



Toppesfield Parish Council

Chairman Mr Alan Collard

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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 7th December 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
1st December 2023

AGENDA

23/191. Attendance and Apologies for absence

23/192. 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).]

23/193. Open Session – opportunity for members of the Parish to address the Parish Council.

23/194. Minutes of the last Parish Council Meeting

(Previously circulated)

23/195. Matters Arising not on the agenda – for report only

23/196. Actions from previous meeting:

23/196.1 Cllrs Bourlet and Smith to continue with Christmas planning

23/196.2 Clerk to obtain further quotes for a replacement for the damaged slide and for a stand-alone small slide.

23/196.3 Clerk to enquire with EALC whether the clerk's salary should increase as a result of gaining the CiLCA Qualification.

23/196.4 Cllr Collard to apply for further funding to complete Neighbourhood Plan

23/196.5 Clerk to write to BDC regarding RAF Wethersfield Museum as per November agenda item number 23/183.2

23/197. Internal Practices and management for the Parish Council:

23/197.1 Neighbourhood Plan update (AC)

23/197.2 Wethersfield Airfield and Asylum centre update

23/197.3 Tree Planting and Christmas event feedback

23/197.4 Consideration to adopt updated Complaints procedure policy and safeguarding policy

23/197.5 Consideration of putting on Coffee mornings for January & February 2024.

23/197.6 Dates for Parish Council meetings for 2024 to be agreed.

23/198. Correspondence Received:

23/198.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

23/198.2 Wethersfield Parish Council – request for the parish council to write to Braintree District Council to support the future of the RAF Wethersfield Museum and action being taken by Wethersfield PC.

23/198.3 Keep Britain Tidy - Buy Nothing New Month campaign in January 2024. Does the Parish Council wish to sign up to it.

23/198.4 The Local Government Boundary Commission have published draft recommendations for new divisions, division boundaries, and division names for Essex County Council and are now inviting comments on those recommendations. The consultation closes on 19 February 2024. To take part in the consultation please visit their website: -

[The Local Government Boundary Commission for England | LGBCE](https://www.local.gov.uk/england)

23/199. Financial Accounts:

23/199.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Clerk)

23/199.2 Budget for 2024/2025 – projects for the coming year and costs for consideration for the next year's budget.

23/200. Highways:

23/200.1 Road Traffic Regulation Act 1984 – Section 14(1). Temporary Traffic Regulation Order of Braintree Bypass - A131, Braintree. Please see the following link <https://one.network/?tm=136383640> to find details of the intended closure of Braintree Bypass - A131, due to commence on 22nd January 2024 for 5 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes surface dressing.

23/200.3 Salt Bin application for Camoise Close. Application does not meet the criteria so was unsuccessful.

23/201. Planning:

Application No:	Description	Address	Action
23/02745/HH	Infill side extension. Erection of front porch. Alteration to fenestration.	20 Park Lane Toppesfield CO9 4DQ	Comments to Braintree District Council by 12 th December 2023
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	Braintree District Council planning decision: Pending Consideration

23/202. Communications:

23/203. Information exchange / Items for the next agenda

23/204. Date of the next meeting:

The next Parish Council Meeting is proposed to be held on 11th January 2024 at 7.30pm at Toppesfield Village Hall.

23/205. Close