



Toppesfield Parish Council

Chairman Mr Chris Neale

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3rd June 2022

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 9th June 2022 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

22/84. Attendance and Apologies for absence

Councillor Roberts has sent her apologies as she will not be able to attend the meeting.

22/85. 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).]

22/86. Open Session – opportunity for members of the Parish to address the Parish Council.

22/87. Minutes of the last Parish Council Meeting

(Previously circulated)

22/88. Matters Arising not on the agenda – for report only

22/89. Actions from previous meeting:

- 22/89.1 Clerk to liaise with Margaret Dyson regarding the Doctor Car Service phone and procedures.
- 22/89.2 Councillors Roberts and Smith to assess the scale of the issue of Ivy growing over wall between the school and the pavilion and report back to the parish council.
- 22/89.3 Councillor Collard to mark out on a map what is required along with a written explanation of the project for the access road alongside the village hall car park and email Savills with this information.
- 22/89.4 Councillor Bourlet to provide quotes for 5 a-side goals/nets for Gainsford End playing field.
- 22/89.5 Councillor Collard to follow up the quote for the improvements to the pavilion.
- 22/89.6 Councillor Roberts to liaise with David Oxman re the possibility of a joint Neighbourhood plan with other parishes to include the proposed Wethersfield Prison development.

22/90. Internal Practices and management for the Parish Council:

- 22/90.1 Neighbourhood Plan update (ACO)
- 22/90.2 Update on plans for the Playing Field (ACO)
- 22/90.3 Jubilee Event – feedback on the celebrations
- 22/90.4 Update on proposed village Charity (ACO)
- 22/90.5 Wethersfield Airfield proposed development update (TR)
- 22/90.6 Village Archives (KB)

22/91. Correspondence Received:

- 22/91.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 22/91.2 Essex County Council Salt Bag Partnership Scheme for Winter 2022/23 has been launched, closing date is the 25th July 2022.
- 22/91.3 Braintree District Council – Filling the casual vacancy. Toppesfield can now co-opt to fill the vacancy.
- 22/91.4 Essex County Council – Energy & Low Carbon Programme Environment & Climate Action are holding webinar on June 16th focussing on the opportunities for Parishes to engage with Community Energy projects and the role of Community Land Trusts in meeting local housing needs. Information on joining can be gained from the parish clerk.

22/92. Financial Accounts:

- 22/92.1 Proposal to take on a mobile phone contract and details of pricing plan (CN)
- 22/92.2 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)
- 22/92.3 Accounts for year 2021/22.
 - To approve the accounts and sign the Annual Return, for the year ending 31 March 2022.
 - The Chairman and Responsible Financial Officer/Clerk to sign:
 - Certificate of Exemption 2021/22 stating that the gross income/expenditure did not exceed £25,000.
 - Annual Governance Statement.
 - Accounting Statements.

22/93. Highways:

- 22/93.1 Great Yeldham Road carriageway defect number 3623363 –information from Essex County Council Website shows the defect is to be considered for repair as part of the planned maintenance programme.

22/94. Planning:

Application No:	Description	Address	Action
22/01156/FUL	Installation of photovoltaic panels.	22 Park Lane, Toppesfield, CO9 4DQ	Comments to be made to Braintree District Council by 13 th June 2022
22/01313/FUL	Retention of 2No. holiday lodges.	Toppesfield Hall Great Yeldham Road Toppesfield CO9 4LS	Comments to be made to Braintree District Council by 22 nd June 2022

22/80. Communications:**22/81. Information exchange / Items for the next agenda****22/82. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 7th July 2022 at 7.30pm at Toppesfield Village Hall

22/83. Close