



# Toppesfield Parish Council

Chairman Mr Chris Neale

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27<sup>th</sup> January 2023

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 2<sup>nd</sup> February 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**

### **23/16. Attendance and Apologies for absence**

### **23/17. 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).]*

### **23/18. Open Session – opportunity for members of the Parish to address the Parish Council.**

### **23/19. Minutes of the last Parish Council Meeting**

*(Previously circulated)*

### **23/20. Matters Arising not on the agenda – for report only**

### **23/21. Actions from previous meeting:**

23/21.1 Cllr Neale to progress repairs to the basketball hoop at Toppesfield playing field.

23/21.2 Cllr Neale to arrange the informal strategy working group meeting.

23/21.3 Cllr Collard to arrange the village groups meeting – look at dates for end January/beginning of February.

23/21.4 Cllr Neale to arrange a meeting with the RCCE, Paul Munson, David Oxman, Cllr Collard and Cllr Neale to respond to concerns raised regarding the joint Neighbourhood Plan.

23/21.5 Cllr Neale to purchase 2 sets of lights for the Christmas Tree, outdoor lights for the Pump and baubles for the Christmas tree.

23/21.6 Cllr Bourlet to write a volunteers section for the newsletter.

23/21.7 Cllr Smith to speak to the Head of St Margaret's School if the school hall could be used as a warm space and if pupils could play board games with those that attend.

23/21.8 Cllr Neale to speak to The Green Man to see if they would be willing to open the pub as a warm space and provide soup and a roll.

### **23/22. Internal Practices and management for the Parish Council:**

23/22.1 Neighbourhood Plan & Joint Neighbourhood Plan update (CN/ACO)

23/22.2 Update on proposed village Charity (ACO)

23/22.3 Wethersfield Airfield proposed development update (TR)

23/22.4 Park Lane Car Park (ACO)

23/22.5 Proposal for Defibrillator training and setting up a list of volunteers to assist should there be a need for the defib to be used (CN)

23/22.6 Proposal to adopt the following policies: Freedom of Information, Document Retention and updated Travel Expenses Policy (KB)

23/22.7 King Coronation, 6<sup>th</sup> May 2023, do the parish council organise a celebration event i.e. street party (KB)

23/22.8 Annual Litter pick (KB)

23/22.9 Organise the waste collection lorry for Toppesfield and Gainsford End from Braintree DC as per summer 2021 (AC)

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

23/23.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

23/23.2 20's Plenty for Us – would Toppesfield Parish Council be interested in taking part in the Campaign more information can be found at: <https://www.20splenty.org/>

23/23.3 Solar Farm Wixoe, Cllr D Garrod Bumpstead Ward

### **23/24. Financial Accounts:**

23/24.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)

23/24.2 Proposal to engage Judith Fletcher to prepare the year end accounts (KB)

### **23/25. Highways:**

23/25.1 Essex Highways has submitted a planning application to Essex County Council's Planning team for a new replacement bridge at Finchingfield. This application includes the provision of a temporary pond crossing to support the community during our proposed bridge replacement works. The inclusion of the pond crossing follows previous engagement undertaken by the parish council which suggests that this is the preferred option by residents and businesses.

The application is available for public comment by visiting: <https://www.essex.gov.uk/view-comment-planning-applications> comments to be submitted by 9<sup>th</sup> February.

Finchingfield Bridge webpage which can be accessed at: <https://www.essexhighways.org/finchingfield-bridge-b1053-finchingfield>

### **23/26. Planning:**

### **23/27. Communications:**

### **23/28. Community Prescription service**

23/28.1 The Post Office have asked if the Parish Council would support a prescription collection service to held in Post Office located within the village shop on a Wednesday morning (KB)

### **23/29. Information exchange / Items for the next agenda**

### **23/30. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 2<sup>nd</sup> March 2023 at 7.30pm at Toppesfield Village Hall.

### **23/31. Close**