



Toppesfield Parish Council

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26th August 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 1st September 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

22/129. Attendance and Apologies for absence

22/130. 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).]

22/131. Open Session – opportunity for members of the Parish to address the Parish Council.

22/132. Minutes of the last Parish Council Meeting

(Previously circulated)

22/133. Matters Arising not on the agenda – for report only

22/134. Actions from previous meeting:

22/134.1 Councillor Bourlet to provide quotes for moveable 5 a-side goals/nets for Gainsford End playing field.

22/134.2 Councillor Neale – continue to progress the setting up of a mobile phone contract for the parish council phone number.

22/134.3 Councillor Neale update on replacement backboard for the basketball hoop.

22/134.4 Councillor Collard to seek quotes for the installation of the petanque courts.

22/134.5 Councillor Collard to progress the registering of the Charity.

22/134.6 Councillor's Neale and Collard to approach farmers to plough a fire break within their fields.

22/135. Internal Practices and management for the Parish Council:

22/135.1 Neighbourhood Plan update (ACO)

22/135.2 Update on plans for the Playing Field (ACO)

22/135.3 Update on proposed village Charity (ACO)

22/135.4 Wethersfield Airfield proposed development update (TR)

22/135.5 Informal Strategy Working Group update on scheduling a meeting (CN)

22/135.6 Village Group Meeting update on scheduling a meeting (CN)

22/135.7 Consideration of adopting the following policies:

Document Retention, Appendix A Retention & Disposal, Communications Protocol, Co Option, Work Station & Area Check, Vexatious Complaints, Reserves, PAT, Information Available from Toppesfield Parish Council, Information and Data Protection, Health & Safety, General Privacy, Freedom of Information and Equality & Diversity.

22/136. Correspondence Received:

22/136.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

22/136.2 Braintree District Council: - Notice Of the Adoption of The Braintree District Local Plan 2013-2033 Section 2 (Development Plan Document), The Planning and Compulsory Purchase Act 2004 Town and Country Planning Regulations (Local Planning) (England) (2012) Regulations 26 & 35 (as amended).

Braintree District Council adopted Section 2 of the Braintree Local Plan 2013-2033 Local Plan at a meeting of Council on 25th July 2022.

The Local Plan Section 2 Adoption Statement and be seen at: www.braintree.gov.uk/directory-record/1062233/section-2-adoption-statement-july-2022

This has the effect (along with Section 1 adopted in 2021) of replacing earlier documents used to help determine Planning Applications received by Braintree District Council.

The Local Plan (Section 1 & 2), Policies Maps, and associated documents can be viewed at: www.braintree.gov.uk/planning-building-control/section-2-examination-local-plan/12

Paper copies of the documents will also be made available as soon as practicable at Libraries within Braintree District Council's administrative and at the Braintree District Council Offices at Causeway House, Bocking End, Braintree CM7 9HB.

22/136.3 Option to opt out of the SAAA central external auditor appointment arrangements - Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme. Any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out no later than 28 October 2022.

22/136.4 Civility & Respect Pledge – Should the parish council sign up to this project. More information is available at www.slcc.co.uk/news-publications/civility-respect-project and www.nalc.gov.uk/our-work/civility-and-respect-project.

22/136.4 Braintree District Council are looking for volunteer drivers for their Community Transport Team – please contact 01376 557883, email: community.transport@braintree.gov.uk or visit www.braintree.gov.uk/communitytransport for more information.

22/137. Financial Accounts:

22/137.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)

22/137.2 Tenders received for the construction of new pétanque court at Toppesfield playing field to be Received, discussed and appointed as appropriate.

22/138. Highways:**22.138.1 Road Traffic Regulation Act 1984 – Section 14(1)**

Temporary Traffic Regulation Order of Stambourne Road, Toppesfield CP

Please use the following link <https://one.network/?tm=129161346> to find details of the intended closure of Stambourne Road, due to commence on 5th September 2022 for 5 days. The closure is required for the safety of the public and workforce while Anglian Water undertakes new connection.

22/138.2 Bridge deck replacement due to start at White Hart Bridge, Poole Street, Great Yeldham. The works are planned to start on Monday 5 September 2022 and expected to take approximately four months to complete.

In order to support these works it will be necessary for a lane closure with temporary traffic lights to be in place for the duration. The pedestrian footpath will be closed however, access will be maintained via a signed pedestrian diversion route through the adjacent land.

A limited number of road closures will be required to support specific activities as they cannot be safely carried out with traffic permitted. Closures will be planned to take place during a weekend to minimise disruption. Dates are being finalised however, advance notice will be provided on site Signage. Dates may be subject to change, the latest information about the works will be reflected on the website as the scheme progresses. Please visit: www.essex.gov.uk/highwayschemes and choose the link for 'White Hart Bridge, Poole Street, Great Yeldham

22/138.3 Road Traffic Regulation Act 1984 – Section 14(1). Temporary Traffic Regulation Order of Poole Street, Great Yeldham. Please use the following link <https://one.network/?tm=130597230> to find details of the intended closure of Poole Street, due to commence on 24th September 2022 for 2 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes sheet piling installation.**22/139. Planning:**

Application No:	Description	Address	Action
22/02064/REM	Application for the approval of reserved matters (in respect of, layout, scale, appearance and landscaping) pursuant to outline planning permission 21/00574/OUT granted 20.04.2022 (Allowed on appeal) for: the demolition of redundant place of worship, and erection of 1 No. detached dwelling.	Mission Hall Gainsford End Toppesfield CO9 4EG	Comments to be made to Braintree District Council by 6 th September 2022

22/140. Communications:**22/141. Information exchange / Items for the next agenda****22/142. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 6th October 2022 at 7.30pm at Toppesfield Village Hall.

22/143. Close