



Toppesfield Parish Council

Chairman Mr Alan Collard

Clerk to the Council: Kaaren Berry
Tel: 01787 238217
Mobile: 07341264219

Email: clerk.toppesfieldparishcouncil@gmail.com
2 Gunces Farm Cottages, Stambourne Road
Great Yeldham, Halstead, Essex CO9 4RB
<https://e-voice.org.uk/toppesfield-parish-council>

29th April 2022

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 5th May 2022 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

22/68. Election of Chair and Vice-Chair for 2022-2023.

22/69. Attendance and Apologies for absence

22/70. 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).]

22/71. Open Session – opportunity for members of the Parish to address the Parish Council.

22/72. Minutes of the last Parish Council Meeting
(previously circulated)

22/73. Matters Arising not on the agenda – for report only

22/74. Actions from previous meeting:

22/74.1 Clerk to send letter regarding the potential sale of the back strip of the Park Lane car park.

22/74.2 Councillor Collard to mark out on a map what is required along with a written explanation of the project for the access road alongside the village hall car park and email Savills with this information.

22/74.3 Councillor Bourlet to provide quotes for 5 a-side goals/nets for Gainsford End playing field.

22/74.4 Councillor Collard to liaise with David Oxman to progress the Neighbourhood Plan funding/policies.

22/74.5 Councillor Collard to follow up the quote for the improvements to the pavilion.

22/74.6 Councillor Roberts to research BT Home Essential package and write a piece for the newsletter.

22/75. Internal Practices and management for the Parish Council:

- 22/75.1 Neighbourhood Plan update (ACO)
- 22/75.2 Update on plans for the Playing Field (ACO)
- 22/75.3 Jubilee Event update (AC)
- 22/75.4 Update on proposed village Charity (ACO)
- 22/75.5 Wethersfield Airfield proposed development update (TR)
- 22/75.6 Sharing of WASC meeting minutes. These are published on the Wethersfield PC website, could these be made available on the Toppesfield PC website (TR)
- 22/75.7 The Fields Association has asked if its newsletter can be distributed with our Parish magazine (TR)
- 22/75.8 Neighbourhood Plan: Possibility of a joint development with Finchingfield, Wethersfield, and Sible Hedingham to cover the Airbase and share costs (TR)
- 22/75.9 SWAP banner (TR)
- 22/75.10 Proposal to purchase storage boxes for the Christmas trees to be stored in the village hall loft (KB)

22/76. Correspondence Received:

- 22/76.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 22/76.2 Braintree District Council have created a dedicated web page for the activities over the Queen's Jubilee weekend, parish councils are encouraged to add event details to this page.
- 22/76.3 Braintree Local Highways Panel - The Minutes of the virtual meeting of Braintree Local Highways Panel held on 31st March 2022 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/1203/Committee/13/Default.aspx> The next meeting of the Panel is scheduled to take place on Thursday, 30th June 2022.

22/77. Financial Accounts:

- 22/77.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)

22/78. Highways:

- 22/78.1 Road Traffic Regulation Act 1984 – Section 14(1) Temporary Traffic Regulation Order of Leather Lane, Little Yeldham Road, School Road, North End Road, Hall Green, Sudbury Road, Lower Houses, Bulmer Street, Great Yeldham. Please see link <https://one.network/?tm=127274896> to find details of the intended closure of Leather Lane, Little Yeldham Road, School Road, North End Road, Hall Green, Sudbury Road, Lower Houses, Bulmer Street, due to commence on 6th August 2022 for 3 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes surface dressing works.

22/79. Planning:

Application No:	Description	Address	Action
22/00905/HH	Erection of 3 storey side extension	19 Stambourne Road Toppesfield CO9 4DG	Comments to be made to Braintree District Council by 10 th May 2022
22/01104/HH	Single-storey rear extension.	22 Stambourne Road Toppesfield CO9 4DG	Comments to be made to Braintree District Council by 26 th May 2022

22/80. Communications:**22/81. Information exchange / Items for the next agenda****22/82. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 9th June 2022 at 7.30pm at Toppesfield Village Hall

22/83. Close