



Toppesfield Parish Council

Chairman Mr Alan Collard

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<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 11th January 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
5th January 2024

AGENDA

24/1. Attendance and Apologies for absence

24/2. 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).]

24/3. Open Session – opportunity for members of the Parish to address the Parish Council.

24/4. Minutes of the last Parish Council Meeting

(Previously circulated)

24/5. Matters Arising not on the agenda – for report only

24/6. Actions from previous meeting:

- 24/6.1 Clerks contract and job description/scope of work to be updated by Clerk and Cllr Collard.
- 24/6.2 Clerk to produce Coffee Morning invitations and posters.
- 24/6.3 Clerk to draw up draft budget and circulate to Councillors for comment.

24/7. Internal Practices and management for the Parish Council:

- 24/7.1 Neighbourhood Plan update (AC)
- 24/7.2 Wethersfield Airfield and Asylum centre update
- 24/7.3 Final details for Coffee mornings on 20th January & consideration of dates for February 2024.
- 24/7.4 Historical archives – location of documents (FW)
- 24/7.5 Could more trees be planted in the parish (JG)

24/8. Correspondence Received:

24/8.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

24/8.2 Believ - EV charge points in Toppesfield – offer to meet with representatives from the council re the potential installation of charge points.

24/8.3 Sovereign - offer to meet a sales representative to come out and provide a free quotation to upgrade your playground.

24/9. Financial Accounts:

24/9.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Clerk)

24/9.2 Budget for 2024/2025 to be reviewed, amended as appropriate and approved (Clerk)

24/10 Highways:

24/10.1 Potholes on the Great Yeldham Road – could the repairs be expedited (JG)

24/11. Planning:

Application No:	Description	Address	Action
24/00012/HH	Proposed annexe / cartlodge outbuilding. Removal of modern stable, and low quality lean to extensions to historic outbuilding. Proposed new vehicular access and driveway.	Scotneys Farm House Scotneys Lane Great Yeldham CO9 4HG	Comments to be submitted to Braintree District Council by 5 th February 2024.
23/02745/HH	Infill side extension. Erection of front porch. Alteration to fenestration.	20 Park Lane Toppesfield CO9 4DQ	Braintree District Council planning decision: Application Granted
23/02423/TPO	Notice of intent to carry out works to trees protected by Tree Preservation Order No. 14/82 - Prune, tidy up and thin 1 Horse Chestnut Tree	Chapel House The Street Toppesfield CO9 4DJ	Braintree District Council planning decision: Application Granted

24/12. Communications:**24/13. Information exchange / Items for the next agenda****24/14. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 1st February 2024 at 7.30pm at Toppesfield Village Hall.

24/15. Close