



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 6th February 2025 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
31st January 2025

AGENDA

25/16. Attendance and Apologies for absence

25/16.1 To accept apologies from members of the council

25/17. 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).]

25/18. Open Session – opportunity for members of the Parish to address the Parish Council.

25/19. Presentation from John Pearce on Finchingfield and Wethersfield's joint Neighbourhood Plan

25/20. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 9th January 2025.

25/21. Matters Arising not on the agenda – for report only

25/22. Actions from previous meeting:

25/22.1 Clerk to write to Hedingham Buses and Hedingham School to find out what their emergency procedures are when a school bus is unable to continue its journey and what can be done to safeguard the children.

25/22.2 Cllr Bourlet to review funding options for digitalising historic records.

25/22.3 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.

25/22.4 Cllr Graves to contact Cllr Peter Schwier regarding further funding for the tree project.

25/22.5 Clerk to write letter of engagement to the internal auditor.

25/22.6 Clerk to check the Financial Regulations regarding delegated powers and to look into the Working from Home Allowance (WFHA). Action from December meeting.

25/23. Internal Practices and management for the Parish Council:

25/23.1 Neighbourhood Plan update.

25/23.2 Wethersfield Airfield and Asylum centre verbal update to be received.

25/23.3 Tree planting project – verbal update to be given by Cllr Graves to determine actions to progress the project.

25/23.4 Parish Council Strategy document – update on progress and determine further actions

25/23.5 Playfield update / progress on funding / quotes

25/23.6 Telephone Box for Defib – discuss repainting, maintenance and determine actions.

25/23.7 Volunteers required for Doctor Car Service – discuss how to encourage people to volunteer.

25/24. Agenda point discuss upcoming events

25/24.1 Coffee Morning 8th February 2025 – final arrangements to be made.

25/24.2 Agree date for annual litter pick

25/24.3 VE Day celebrations – determine actions to organise event and proposal to purchase silhouette figure and / or a commemorative bench.

25/25. Correspondence Received:

25/25.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

25/25.2 Braintree District Council Local Plan Review 2041 Update - Issues and Options Consultation Now Live until 07 March 2025. The Council is reviewing its plan because it will be considered “out of date” in February 2026 as it will have been 5 years from the date of its original adoption. Residents and parish councils find out more and comment via www.braintree.gov.uk/localplanengagement

25/25.3 Essex Air Quality Strategy - public consultation launched. The Essex Air Quality Strategy has been developed by the Essex Air Quality Consortium to work together to improve air quality in Essex, under the banner of EssexAir. The strategy sets out a shared vision, aims and a series of actions the consortium plans to take to improve air quality in Essex and help reduce the impact of air pollution on people’s health. To find out more about the strategy is by visiting: www.essexair.org.uk/strategy. Or go straight to the online survey at: <https://consultations.essex.gov.uk/essex-highways/essex-air-quality-strategy>

25/25.4 Silvertime talks – are offering Free Community Talks to local groups. Their talk is called Tax, Care and The New Guy and during the talk their speakers cover essential topics such as wills, trusts and how These can protect your assets. They will also dive into the importance of lasting powers of attorney, Managing care fees and touch on sideways disinheritance in case of remarriage.

25/25.5 Essex Dementia Care – requested to promote their services.

25/25.6 Healthwatch Essex - We’re thrilled to invite you to A Healthy Dose of Humour, a free exciting evening filled with laughter and meaningful discussions about men’s health and wellbeing. To be held on 13th March 2025. If your organisation would like to send me leaflets or flyers on the services, you provide that would be great as we are giving out around 200 goody bags to attendees. This special event is brought to you by Lost Sock Productions, Braintree District Council and Healthwatch Essex’s Fella’s Fair — a unique initiative aimed at raising awareness about men’s health in a fun and engaging way. Tickets are complimentary, but spaces are limited, so don’t wait—secure your spot today! RSVP Now - <https://www.eventbrite.com/e/1139677188149?aff=oddtcreator>

25/25.7 Ice Cream Van – Mike & Jordy along with their ice cream van can attend charity events, local festivals, corporate bookings, school events and more. They sell everything from ice lollies to whippy trays, hot cookie dough to cold milkshakes (even doggie ice cream!) If they can be of assistance a quote can be provided.

25/26. Financial Accounts:

25/26.1 To receive the Clerk’s Report indicating receipts and payments requiring approval.

25/27 Highways:

25/27.1 Update on reported issues along Toppesfield Road previously reported to Cllr Schwier.

25/28. Planning:

25/29. Communications:

25/30. Information exchange / Items for the next agenda

25/31. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 6th March 2025 at 7.30pm at Toppesfield Village Hall.

25/32. Close