



Toppesfield Parish Council

Chairman Mr Alan Collard

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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 Annual Parish Council meeting of Toppesfield Parish Council to be held on **Thursday 2nd November 2023 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
27th October 2023

AGENDA

23/176. Attendance and Apologies for absence

23/177. 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).]

23/178. Open Session – opportunity for members of the Parish to address the Parish Council.

23/179. Minutes of the last Parish Council Meeting

(Previously circulated)

23/180. Matters Arising not on the agenda – for report only

23/181. Actions from previous meeting:

23/181.1 Cllrs Bourlet and Smith to progress Christmas event planning.

23/181.2 Clerk to obtain further quotes for a replacement for the damaged slide and for a stand-alone small slide.

23/181.3 Clerk to enquire with EALC whether the clerk's salary should increase as a result of gaining the CiLCA Qualification.

23/182. Internal Practices and management for the Parish Council:

23/182.1 Neighbourhood Plan update (AC)

23/182.2 Wethersfield Airfield and Asylum centre update

23/182.3 Christmas event

23/182.4 Consideration to adopt updated Complaints procedure policy and safeguarding policy

23/182.5 Outline Planning Application for the Village Pump – consideration of applying for Pre-application advice and withdrawing the outline planning application.

23/183. Correspondence Received:

- 23/183.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 23/183.2 Wethersfield Parish Council – request for the parish council to write to Braintree District Council to support the future of the RAF Wethersfield Museum and action being taken by Wethersfield PC.
- 23/183.3 Essex Planning Officers Association (EPOA) has been leading work to revise the parking standards guidance to inform new development across Essex and the new Garden Communities. EPOA are consulting on parking standards for development such as housing, retail, commercial and leisure uses in part 1 document which will cover from the smallest developments upwards of any type across the County. A new approach to apply to Garden Communities and Large Scale Developments (part 2) is being also being consulted on. The consultation documents can be accessed at : <https://consultations.essex.gov.uk/rci/essex-parking-guidance-consultation-2023>
A survey is attached to each document, and these are hosted on this website on behalf of EPOA, please respond by the 4th December 2023.
- 23/183.4 Essex County Council Integrated Passenger Transport Unit - update on the progress of Essex County Council's supported bus services, following the recent conclusion of our consultation. We are pleased to report that we received 959 submissions and around 1200 comments in response to the consultation.
The next step in this process involves analysing the gathered data, including any written feedback received outside the formal consultation. This is a substantial and important piece of work and we expect to conclude in the New Year. This will then inform how many services may be subject to change and as soon as we have that information in full.
- 23/183.5 Zero Hour, Climate & Ecology Bill - are seeking Toppesfield Parish Council support for the Climate and Ecology Bill, which is due for its second reading on 24 November. We are writing to ask your council to join the 168 parish & town councils across the UK to support the Climate and Ecology Bill. If Toppesfield Parish Council is supportive, we are asking that after the motion is passed, you issue a press release that it has done so and writes and requests your MP(s) to also publicly support the CE Bill.

23/184. Financial Accounts:

- 23/184.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Clerk)
- 23/184.2 Proposal to approve the costs of replacement trees along The Causeway (JG)

23/185. Highways:

- 23//185.1 Park Lane Car park – response from Braintree District Council regarding covenants on the land.

23/186. Planning:

Application No:	Description	Address	Action
23/02423/TPO	Notice of intent to carry out works to trees protected by Tree Preservation Order No. 14/82 - Prune, tidy up and thin 1 Horse Chestnut Tree	Chapel House The Street Toppesfield CO9 4DJ	Braintree District Council planning decision: Pending Consideration
23/02138/COUPA	Prior approval for the Change of Use of Agricultural Buildings to a flexible use within Storage or Distribution (Class B8), Hotels (Class C1), Commercial/Business/Service (Class E), or until the end of July 2022, uses previously classified as Assembly and Leisure (Class D2).	Toppesfield Hall Great Yeldham Road Toppesfield CO9 4LS	Braintree District Council planning decision: Prior Approval Required and Given

23/187. Communications:

23/188. Information exchange / Items for the next agenda

23/189. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 7th December 2023 at 7.30pm at Toppesfield Village Hall.

23/190. Close