



# Toppesfield Parish Council

Chairman Mr Chris Neale

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28<sup>th</sup> October 2022

To: Members of Toppesfield Parish Council

You are hereby summoned to attend the Parish Council meeting of Toppesfield Parish Council to be held on **Thursday 3<sup>rd</sup> November 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**

### **22/160. Attendance and Apologies for absence**

### **22/161. 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).]*

### **22/162. Open Session – opportunity for members of the Parish to address the Parish Council.**

### **22/163. Minutes of the last Parish Council Meeting**

*(Previously circulated)*

### **22/164. Matters Arising not on the agenda – for report only**

### **22/165. Actions from previous meeting:**

22/165.1 Cllr Roberts to give Cllr Neale contact details of Nick Loftus

22/165.2 Cllr Collard to give Cllr Neale contact details of Tom & Robert Mortlock, Keith Ripper and Peter McMillan

22/165.3 Cllr Bourlet to advance purchase of goalposts for GE playing field

22/165.4 Cllr Neale to progress repairs to the basketball hoop at Toppesfield playing field

22/165.5 Cllr Collard to arrange signature of the contract with Paul Munson re. the NP

22/165.6 Cllr Neale to arrange the informal strategy working group meeting

22/165.7 Cllr Neale to arrange the village groups meeting

22/165.8 All councillors to send the Clerk their comments on the proposed policies drafted by the Clerk

22/165.9 Clerk to contact Plants that Grow about purchase of Christmas tree

22/165.10 Cllrs Neale and Collard to speak to the GM about their plans for the tree lighting event on 3<sup>rd</sup> December

22/165.11 All councillors to provide energy saving tips to Cllr Collard

22/165.12 All councillors to send ideas to Cllr Neale regarding possible events to be organised in the VH  
22/165.13 Cllrs Neale and Collard to prepare draft budget for discussion at November meeting

**22/166. Internal Practices and management for the Parish Council:**

- 22/166.1 Neighbourhood Plan update (ACO)
- 22/166.2 Update on plans for the Playing Field (ACO)
- 22/166.3 Update on proposed village Charity (ACO)
- 22/166.4 Wethersfield Airfield proposed development update (TR)
- 22/166.5 Consideration of adopting the following policies:  
Communications Protocol, Co Option, Equality Opportunities, Health & Safety, Information and Data Protection, Information Technology and Communications Policy and Reserves.
- 22/166.6 Christmas event – update on progress of event planning.
- 22/166.7 Meeting dates for 2023 to be set (KB)
- 22/166.8 Insurance of the Village Hall (ACO)
- 22/166.9 Park Lane Car Park (ACO)
- 22/166.10 Braintree Association of Local Council (BALC) meeting feedback (TR)

**22/167 Energy Saving tips**

- 22/167.1 Parish council to produce or signpost general energy saving tips for the community update (ALL)
- 22/167.2 Consideration of and options for a warm bank (ALL)

**22/168. Correspondence Received:**

- 22/168.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 22/168.2 Essex & Herts Air Ambulance – request for a grant towards purchase of equipment.
- 22/168.3 Essex County Council – Highway User survey is open from Tuesday 11th October 2022 To Wednesday 4<sup>th</sup> January 2023 for the parish council to complete.
- 22/168.4 County Broadband, Community Support Team – County Broadband are coming back to the village with new offers. As part of their project, they would also like to offer some of their time to the community. They are asking if we knew anyone who would be interested to get a few County Broadband volunteers. They would be happy to help with litter picking, food banks, or any other activity your community might need help for. Also, they have supported the launch of the Hypercharged Foundation which is an independent charity who helps funding community projects and charities with grants from £250 to £5000.  
Applications can be made online - website: <https://hypercharged.co.uk/>
- 22/168.5 The Partnership Development Scrutiny Committee at Braintree District Council is undertaking a scrutiny review into 'Litter Management Across the Braintree District.' As part of their Scrutiny Review, Members are exploring the effectiveness of the Council's various partnership working arrangements in respect of Litter Management, how it engages with its partners in this respect, and how coordinated working with its partners could be improved. The Chairman of the Committee is keen that the Committee hear the viewpoints from Parish and Town Councils. Questions have been supplied for response by 2 December 2022.

**22/169. Financial Accounts:**

- 22/169.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)
- 22/169.2 Tenders received for the construction of new pétanque court at Toppesfield playing field to be Received, discussed and appointed as appropriate.
- 22/169.3 Budget 2023/2024 – draft budget for discussion

**22/170. Highways:**

- 22/170.1 Road Traffic Regulation Act 1984 - SECTION 14(1).  
Temporary Traffic Regulation Order of Stambourne Road, Toppesfield. Details can be found at: <https://one.network/?tm=130724059> of the intended closure of Stambourne Road, due to commence on 8th November 2022 for 1 hour. The closure is required for the safety of the public and workforce while UK Power Networks undertakes pole replacement.

**22/171. Planning:**

<b>Application No:</b>	<b>Description</b>	<b>Address</b>	<b>Action</b>
22/02748/HH	Erection of 3 storey side extension	19 Stambourne Road Toppesfield CO9 4DG	Comments to be made to Braintree District Council by 17 <sup>th</sup> November 2022

**22/172. Communications:****22/173. Information exchange / Items for the next agenda****22/174. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 1<sup>st</sup> December 2022 at 7.30pm at Toppesfield Village Hall.

**22/175. Close**