



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 2nd November 2023 at Toppesfield Village Hall at 7.30pm

23/176. Attendance and Apologies for absence

The following Councillors were in attendance:

Councillor Alan Collard
Councillor Kitty Bourlet
Councillor Amanda Smith
Councillor Paula Edwards-Holmes
Councillor Jane Daines

Apologies were received from:

Councillor Jeremy Graves
Councillor Frances Winter
Kaaren Berry (Clerk)
District Councillor Richard van Dulken
County Councillor Peter Schwier

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).]

Cllr. Edwards-Holmes declared an interest in agenda item 23//185.1

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

No members of the public were in attendance

23/179. Minutes of the last Parish Council Meeting

it was proposed by Cllr Edwards-Holmes and seconded by Cllr Daines that the minutes of the Parish Council meeting held on 5th October 2023 were agreed and signed as a true record of the meeting.

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

There were no matters arising.

23/181. Actions from previous meeting:

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

Cllrs Bourlet and Smith gave an update on the planning for 2 December. Cllr Bourlet advised all is in hand.

23/181.2 Clerk to obtain further quotes for a replacement for the damaged slide and for a stand-alone small slide. **Item deferred due to Clerk's absence**

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

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

23/182.1 Neighbourhood Plan update (AC). **Cllr Collard advised that progress continues to be made.**

We now have quotes for the cost of the outstanding work required and will be applying for a further

grant to cover this. He hopes that there will be consultation with residents in the first quarter 2024 and that the plan will be completed during the second quarter

23/182.2 Wethersfield Airfield and Asylum centre update. **Cllr Collard referred councillors to the regular updates distributed by the Clerk/**

23/182.3 Christmas event **Discussed under item 23/181.1**

23/182.4 Consideration to adopt updated Complaints procedure policy and safeguarding policy. **Item deferred due to clerk's absence**

23/182.5 Outline Planning Application for the Village Pump – consideration of applying for Pre-application advice and withdrawing the outline planning application. **BDC Planning Dept. has recommended that we withdraw our application for outline planning permission and be refunded the cost. Instead they suggest we seek a more informal consultation before proceeding. This course of action was agreed.**

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](#). **It was agreed to write to BDC in support of the future of the RAF Wethersfield Museum**

[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. **It was decided not to write to BDC.**

23/184. Financial Accounts:

23/184.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Clerk) **Proposed by Cllr Graves, seconded by Cllr Edwards-Holmes and approved**

23/184.2 Proposal to approve the costs of replacement trees along The Causeway (JG)

Proposed by Cllr Graves, seconded by Cllr Collard and approved. Cllr Daines offered to oversee the tree planting.

23/185. Highways:

23//185.1 Park Lane Car park – response from Braintree District Council regarding covenants on the land. **BDC has advised it can find nothing in its records that would prevent the council from disposing of part of the car park. The clerk will move forward with this.**

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

The above were noted.

23/187. Communications:

There was nothing discussed under this item.

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

There was nothing discussed under this item.

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

The Chair closed the meeting at 8.15pm

Signed:

Dated:

Actions

Cllrs Bourlet & Smith to continue with Christmas planning
Cllr Collard to apply for further funding to complete Neighbourhood Plan
Clerk to write to BDC as per agenda item 23/183.2

Accounts -2nd November 2023				
			£	
Community Account				
	Closing Balance as at 2nd November 2023		£36,142.71	
	All previous payments issued balance should be		<u>£36,127.71</u>	
Income Received	Included in the balance figure of 02.11.23		£0.00	
			<u>£0.00</u>	
Direct Debits	/ Payments made since last meeting (included in the balance figure of 02.11.23)			
01.11.23	EDF Energy - The Pavilaion electricity supply		£10.00	
			<u>£10.00</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
17.08.23	K Berry - correction to payment on 7th September for office refurbishment	By Bacs	£4.88	£0.00
09.10.23	Braintree District Council - election May 2023	By Bacs	£70.05	£0.00
13.10.23	Barcham Trees - trees for planting along The Causeway	By Bacs	£931.02	£0.00
02.11.23	Paul Clark Printing - November/December newsletter	By Bacs	£220.00	£0.00
01.11.23	K Berry - October salary	By Bacs	£502.92	£0.00
			<u>£1,728.87</u>	
			£34,413.84	