



# 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 5<sup>th</sup> October 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  
29<sup>th</sup> September 2023

## **AGENDA**

### **23/160. Attendance and Apologies for absence**

### **23/161. 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).]*

### **23/162. Open Session – opportunity for members of the Parish to address the Parish Council.**

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### **23/163. Minutes of the last Parish Council Meeting**

*(Previously circulated)*

### **23/164. Matters Arising not on the agenda – for report only**

### **23/165. Co-option of Councillor**

23/165.1 Consideration of application

### **23/166. Actions from previous meeting:**

23/166.1 All Councillors to provide ideas for the Christmas event for the October parish council meeting.

23/166.2 Clerk to obtain costs for a replacement for the damaged slide.

23/166.3 Cllrs Collard and Graves to obtain costings for replacement tree along The Causeway.

23/166.4 Cllr Collard and Clerk to progress an outline planning application for the potential Pump project.

23/166.5 Clerk to progress an application for a salt bin to be installed at Camoise Close.

### **23/167. Internal Practices and management for the Parish Council:**

23/167.1 Neighbourhood Plan update (AC)

23/167.2 Update on proposed village Charity (AC)

23/167.3 Wethersfield Airfield and Asylum centre update

23/167.4 Christmas event

23/167.5 Wikipedia page information (AC)

### 23/168. Correspondence Received:

- 23/168.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 23/168.2 Essex County Council - Have your say on the future of waste management in Essex.  
The consultation is open until Wednesday 22 November 2023. Please see the following link for more information: [Have your say on the future of waste management in Essex | Essex County Council](#)

### 23/169. Financial Accounts:

- 23/169.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Clerk)
- 23/169.2 Proposal to approve the costs of replacement tree along The Causeway (JG)
- 23/169.3 Annual Return Response from external auditors (Clerk)
- 23/169.4 Proposal to purchase Poppy Wreath for Remembrance Day (Clerk)

### 23/170. Highways:

- 23/170.1 Road Traffic Regulation Act 1984 – Section 14(1). Temporary Traffic Regulation Order of Stambourne Road, Toppesfield. Please see the following link <https://one.network/?tm=135183850> to find details of the intended closure of Stambourne Road, due to commence on 11th October 2023 for 3 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes carriageway patching.
- 23/170.2 Road Traffic Regulation Act 1984 – Section 14(1). Temporary Traffic Regulation Order of Great Yeldham Road, Toppesfield. Please see the following link <https://one.network/?tm=135030535> to find details of the intended closure of Great Yeldham Road, due to commence on 17th October 2023 for 4 days. The closure is required for the safety of the public and workforce while Anglian Water undertakes new connection.
- 23/170.3 Road Traffic Regulation Act 1984 Section 14(1). Temporary Traffic Regulation Order of Braintree Road, Halstead Road, Queen Street, Potter Street, Swan Street, Sible Hedingham. Please see the following link <https://one.network/?tm=135750313> to find details of the intended closure of Braintree Road, Halstead Road, Queen Street, Potter Street, Swan Street, due to commence on 15th January 2024 for 6 days.  
The closure is required for the safety of the public and workforce while Essex undertakes machine resurfacing.
- 23/170.4 Flooding issue from the Green Man barns to the village hall - an ad-hoc jetting service was carried out on 28<sup>th</sup> September 2023, however this has not solved the issues and this was relayed to Cllr Schwier who has escalated this to Cabinet Highway lead and will update the parish council once a response has been received.

### 23/171. 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	Parish council to make comments to Braintree District Council by 25 <sup>th</sup> October 2023
23/01859/TPOCON	Notice of intent to carry out works to trees in a Conservation Area: Prune tree back by a 1m. Currently touching roof and cables	The Green Man Church Lane Toppesfield CO9 4DR	Braintree District Council planning decision: Application Granted
23/02022/COUPA	Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development - Change of use to 2no. residential dwellings.	Meekings Farm Harrow Hill Toppesfield CO9 4LX	For information only – no requirement for comments.

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	For information only – no requirement for comments.
23/01698/SCR	Town & Country Planning Act 1990 (as amended), Town & Country Planning (Environmental Impact Assessment) Regulations 2017 - Screening Request (Regulation 6) – Solar Farm	Land Adjacent To Toppesfield Hall Great Yeldham Road Toppesfield	Braintree District Council planning decision: Pending Consideration

**23/172. Communications:**

**23/173. Information exchange / Items for the next agenda**

**23/174. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 2<sup>nd</sup> November 2023 at 7.30pm at Toppesfield Village Hall.

**23/175. Close**