



# Toppesfield Parish Council

Chairman Mr Alan Collard

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<https://e-voice.org.uk/toppesfield-parish-council>

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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 6<sup>th</sup> July 2023 at 8.00pm** 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  
30<sup>th</sup> June 2023

## **AGENDA**

**23/113. Attendance and Apologies for absence**

**23/114. 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).]*

**23/115. Open Session** – opportunity for members of the Parish to address the Parish Council.

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**23/116. Minutes of the last Parish Council Meeting**

*(Previously circulated)*

**23/117. Matters Arising not on the agenda – for report only**

**23/118. Co-option of councillors**

**23/119. Actions from previous meeting:**

**23/119.1** Meeting to be arranged between the Village Hall, Community shop and the parish council regarding general working practices.

**23/119.2** Clerk to compile a list of what improvements could be made to the office space.

**23/119.3** Cllr Winter to progress the repair of the basketball hoop backboard.

**23/120. Internal Practices and management for the Parish Council:**

**23/120.1** Neighbourhood Plan update (AC)

**23/120.2** Joint Neighbourhood Plan (TR)

**23/120.3** Update on proposed village Charity (AC)

**23/120.4** Wethersfield Airfield and Asylum centre update (TR)

**23/120.5** ROSPA reports and actions need to be taken (KB)

**23/120.6** Short Course programme – training session (KB)

**23/121. Correspondence Received:**

23/121.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

23/121.2 Essex Highways - Public consultation for the Essex Electric Vehicle Charge Point Strategy.

The consultation is open until Sunday 30 July 2023. The quickest and easiest way for people to tell us what they think is by completing our short [online consultation survey](#). More information about the proposals can be found in our public consultation brochure, which is available via the online survey page or our webpage at: [www.essexhighways.org/ev-strategy](http://www.essexhighways.org/ev-strategy).

23/121.3 Essex Ecology – information about services they offer have been received.

**23/122. Financial Accounts:**

23/122.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)

23/122.2 Proposal to purchase a new printer for the parish office (KB)

**23/123. Highways:**

23/123.1 Park Lane Car Park

23/123.2 Potential improvement project for the Toppesfield Pump area (AC)

**23/124. Planning:**

Application No:	Description	Address	Action
23/01399/FUL	Demolition of former grain store and erection of 2 No. 3 bedroom cottages	Church Farm Barn Church Lane Toppesfield CO9 4DR	Parish council to make comments to Braintree District Council by 10 July 2023
23/01416/HH	Erection of 3 storey side extension	19 Stambourne Road Toppesfield CO9 4DG	Parish council to make comments to Braintree District Council by 17 July 2023
23/01434/FUL	Construction of agricultural building	Land East Of Meads Farm House Great Yeldham Road Toppesfield CO9 4LS	Parish council to make comments to Braintree District Council by 17 July 2023
23/01572/HH	Demolition of existing single storey outbuilding and replacement with 1.5 storey outbuilding to include guest accommodation	Oak House Robinhood End Toppesfield CO9 4NN	Parish council to make comments to Braintree District Council by 25 July 2023

**23/125. Communications:**

23/125.1 Representatives for WASC and BALC to be appointed.

23/125.2 Facebook administrator to be appointed.

**23/126. Information exchange / Items for the next agenda****23/127. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 3<sup>rd</sup> August 2023 at 7.30pm at Toppesfield Village Hall.

**23/128. Close**