



# Toppesfield Parish Council

Chair Kitty Bourlet

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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 8<sup>th</sup> August 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  
3<sup>rd</sup> August 2024

## **AGENDA**

**24/115. Attendance and Apologies for absence**

**24/116. 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).]*

**24/117. Open Session** – opportunity for members of the Parish to address the Parish Council.

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**24/118. Minutes of the last Parish Council Meeting**

*(Previously circulated)*

**24/119. Matters Arising not on the agenda – for report only**

**24/120. Actions from previous meeting:**

24/120.1 Cllr Bourlet to liaise with Alan Collard regarding progress made for funding for digitalising historic photographs/documents.

24/120.2 Cllrs Bourlet, Winter to arrange and meet with a third representatives regarding possibilities for the playing field.

24/120.3 Cllr Bourlet to research funding for the playing field project.

24/120.4 Cllr Bourlet to report back to the playing field group with response from the Cricket Club representative regarding boundaries for the cricket pitch.

24/120.5 Cllr Graves to give update on the installation of the dog poop bag dispensers locations.

24.120.6 Cllr Graves to write to contractor for playing field maintenance.

24/120.7 Cllr Graves to look at options for the car park in Park Lane.

24.120.8 Clerk to see clarification of memorial bench size and if a contractor has been engaged for installing the base and if so when is this planned for.

**24/121. Internal Practices and management for the Parish Council:**

24/121.1 Neighbourhood Plan update

24/121.2 Wethersfield Airfield and Asylum centre update

- 24/121.3 Waste Collection Vehicle to attend the village on 21 September 2024 (Clerk)
- 24/121.4 2 Hour Short Course training – modules and availability from councillors required
- 24/121.5 Proposal to adopt updated social media Policy (Clerk).
- 24/121.6 Cllr Graves – update on Gainsford End sign.
- 24/121.7 Tree planting project

**24/122. Correspondence Received:**

- 24/122.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 24/122.2 Braintree District Council Call for Sites – comments on the three proposed sites for consideration at the September Local Plan Sub-Committee meetings to be returned to BDC by 16<sup>th</sup> August 2024.

**24/123. Financial Accounts:**

- 24/123.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Clerk)

**24/124 Highways:**

- 24/124.1 Park Lane Car Park – update on progression of potential sale and other options.
- 24/124.2 Tree Planting – consideration of locations and project planning
- 24/124.3 Speed of traffic through the village – requests for restrictions i.e. 20mph limit, flashing speed signs.
- 24/124.4 Footpaths - maintenance required and clearer marking required on some footpaths (JD)

**24/125. Communications:**

**24/126. Information exchange / Items for the next agenda**

**24/127. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 5<sup>th</sup> September 2024 at 7.30pm at Toppesfield Village Hall.

**24/128. Close**