



Toppesfield Parish Council

Chairman Mr Alan Collard

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

2nd June 2023

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 8th June 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

23/98. Attendance and Apologies for absence

23/99. 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).]

23/100. Open Session – opportunity for members of the Parish to address the Parish Council.

23/101. Minutes of the last Parish Council Meeting

(Previously circulated)

23/102. Matters Arising not on the agenda – for report only

23/103. Actions from previous meeting:

23/103.1 Cllr Collard to arrange the informal strategy working group meeting.

23/103.2 Cllr Collard to draw up a rota for the Dr Car service.

23/103.3 Cllr Winter to circulate documents regarding the village hall lease and all councillors to review prior to the next parish council meeting.

23/104. Internal Practices and management for the Parish Council:

23/104.1 Neighbourhood Plan update (AC)

23/104.2 Joint Neighbourhood Plan (TR)

23/104.3 Update on proposed village Charity (AC)

23/104.4 Wethersfield Airfield and Asylum centre update (TR)

20/104.5 Parish Council Office Overhaul (FW)

23/104.6 Overgrown area behind the pavilion, update including quotes received.

23/104.7 Update on basketball hoop and works required (FW)

23/104.8 Verge cutting

23/105. Correspondence Received:

23/105.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

23/105.2 Essex Highways - Salt Bag Partnership Scheme for Winter 2023/24 has been launched. Closing date is the 24th July 2023 to confirm if the parish council would like to take part.

23/106. Financial Accounts:

23/106.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)

22/106.2 Accounts for year 2022/23.

To approve the accounts and sign the Annual Return, for the year ending 31 March 2023.

The Chairman and Responsible Financial Officer/Clerk to sign:

- Annual Governance Statement.
- Accounting Statements.

23/107. Highways:

23/107.1 Road Traffic Regulation ACT 1984 – Section 14(1). Temporary Traffic Regulation Order of Temporary Traffic Regulation Order of Hedingham Road, Wethersfield

Please see the following link <https://one.network/?tm=133650975> to find details of the intended closure of Hedingham Road, due to commence on 26th June 2023 for 3 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes drainage.

23/108. Planning:**23/109. Communications:****23/110. Information exchange / Items for the next agenda****23/111. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 6th July 2023 at 7.30pm at Toppesfield Village Hall.

23/112. Close