



Toppesfield Parish Council

Chair Kitty Bourlet

Clerk to the Council: Kaaren Berry
Mobile: 07341264219

Email: clerk.toppesfieldparishcouncil@gmail.com
C/O The Village Hall, Church Lane, Toppesfield,
Essex, CO9 4DR

<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 7th November 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
31st October 2024

AGENDA

24/157. Attendance and Apologies for absence

24/157.1 To accept apologies from members of the council

24/158. 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).]

24/159. Open Session – opportunity for members of the Parish to address the Parish Council.

24/160. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 3rd October 2024

24/161. Matters Arising not on the agenda – for report only

24/162. Actions from previous meeting:

24/162.1 Cllr Bourlet to follow up with Alan Collard regarding funding for digitalising historic records and to determine actions

24/162.2 Cllrs Bourlet, Winter to arrange and meet with a third representatives regarding possibilities for the playing field.

24/162.3 Cllr Bourlet to research funding for the playing field project and determine actions.

24/162.4 Cllr Bourlet to report back to the playing field group with response from the Cricket Club representative regarding boundaries for the cricket pitch.

24/162.5 Cllr Graves and Cllr Neale to measure the car park in Park Lane and map area required for EV charging point and seek advice on advice on how to sell the land to minimise the sale costs.

24/163. Internal Practices and management for the Parish Council:

24/163.1 Neighbourhood Plan update including funding required, councillor or clerk to complete funding Application and position of current draft plan.

24/163.2 Wethersfield Airfield and Asylum centre verbal update to be received.

24/163.3 2 Hour Short Course training – key takeaway notes from the training issued to Councillors

- 24/163.4 Cllr Graves – update to be given on Gainsford End sign.
- 24/163.5 Tree planting project – verbal update on funding application to be given by Cllr Graves and to determine actions to progress the project.
- 24/163.6 Christmas Event – verbal updates to be given on planning progress and to determine further actions.
- 24/163.7 Parish Council Strategy document – comments to be received from Councillors regarding the draft document.
- 24/163.8 Representative for the Toppesfield Charities – a representative need to be appointed to this role as a vacancy has arisen as a result of Alan Collard's departure from the role.
- 24/163.9 Coffee Morning January 2025 – date to be agreed and a theme discussed if required.
- 24/163.10 Proposal to adopted updated Code of Conduct.
- 24/163.11 Biodiversity
- 24/163.12 Consideration of signing up to the National Association of Local Councils Civility & Respect Pledge.

24/164. Correspondence Received:

- 24/164.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 24/164.2 Earls Colne Neighbourhood Plan – Reg 16 Public Consultation. A neighbourhood Plan was submitted to Braintree District Council in September 2024 by Earls Colne Parish Council. Views are being sought on the Plan (under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012). The consultation is open until 5pm on Friday 15th November 2024.
- 24/164.3 Braintree District Council (BDC) Potential Open Space Improvements (POSI) plan (formerly known as the Open Space Action Plan). The 2024 document needs to be reviewed and notify BDC of any:
- Existing items to be removed
 - Projects that have already been delivered and can be removed
 - Changes or errors in the existing information
 - New items you wish to be included within the 2025 version
- The closing date for revisions is 31st January 2025.

- 24/164.4 Finchingfield and Wethersfield Joint Neighbourhood Plan - Regulation 14 Pre-Plan Submission and Public Consultation. Comments are invited from the public and any interest parties during the consultation period which runs from 7th October until 22nd November. Online copies of the full Neighbourhood Plan document, appendices, a summary, and public feedback forms can be found at <https://www.fw-np.org/>
- 24/164.5 UK Power Networks – overgrowth of hedges and trees near power cables and transformers. Pack of work to be carried out will be prepared and advise the Parish Council of access requirements and possibly power outages.
- 24/164.6 Braintree District Council - On Monday 4th November 2024 they will be launching a 6-week public consultation in relation to our new Design Code project. The Design Code will be a planning policy document used when determining planning applications and will set out clear expectations of good quality design principles for new development for the district. The quickest and easiest way to make comments is via the short online survey available at <https://www.braintree.gov.uk/designcode>.
- 24/164.7 Essex County Council – offer of Community Energy & Net Zero consultation received. The Parish Council would need to lead the project and there would be zero cost to the parish council.

24/165. Financial Accounts:

- 24/165.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 24/165.2 Consideration of projects for 2025/2026 budget.
- 24/165.3 Appointment of Internal Auditor – determine actions to engage an internal auditor.
- 24/165.4 NALC pay agreement for 2024/2025 received – proposal to implement the increase as stated in the NALC advice notes

24/166 Highways:

- 24/166.1 Park Lane Car Park – update on progression of potential sale and other options.
- 24/166.2 Footpaths – update on mapping of local footpaths including costs.
- 24/166.3 Reported Kerb issues in Church Lane and outside The Chapel in The Street – verbal update on position.

24/166.4 Road Traffic Regulation Act 1984 – Section 14(2). Temporary Traffic Regulation Notice of Gainsford End, Toppesfield. Please see the following link <https://one.network/?tm=140809007> to find details of the closure of Gainsford End, due to commence on 8th November 2024 for 1 day. The closure is required for the safety of the public and workforce whilst Essex County Council undertakes carriageway patching works.

24/167. 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	Comments to Braintree District Council by 11 th November 2024
24/02146/PLD	Application for Certificate of Lawfulness for a proposed development - Single storey side extension	Bradfields Cottage Harrow Hill Toppesfield CO9 4LX	For Information Only
24/02052/HH	Installation of an air-source heat pump	19 Stambourne Road Toppesfield CO9 4DG	Braintree District Council Decision Pending consideration

24/168. Communications:

24/169. Information exchange / Items for the next agenda

24/170. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 5th December 2024 at 7.30pm at Toppesfield Village Hall.

24/171. Close