



# Toppesfield Parish Council

Chairman Mr Alan Collard

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<https://e-voice.org.uk/toppesfield-parish-council>

31<sup>st</sup> July 2020

To: Members of Toppesfield Parish Council

You are hereby summoned to attend the meeting of Toppesfield Parish Council to be held on

**Thursday 6<sup>th</sup> August 2020 at 7.30pm via ZOOM** for the purpose of transacting the business according to the below Agenda.

*Kaaren Berry*

Kaaren Berry  
Clerk to Toppesfield Parish Council

## **AGENDA**

**20/122. Attendance and Apologies for absence**

**20/123. 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).]*

**20/124. Open Session – opportunity for members of the Parish to address the Parish Council.**

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**20/125. Minutes of the last Parish Council Meeting**  
*(previously circulated)*

**20/126. Matters Arising not on the agenda – for report only**

**20/127. Actions from previous meeting:**

20/127.1 Councillor Page to provide a brief plan of the number of vulnerable and the help they may require after the Toppesfield & Gainsford End response group scales down.

20/127.2 Councillor Collard to speak to Alan Preston regarding the possibility of resurrecting his role with Neighbourhood Plan.

20/127.3 Councillor Stafford-Baker to draft a plan for reduced verge cutting areas.

20/127.4 Councillor Smith to contact County Broadband/contractors regarding recent works along The Causeway and concerns regarding the tarmac sealing.

**20/128. Internal Practices and management for the Parish Council:**

20/128.1 Consideration of what continuing support is needed to help the vulnerable people that have been identified in the Parish (BP)

20/128.2 Neighbourhood Plan Update (BP)

20/128.3 Discussion on how the T&GE Response Group could be incorporated into the Emergency Plan and a big thank you to all the volunteers (BP)

20/128.4 Proposal to use one of the phones obtained for the T&GE Response Group solely for parish council use by the Clerk and the parish council to take on the responsibility for the payment of the phone (BP)

20/128.5 Report from Project Working Group. (ACo)

**20/129. Correspondence Received:**

20/129.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

20/129.2 Braintree Local Highways Panel – minutes of the meeting held on 25<sup>th</sup> June can be found at: <https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/835/Committee/13/Default.aspx> The next meeting of the Panel is scheduled for Thursday, 17th September 2020

20/129.3 Stop Stanstead Expansion – summary of the main developments in the last six months and request for funding received.

20/129.4 Letter received regarding the cars left in Park Lane car park

**20/130. Financial Accounts:**

20/130.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)

20/130.2 Grant request from Toppesfield Community Shop for help towards funding continued support for deliveries and services for the vulnerable in the parish during the ongoing covid-19 pandemic (KB)

**20/131. Highways:**

20/131.1 Temporary closure of B1053 at Finchingfield Bridge for essential parapet repairs. The works are scheduled to begin on **Monday 17 August 2020** and require a full closure of Finchingfield Bridge on the B1053 from 5am on first day, continuing 24 hours a day until works complete on Thursday 27 August 2020.

20/131.2 Temporary closure of Birdbrook Road for 3 days from 5<sup>th</sup> August 2020. The closure is required for the safety of the public and workforce whilst Anglian Water undertakes install double boundary box. More information can be found at <https://one.network/?tm=117877707>

20/131.3 Proposal to attempt the adoption/purchase/ gaining of permissive rights of the access way to the pumping station next to the Village Hall (RSB)

**20/132. Planning:**

20/132.1

| Application No: | Description   | Address                                    | Action   |
|-----------------|---|--|--|
| 20/01083/HH     | Erection of detached ancillary domestic outbuilding   | Houghtons Farm<br>Gainsford End<br>CO9 4EH | Comments to Braintree District Council by 18 <sup>th</sup> August 2020 |
| 20/01222/HH     | Construction of detached, 2-bay, single-storey, oak-framed Cartlodge and demolition of existing garage. | 16 The Street,<br>Toppesfield<br>CO9 4DJ   | Comments to Braintree District Council by 31 <sup>st</sup> August 2020 |

**20/133. Playing Fields & The Dick Ruggles Pavilion**

20/133.1 Procedures for re-opening the playing field equipment (BP)

20/133.2 Proposal to agree signage and materials to make good play equipment (BP)

20/133.3 Discuss weekly park equipment checks and written records for Health & Safety and insurance purposes. (BP)

**20/134. Communications**

20/134.1 Update on the BT Implementation Plan and timetable for completion for fibre (CN)

20/134.2 Website (KB)

**20/135. Information exchange / Parish Surgery / Items for the next agenda**

**20/136. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 3<sup>rd</sup> September 2020 at 7.30pm – this may be via zoom or at Toppesfield Village Hall depending on government advice at the time.

