



# Toppesfield Parish Council

Chairman Mr Chris Neale

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29<sup>th</sup> September 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 6<sup>th</sup> October 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**

### **22/144. Attendance and Apologies for absence**

### **22/145. 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).]*

### **22/146. Open Session – opportunity for members of the Parish to address the Parish Council.**

### **22/147. Minutes of the last Parish Council Meeting**

*(Previously circulated)*

### **22/148. Matters Arising not on the agenda – for report only**

### **22/149. Actions from previous meeting:**

- 22/149.1 Parish Council to write to landowners regarding the agricultural vehicles and to Hedingham School and Chambers regarding the speed of the school bus.
- 22/149.2 Councillor Bourlet progress the purchase of the goal as agreed.
- 22/149.3 Councillor Neale to measure the size of the backboard for the basketball hoop and purchase as appropriate.
- 22/149.4 Councillor Collard to follow up on quotes for the installation of the petanque courts as tenders were not received by the requested date.

### **22/150. Internal Practices and management for the Parish Council:**

- 22/150.1 Neighbourhood Plan update (ACO)
- 22/150.2 Update on plans for the Playing Field (ACO)
- 22/150.3 Update on proposed village Charity (ACO)
- 22/150.4 Nomination of Trustee to the village Charity (AC)

- 22/150.5 Wethersfield Airfield proposed development update (TR)  
22/150.6 Informal Strategy Working Group update on scheduling a meeting (CN)  
22/150.7 Village Group Meeting update on scheduling a meeting (CN)  
22/150.8 Consideration of adopting the following policies:  
Document Retention, Appendix A Retention & Disposal, Communications Protocol, Co Option, Work Station & Area Check, Vexatious Complaints, Reserves, PAT, Information Available from Toppesfield Parish Council, Information and Data Protection, Health & Safety, General Privacy, Freedom of Information and Equality & Diversity.  
22/150.9 Land on the west side of The Causeway, Toppesfield (land adjacent to Berwick Hall Drive) for sale currently for £75,000 – should the parish council consider purchasing this for use for the village.  
22/150.10 Christmas event – discuss event date, purchase of Christmas tree and event.

**22/151 Energy Saving tips**

- 22/151.1 Parish council to produce or signpost general energy saving tips for the community (ALL)  
22/151.2 Consideration of and options for a warm bank (ALL)

**22/152. Correspondence Received:**

- 22/152.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.  
22/152.2 Toppesfield Village Hall Committee – hiring increases from January 2023.

**22/153. Financial Accounts:**

- 22/153.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)  
22/153.2 Tenders received for the construction of new pétanque court at Toppesfield playing field to be Received, discussed and appointed as appropriate.  
22/153.3 Proposal to purchase Poppy Wreath for Remembrance Day.  
22/153.4 Budget 2023/2024 – suggestions for projects for the next financial year.

**22/154. Highways:**

**22/155. Planning:**

**22/156. Communications:**

**22/157. Information exchange / Items for the next agenda**

**22/158. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 3<sup>rd</sup> November 2022 at 7.30pm at Toppesfield Village Hall.

**22/159. Close**