



Toppesfield Parish Council

Chairman Mr Alan Collard

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1st October 2021

To: Members of Toppesfield Parish Council

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

Thursday 7th October 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

21/151. Attendance and Apologies for absence

21/152. 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).]

21/152. Open Session – opportunity for members of the Parish to address the Parish Council.

21/154. Minutes of the last Parish Council Meeting *(Previously circulated)*

21/155. Matters Arising not on the agenda – for report only

21/156. Actions from previous meeting:

- 21/156.1 Councillor Smith to obtain a quote including all related costs and drawing for a wooden shelter,
- 21/156.2 Councillor Page to complete the updated Emergency Plan.
- 21/156.3 Councillor Mackman to draft survey/questionnaire.
- 21/156.4 Response to be drafted to Anglia Water re access road to pumping station.

21/157. Internal Practices and management for the Parish Council:

- 21/157.1 Neighbourhood Plan update (BP)
- 21/157.2 Update on plans for the Playing Field (ACO)
- 21/157.3 Update re GM barn / shop move (ACO)
- 21/157.4 Toppesfield telephone kiosk – paintwork is starting to deteriorate –maintenance required (KB)
- 21/157.5 Remembrance Day - services and proposal to purchase poppy wreath (KB)
- 21/157.6 Christmas event – discussions on planning this year's event (ALL)
- 21/157.7 Jubilee event 2022 (ACO)
- 21/157.8 Wellness group/event – date and type of event to be agreed. (ALL)
- 21/157.9 Frequency of Parish Council meetings (GM)

- 21/157.10 Co-option of 7th Councillor (KB)
 21/157.11 Proposal to accept the Constitution of the new Charitable Incorporated Organisation (AC)
 21/157.12 CiLCA training – November 2021 (KB)
 21/157.13 Gainsford End sign - due to wood shortage the wood will not be delivered until late October 2021 (BP)
 21/157.14 Toppesfield Parish Council Handyman – discussion on having a paid/unpaid handyman (BP)

21/158. Correspondence Received:

- 21/158.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
 21/158.2 Braintree Association of Local Councils – Invitation to join and invoice
 21/158.3 Essex & Herts Air Ambulance – request for donation
 21/158.4 Essex Highways Information – Finchingfield Bridge Website update – information found at: [Finchingfield Bridge, B1053, Finchingfield | Essex County Council \(essexhighways.org\)](https://www.essexhighways.org/)
 21/158.5 BASICS Essex Charity Lottery – request to advertise their lottery and work
 21/158.6 RCCE – Annual General Meeting – 13th October 2021 at 6.30pm – attendance to be confirmed by 11th October.
 21/158.7 Proposed new prisons in Wethersfield: Public Consultation – please see attached links for information on the proposal and how to comment.
<https://www.gov.uk/government/consultations/proposed-new-prisons-in-wethersfield-public-consultation>
<https://consult.justice.gov.uk/digital-communications/proposed-new-prisons-in-wethersfield-consultation>

21/159. Financial Accounts:

- 21/159.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)
 21/159.2 Donation of £200 for play equipment – raised by two children of the parish by holding a cake stall.
 21/159.3 Budget 2022/2023 – events, projects and costings required for consideration in setting the budget for 2022/23 (KB)

21/160. Highways:

- 21/160.1 Village car park – clarification of Right of Way to number 7, Park Lane (BP)

21/161. Planning:

Application No:	Description	Address	Action
21/02723/LBC	Removal of existing interior gas boiler and exterior calor gas tank. Installation of new free standing exterior air source heat pump. Replacement of all internal radiators.	59 The Causeway Toppesfield Essex CO9 4DZ	Comments to Braintree District Council by 8 th October 2021
21/02909/HH	Erection of first floor flat roof rear extension, removal of 2 chimney stacks, new doorset and cladding to the entrance	22 Park Lane Toppesfield Essex CO9 4DQ	Comments to Braintree District Council by 25 th October 2021

21/162. Communications:

- 21/162.1 Broadband project update – (CN)

21/163. Information exchange / Items for the next agenda

21/164. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 4th November 2021 at 7.30pm at Toppesfield Village Hall.

21/165. Close