



Toppesfield Parish Council

Chairman Mr Alan Collard

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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 4th April 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
28th March 2024

AGENDA

24/46. Attendance and Apologies for absence

24/47. 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).]

24/48. Open Session – opportunity for members of the Parish to address the Parish Council.

24/49. Minutes of the last Parish Council Meeting

(Previously circulated)

24/50. Matters Arising not on the agenda – for report only

24/51. Actions from previous meeting:

24/51.1 Cllrs to review and approve Clerk's contract and job description following changes made.

24/51.2 Cllrs to review and approve policies as mentioned in the Clerks contract.

24/51.3 Cllr Collard to seek grants for digitalising historic photographs.

24/51.4 Clerk to write a letter regarding Common Land and the use of bonfires on such land.

24/51.5 Cllr Bourlet & Winter to arrange meetings with representatives from two other playground equipment companies regarding possibilities for the playing field.

24/51.6 Clerk to progress a more efficient mobile phone contract.

24/52. Internal Practices and management for the Parish Council:

24/52.1 Neighbourhood Plan update (AC)

24/52.2 Wethersfield Airfield and Asylum centre update

24/52.3 Coffee morning and annual litter pick, 23 March 2024 – feedback

24/52.4 RoSPA play area inspections due May 2024 – is a meeting with inspectors required? (Clerk)

24/52.5 Playing fields Plan – update on obtaining quotes for consideration (KB/FW)

24/52.6 Annual Parish Meeting arrangements – (Clerk)

24/53. Correspondence Received:

- 24/53.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 24/53.2 Open Spaces Society – Open Space Spring 2024 edition received – would the Parish Council like to subscribe to this publication.
- 24/53.3 Toppesfield Community Shop – request for permission to have the grassed garden area outside the shop professionally levelled and artificially turf laid.
- 24/53.4 Braintree District Council - A Steeple Bumpstead Neighbourhood Plan was submitted to Braintree District Council in February 2024 by the Parish Council. Views are being sought on the Plan (under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012). The consultation is open between Tuesday 19th March and 5pm on Friday 3rd May 2024

24/54. Financial Accounts:

- 24/54.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Clerk)
- 24/54.2 Approval to purchase dog poop bag dispenser and poop bags for Clean up Our Village project (Clerk)
- 24/54.3 Annual Governance and Accountability Returns (AGARs) need to be completed, signed and submitted by 1st July 2024. (Clerk)
- 24/54.4 BDC Grounds Maintenance Service Level Agreement and Street Cleaning Agreement consideration for approval and signing (Clerk)

24/55 Highways:

- 24/55.1 Kerb defects along Church Lane and flooding outside The Chapel, The Street reported to Essex County Council. Tracking numbers 2908788, 2908790 and 2908794.
- 24/55.2 Church Lane – increasing traffic using the lane as a turning point. Could anything be put in place to reduce traffic flow along the byway (FW)

24/56. Planning:

Application No:	Description	Address	Action
24/00369/FUL	2No. Single storey holiday lodges	Toppesfield Hall Great Yeldham Road Toppesfield CO9 4LS	Comments to Braintree District Council by 9 th April 2024
24/00628/AGR	Application for prior notification of agricultural or forestry development- -Erection of agricultural grain store	Flowers Hall Farm Gainsford End Toppesfield CO9 4EN	For information only

24/57. Communications:**24/58. Information exchange / Items for the next agenda****24/59. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 9th May 2024 at 7.30pm at Toppesfield Village Hall. Please note this is the second Thursday of the month due to elections being held in the village hall on the 2nd May 2024.

24/60. Close