



# 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 7<sup>th</sup> March 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  
29<sup>th</sup> February 2024

## **AGENDA**

### **24/31. Attendance and Apologies for absence**

### **24/32. 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).]*

### **24/33. Open Session – opportunity for members of the Parish to address the Parish Council.**

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### **24/34. Minutes of the last Parish Council Meeting**

*(Previously circulated)*

### **24/35. Matters Arising not on the agenda – for report only**

### **24/36. Actions from previous meeting:**

24/36.1 Cllr Bourlet to apply to the Councillors Community Grant Fund for the purchase of dog poo bags with the aim to reduce dog waste left around the parish.

24/36.2 Clerk review EALC's comments regarding proposed contract and job description.

24/36.3 Clerk to draft polices as mentioned in the contract for Councillors review.

24/36.4 Cllr Bourlet to write an article for locations for tree planting for the March/April newsletter.

24/36.5 Clerk to design a poster for the litter pick / coffee morning on the 23 March 2024.

24/36.6 Cllr Graves to explore locations for historical archives and contact others who were interested in this project.

24/36.7 Clerk to arrange loan of litter pick equipment from Braintree District Council.

24/36.8 Clerk to contact Barclays re a bank mandate change of signatories.

24/36.9 Cllr Edwards-Holmes to research rules regarding Common Land.

**24/37. Internal Practices and management for the Parish Council:**

24/37.1 Neighbourhood Plan update (AC)

24/37.2 Wethersfield Airfield and Asylum centre update

24/37.3 Coffee morning and annual litter pick, 23 March 2024 – final arrangements.

**24/38. Correspondence Received:**

24/38.1 EALC Legal &amp; County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

24/38.2 Braintree Local Highways Panel - The Minutes of the meeting held on 18th January 2024 are available to view on the Council's website at the following link:-

<https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1257/Committee/13/Default.aspx>

24/23.3 Stansted Airport Watch – their latest newsletter is available on the parish website.

**24/39. Financial Accounts:**

24/39.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Clerk)

24/39.2 Bank mandate – forms for completion (Clerk)

24/39.3 Proposal to engage Judith Fletcher to prepare the year end accounts (Clerk)

24/39.4 Parish Council Telephone – proposal to sign up to a yearly contract (Clerk)

**24/40 Highways:**

24/40.1 Potholes on the Great Yeldham Road – update (Clerk)

24/40.2. Road Traffic Regulation Act 1984 – Section 14(1) Temporary Traffic Regulation Order of The Green, Finchingfield . Please see the following link <https://one.network/?tm=137443572> to find details of the intended closure of The Green, due to commence on 18th March 2024 for 3 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes remedial reinstatement.**24/41. 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	Braintree District Council planning decision: Application Granted

**24/42. Communications:****24/43. Information exchange / Items for the next agenda****24/44. Date of the next meeting:**The next Parish Council Meeting is scheduled to be held on 4<sup>th</sup> April 2024 at 7.30pm at Toppesfield Village Hall.**24/45. Close**