



Toppesfield Parish Council

Chairman Mr Alan Collard

Clerk to the Council: Kaaren Berry
Mobile: 07341264219

Email: clerk.toppesfieldparishcouncil@gmail.com
2 Gunces Farm Cottages, Stambourne Road
Great Yeldham, Halstead, Essex CO9 4RB

<https://e-voice.org.uk/toppesfield-parish-council>

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 9th May 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
3rd May 2024

AGENDA

24/68. Election of Chair and Vice-Chair for 2024 – 2025

24/69. Attendance and Apologies for absence

24/70. 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).]

24/71. Open Session – opportunity for members of the Parish to address the Parish Council.

24/72. Minutes of the last Parish Council Meeting

(Previously circulated)

24/73. Matters Arising not on the agenda – for report only

24/74. Actions from previous meeting:

24/71.1 Cllrs to review Clerk's contract and job description following changes made and approve/sign.

24/71.2 Cllr Collard to progress funding for digitalising historic photographs/documents.

24/71.3 Cllr Bourlet & Winter to arrange meetings with representatives from two other playground equipment companies regarding possibilities for the playing field.

24/71.4 Clerk to continue progressing a more efficient mobile phone contract.

24/71.5 Clerk to arrange a meeting with the RoSPA inspector for the playing field inspections.

24/71.6 Clerk to enquire if a joint membership with the RCCE is possible for the Parish Council and Village Hall.

24/71.7 Clerk to purchase dog poop bag dispensers and poop bags for Clean up Our Village project.

24/71.8 Clerk to enquire with Highways for a solution to the issues on Church Lane regarding increased traffic, surface and signage.

24/75. Internal Practices and management for the Parish Council:

24/75.1 Neighbourhood Plan update

24/75.2 Wethersfield Airfield and Asylum centre update

24/75.3 RoSPA play area inspections due May 2024 – is a meeting with inspectors required? (Clerk)

24/75.4 Playing fields Plan – update on obtaining quotes for consideration (KB/FW)

24/75.5 Parish Paths Partnership (P3) representative – after many years Ann Read is retiring from this position and Paul Thompson will be taking on the role.

24/75.6 Clerk attended a training session on Domestic Abuse and Creating Safe Spaces across the Community. The J9 initiative is aimed at public and customer facing, individuals, businesses and organisations across the Community who are ideally placed to spot some of the early indicators of domestic abuse.

24/76. Correspondence Received:

24/76.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

24/76.2 Toppesfield & Gainsford End Allotment Society – question received regarding public liability and if the allotment land is covered under the parish council's insurance. As if so, the allotment society do not need to pay additional sums to NAS.

24/76.3 Correspondence received from Toppesfield Shop Committee regarding the parish council's response to their proposed project for the garden area outside the shop.

24/77. Financial Accounts:

24/77.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Clerk)

24/77.2 Insurance renewal quote for consideration. Documents circulated to Councillors prior to the meeting.

24/78 Highways:

24/78.1 Park Lane Car Park – consideration of uses for the area alongside the potential sale of part of the Land and the costs involved (JG)

24/79. Planning:**24/79.1**

Application No:	Description	Address	Action
24/00894/HH	Installation of 24No. solar panels to barn	The Stables Park Lane Toppesfield CO9 4DQ	Comments to Braintree District Council by 29 th May 2024
24/00369/FUL	2No. Single storey holiday lodges	Toppesfield Hall Great Yeldham Road Toppesfield CO9 4LS	Braintree District Council planning decision: Application Granted

24/79.2 Braintree District Council (BDC) Call for Sites. Submissions to BDC must be received by 5pm on 24th May 2024. Discussion on potential sites to be put forward to BDC.

24/80. Communications:**24/81. Information exchange / Items for the next agenda****24/82. Date of the next meeting:**The next Parish Council Meeting is scheduled to be held on 6th June 2024 at 7.30pm at Toppesfield Village Hall.**24/83. Close**