



# Toppesfield Parish Council

Chairman Mr Chris Neale

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12<sup>th</sup> May 2023

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 18<sup>th</sup> May 2023 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**

**23/82. Election of Chair and Vice-Chair for 2023 - 2024.**

**23/83. Attendance and Apologies for absence**

**23/84. 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).]*

**23/85. Open Session** – opportunity for members of the Parish to address the Parish Council.

**23/86. Minutes of the last Parish Council Meeting**

*(Previously circulated)*

**23/87. Matters Arising not on the agenda – for report only**

**23/88. Actions from previous meeting:**

23/88.1 Cllr Neale to update on condition of basketball hoop.

23/88.2 Cllr Neale to arrange the informal strategy working group meeting.

23/88.3 Clerk to arrange for a waste collection lorry to attend the parish at the end of June.

23/88.4 Cllr Neale to follow up on the offer of play equipment.

**23/89. Internal Practices and management for the Parish Council:**

23/89.1 Neighbourhood Plan update (AC)

23/89.2 Joint Neighbourhood Plan (TR)

23/89.3 Update on proposed village Charity (AC)

23/89.4 Wethersfield Airfield and Asylum centre update (TR)

23/89.5 Doctor Car Service

23/89.6 Overgrown area behind the pavilion

- 23/89.7 Gainsford End Signs in need of repair, costs to be agreed for a small works order for a small works order for sub £500 to complete the repairs (CN/TR)
- 23/89.8 Consider re-establishing a Neighbourhood Watch group (AC)
- 23/89.9 Appointment of parish council representatives/trustees to the Toppesfield Charities.

### **23/90. Correspondence Received:**

- 23/90.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 23/90.2 Braintree District Council - Finchingfield & Wethersfield Neighbourhood Plan - Consultation on Area Designation Application. An application has been submitted to Braintree District Council by the Parish Councils to designate Finchingfield and Wethersfield parishes as a single Neighbourhood Plan Area. The consultation period will officially commence on Thursday 11<sup>th</sup> May and will close at 4:00pm on Friday 30<sup>th</sup> June 2023. Before a decision is made on designating the area to which a plan would apply, Braintree District Council need to consult on the area the plan would cover. Further details are set out on their website:
- [Finchingfield and Wethersfield Neighbourhood Plan Application details](#)
  - [Public Notice](#)
- 23/90.3 CPRE – Countryside Voices Spring/Summer publication received
- 23/90.4 Toppesfield Village Hall Committee – letters regarding clause 8 of the 1961 lease and insurance.

### **23/91. Financial Accounts:**

- 23/91.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)
- 23/91.2 Parish Council insurance renewal quotes

### **23/92. Highways:**

- 23/92.1 Road Traffic Regulation ACT 1984 – Section 14(1). Temporary Traffic Regulation Order of Temporary Traffic Regulation Order of Gainsford End, Toppesfield. Please click on the following link <https://one.network/?tm=133162099> to find details of the intended closure of Gainsford End, due to commence on 31st May 2023 for 6 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes drainage/ironworks replacement works.
- 23/92.2 Road Traffic Regulation ACT 1984 – Section 14(1). Temporary Traffic Regulation Order of Wesley End Road, Stambourne Road, Stambourne. Please click on the following link <https://one.network/?tm=133296106> to find details of the intended closure of Wesley End Road, Stambourne Road, due to commence on 5th June 2023 for 5 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes carriageway patching.

### **23/93. Planning:**

Application No:	Description	Address	Action
23/00327/TPOCON	Notice of intent to carry out works to trees in a Conservation Area:- Prune tree back 1m to stop overhanging the road.	1 The Street Toppesfield CO9 4DJ	Parish council to make comments to Braintree District Council by 25 May 2023
23/01053/REM	Application for the approval of reserved matters (in respect of, layout, scale, appearance and landscaping) pursuant to outline planning permission 21/00574/OUT granted 20.04.2022 (Allowed on appeal) for: the demolition of redundant place of worship, and erection of 1 No. detached dwelling.	Mission Hall Gainsford End Toppesfield CO9 4EG	Parish council to make comments to Braintree District Council by 6 June 2023

### **23/94. Communications:**

### **23/95. Information exchange / Items for the next agenda**

### **23/96. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 8<sup>th</sup> June 2023 at 7.30pm at Toppesfield Village Hall.

