



Toppesfield Parish Council

Chair Kitty Bourlet

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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 Parish Council meeting of Toppesfield Parish Council to be held on **Thursday 5th December 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
29th November 2024

AGENDA

24/172. Attendance and Apologies for absence

24/172.1 To accept apologies from members of the council

24/173. 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).]

24/174. Open Session – opportunity for members of the Parish to address the Parish Council.

24/175. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 7th November 2024

24/176. Matters Arising not on the agenda – for report only

24/177. Actions from previous meeting:

24/177.1 Cllr Bourlet to follow up with Alan Collard regarding funding for digitalising historic records.

24/177.2 Cllrs Bourlet, Winter to arrange and meet with a third representatives regarding possibilities for the playing field.

24/177.3 Cllr Bourlet to research funding for the playing field project.

24/177.4 Cllr Bourlet to report back to the playing field group with response from the Cricket Club representative regarding boundaries for the cricket pitch.

24/177.5 Cllr Graves to make further enquiries regarding the location of the Gainsford End Gate sign and contact Braintree District Council to see who provides the village gates should a new one be required.

24/177.6 Cllr Graves to contact Cllr Peter Schwier regarding further funding for the tree project.

24/177.7 Christmas event actions detailed in minute reference 24/163.6.

24/177.8 Clerk to sign up to the National Association of Local Councils Civility & Respect Pledge on behalf of the parish council.

24/177.9 Clerk to seek clarification of the internal auditor position and costs.

24/178. Internal Practices and management for the Parish Council:

24/178.1 Neighbourhood Plan update.

24/178.2 Wethersfield Airfield and Asylum centre verbal update to be received.

24/178.3 Tree planting project – verbal update to be given by Cllr Graves to determine actions to progress the project.

24/178.4 Christmas Event – verbal updates previous actions and final preparations to be confirmed.

24/178.5 Parish Council Strategy document – comments to be received from Councillors regarding the draft document.

24/178.6 Coffee Morning 25 January 2025 – determine actions for the event.

24/178.7 Dates for Parish Council meetings for 2024 to be agreed.

24/179. Correspondence Received:

24/179.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

24/179.2 Gosfield Neighbourhood Plan pre-submission draft. To fulfil their obligations under regulation 14 of the Neighbourhood Planning (General) Regulations 2012, Gosfield Parish Council are publicising the publication for consultation. The consultation runs from the 8th November until 3rd January 2025. Should you have any questions or wish to make any representations, please email the Gosfield Parish Clerk on parishclerk@gosfieldparishcouncil.org.

24/179.3 Braintree District Council Call for sites – additional site submitted. As with the previously notified sites, this site will now be subject to assessment by officers who will consider suitability for future development. Once the assessment process has been completed, sites will be considered by the Local Plan Sub Committee in spring 2025. Formal public consultation on the sites will then be carried out. Additional site:

Ref	Proposed Use	Site Address
TOPP2426	Housing/Affordable Housing	Land West of the Causeway Toppesfield

Comments from the Parish Council in relation to this site to be submitted by mid-January.

24/179.5 Open Spaces Society – Request for financial support received.

24/180. Financial Accounts:

24/180.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

24/180.2 Draft budget for 2025/2026 circulated for consideration and discussion.

24/180.3 Appointment of Internal Auditor – determine actions to engage an internal auditor.

24/181 Highways:

24/181.1 Park Lane Car Park – update on progression of potential sale and other options.

24/182. Planning:

Application No:	Description	Address	Action
24/02179/LBC	Replacement of all existing single glazed windows with new double glazed windows.	Scotneys Farm House Scotneys Lane Great Yeldham CO9 4HG	Braintree District Council Decision Application Granted
24/02052/HH	Installation of an air-source heat pump	19 Stambourne Road Toppesfield CO9 4DG	Braintree District Council Decision Application Granted

24/183. Communications:**24/184. Information exchange / Items for the next agenda****24/185. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 9th January 2025 at 7.30pm at Toppesfield Village Hall.

24/186. Close