



# Toppesfield Parish Council

Chairman Mr Chris Neale

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29th July 2022

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 4<sup>th</sup> August 2022 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**

### **22/114. Attendance and Apologies for absence**

### **22/115. 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).]*

### **22/116. Open Session – opportunity for members of the Parish to address the Parish Council.**

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### **22/117. Minutes of the last Parish Council Meeting**

*(Previously circulated)*

### **22/118. Matters Arising not on the agenda – for report only**

### **22/119. Actions from previous meeting:**

22/119.1 Councillor Bourlet to provide quotes for 5 a-side goals/nets for Gainsford End playing field.

22/119.2 Councillor Collard to follow up on the possibility of getting a water supply to the pavilion.

22/119.3 Councillor Neale - progress the setting up of a mobile phone contract for the parish council phone number.

22/119.4 Councillor Neale update on replacement backboard for the basketball hoop.

### **22/120. Internal Practices and management for the Parish Council:**

22/120.1 Neighbourhood Plan update (ACO)

22/120.2 Update on plans for the Playing Field (ACO)

22/120.3 Update on proposed village Charity (ACO)

22/120.4 Wethersfield Airfield proposed development update (TR)

22/120.5 Informal Strategy Working Group – date to be arranged (CN)

- 22/120.6 Village Group Meeting – date to be arranged (CN)  
21/120.7 Discuss the possibility for the parish council become a member of BALC (TR)  
21/120.8 Proposal to request bids for constructing new petanque court (ACO)

**22/121. Correspondence Received:**

- 22/121.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.  
22/121.2 Braintree District Council Choice Based Lettings Briefing - Wednesday 17th August 2022, Causeway House Committee Area at 9.30am  
22/121.3 PKF Littlejohn LLP Receipt of documents – notification of exempt status, 2022. PKF Littlejohn LLP have received and logged the notification of exempt status for the year ended 31 March 2022 for Toppesfield Parish Council. By notifying PKF that Toppesfield Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by PKF for this reporting year.  
22/121.4 Request received to approach farmers to plough a fire break within their fields.  
22/121.5 Braintree District Council - First results on the population and the number of households in local authority areas received and circulated to all Councillors.

**22/122. Financial Accounts:**

- 22/122.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)

**22/123. Highways:**

- 22.123.1 Essex County Council warnings issued about potential dangers of missing drain covers. The reporting of any missing drain should be done online at:  
<https://www.essexhighways.org/roads-and-pavements/potholes#report>.  
Reports will go straight to their inspectors who can then assess each incident. ECC has asked people to be vigilant and report any thefts to the Police should you see any take place.

**22/124. Planning:**

**22/125. Communications:**

Comments have been received regarding the size of the font used in the newsletter – should this be increased?

**22/126. Information exchange / Items for the next agenda**

**22/127. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 1<sup>st</sup> September 2022 at 7.30pm at Toppesfield Village Hall

**22/128. Close**