



Toppesfield Parish Council

Chairman Mr Alan Collard

Clerk to the Council: Kaaren Berry
Tel: 01787 238217
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>

31st March 2022

To: Members of Toppesfield Parish Council

You are hereby summoned to attend the meeting of Toppesfield Parish Council to be held on

Thursday 7th April 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

22/46. Attendance and Apologies for absence

22/47. 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).]

22/48. Open Session – opportunity for members of the Parish to address the Parish Council.

22/49. Minutes of the last Parish Council Meeting

(previously circulated)

22/50. Matters Arising not on the agenda – for report only

22/51. Actions from previous meeting:

22/51.1 Clerk to send letter to the resident to withdraw access rights from the Park Lane car park.

22/51.2 Councillor Collard to contact Savills re the access road.

22/51.3 Councillors Page and Roberts to check the 'restricted turning' sign wording with the residents of Mallows Lane prior to purchase.

22/51.4 Clerk to write to Dordell Court residents on the Eastlight Housing Association process for reporting damp issues.

22/51.5 Councillors Page and Bourlet to seek costings for play equipment for younger children and a basketball hoop for Gainsford End playing field.

22/51.6 Councillor Chinery to seek costs for commemorative memorabilia for the Jubilee.

22/51.7 Clerk to ask Braintree District Council for the loan of the litter pick equipment.

22/52. Internal Practices and management for the Parish Council:

- 22/52.1 Neighbourhood Plan update (BP)
- 22/52.2 Update on plans for the Playing Field (ACO)
- 22/52.3 Jubilee Event update and decision required and costings (AC)
- 22/52.4 Update on proposed village Charity (ACO)
- 22/52.5 Wethersfield Airfield proposed development update (TR)
- 22/52.6 Community Litter Pick (KB)
- 22/52.7 March Coffee Morning feedback (KB)
- 22/52.8 'Levelling-up in Essex' – discussion
- 22/52.9 Gainsford End Playing Field – request made for football goal nets (TR)

22/53. Correspondence Received:

- 22/53.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 22/53.2 Community 360 - June 13th to 17th is Loneliness Awareness Week and Community360 are running a Road Show around villages in the Braintree District. The aim of the Road Show is to engage with as many people as possible who may suffer from isolation & loneliness to point them to agencies and clubs who can help them. Community 360 are looking for participation in publicising their visit and suggesting the ideal place in the village to park where we would attract as many people as possible. Would the parish council like to be involved?
- 22/53.3 EALC - Ride London event – details of the event provided for information.
- 22/53.4 Request from Pumphouse Community Brewery to store/serve beer from/in the pavilion on 19th June 2022.
- 22/53.5 Essex Police - Are launching their summer project Police our Parish. They are hoping to join together with their partners, Braintree district council, neighbourhood watch, Essex Fire and Rescue etc along with members of the parish council to patrol your village or town. This is an opportunity to highlight community safety concerns in your area and a chance to work together to reduce them. They are looking for preferred dates and what you believe to be the biggest issues in your community are.

22/54. Financial Accounts:

- 22/54.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)
- 22/54.2 Braintree District Council – Grounds Maintenance Service Level Agreement for signing.
- 22/54.3 Braintree District Council – Street Cleaning Agreement 2022/23 – agreement to be signed (KB)
- 22/54.3 RoSPA play area inspections due May 2022 – proposal to carry out (KB)
- 22/54.4 Pay Review – National Salary Award 2021/2022 (KB)

22/55. Highways:

- 22/55.1 Condition of the Salt bin at the bottom of Harrow Hill has been reported to Essex County Council (KB)
- 22/55.2 Road Traffic Regulation Act 1984 – Section 14(1) Temporary Traffic Regulation Order of Birdbrook Road, Stambourne. Please see link <https://one.network/?tm=127513752> to find details of the intended closure of Birdbrook Road, due to commence on 4th May 2022 for 3 days. The closure is required for the safety of the public and workforce while Anglian Water undertakes boundary box installation.

22/56. Planning:

Application No:	Description	Address	Action
22/00522/FUL	Erection of 6No. identical timber holiday lodges.	Toppesfield Hall Great Yeldham Road Toppesfield CO9 4LS	Extension for comments granted. Comments to be made to Braintree District council by 8 th April 2022
22/00589/HH	Erection of single storey front extension	20 Church Lane Toppesfield CO9 4DS	Comments to be made to Braintree District Council by 12 th April 2022
22/00732/FUL	Erection of a two-storey medical centre with allocated parking. For more information, please use this link https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&key-Val=R8Y3RVBF0L400	Land North Of, Osier Way, Sible Hedingham	Comments to be made to Braintree District Council by 15 th April 2022
22/00746/HHPA	Erection of single storey rear extension. Extension will extend beyond rear wall of the original house by 4.5m, with a maximum height of 3.71m and 2.32m to the eaves of the extension.	22 Stambourne Road Toppesfield CO9 4DG	This is for information only and due to the type of application comments are not being sought.
22/00763/HH	Retrospective application for conversion and extension of holiday-accommodation barn to create residential annexe.	Cust Hall Gainsford End Road Toppesfield CO9 4EB	Comments to be made to Braintree District Council by 21 st April 2022

22/57. Communications:**22/58. Information exchange / Items for the next agenda****22/59. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 5th May 2022 at 7.30pm at Toppesfield Village Hall

22/60. Close