potential sale and other options.

24/109.2 Church Lane – hole in path near the telegraph pole/salt bin. This has been reported to Highways, reference number 2927673.

24/110. Planning:

Application No:	Description	Address	Action
24/00987/HH	Single storey rear extension	14 Stambourne Road Toppesfield CO9 4DG	Braintree District Council planning decision: Application Granted
24/00894/HH	Installation of 24No. solar panels to barn	The Stables Park Lane Toppesfield CO9 4DQ	Braintree District Council planning decision: Application Granted

24/111. Communications:

24/112. Information exchange / Items for the next agenda

24/113. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 8th August 2024 at 7.30pm at Toppesfield Village Hall.

24/114. Close