



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 1<sup>st</sup> September 2022 at Toppesfield Village Hall at 7.30pm

### 22/129. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Chris Neale – Chair  
Councillor Alan Collard – Vice Chair  
Councillor Trisha Roberts

#### Apologies were received and noted from:

Councillor Amanda Smith  
Councillor Kitty Bourlet

#### Also, in attendance:

District Councillor Richard van Dulken  
One member of the public was present  
Kaaren Berry – Clerk to the Parish Council

### 22/130. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

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

Concerns were raised regarding the speed of the bale shifting vehicles/tractors along Stambourne Road and through the village generally. Concerns were also raised regarding the speed of the Hedingham School bus along Stambourne Road.

Councillor Neale stated that the Parish Council will write to landowners regarding the agricultural vehicles and to Hedingham School and Chambers regarding the speed of the school bus.

#### District Councillor Richard van Dulken reported:

- That there is help and advice regarding the energy crisis and costs on the Braintree District Council Website
- He was not aware of any formal changes to the proposed Wethersfield development.
- Fly tipping numbers for the last few years were sent to the Chairman – these are approximately 800 -900 per year and Braintree do pursue offenders and prosecute where they are able.
- Nunns Walk in Great Yeldham – complaints about the two new pedestrian islands which are being built are being received as lorries are finding it difficult to negotiate them as they are on the bend and there are also concerns as there are no streetlights cars may clip them.
- Richard van Dulken has submitted comments directly to Braintree DC regarding the planning application for the Mission Hall in Gainsford End.

### 22/132. Minutes of the last Parish Council Meeting

The minutes of the parish council meeting held on 4<sup>th</sup> August were amended and then accepted. The minutes were agreed and signed as a true record of the meeting.

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

Councillor Neale reported that Councillor Andrea Chinery has resigned from her position as Councillor and thanked her for her service.

### **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. Quotes were supplied and Councillor Collard proposed to purchase a 8ft x 4ft goal for £63.00 plus VAT and Councillor Neale seconded this – Councillor Bourlet to progress.
- 22/134.2 Councillor Neale – continue to progress the setting up of a mobile phone contract for the parish council phone number. This has been completed a new sim purchased for the cost of £10 for 180 days.
- 22/134.3 Councillor Neale update on replacement backboard for the basketball hoop. Cost would be approx. £89.99. Councillor Neale to check sizing before purchasing. It was agreed to purchase the backboard if the sizing is correct.
- 22/134.4 Councillor Collard to seek quotes for the installation of the petanque courts. No bids or tenders were received. Councillor Collard to follow this up.
- 22/134.5 Councillor Collard to progress the registering of the Charity. Application for registration with Charity Commission has been submitted and it is hoped a response will be received in late October. The Foundation trustees held first formal meeting in August. Groups that can nominate trustees have been contacted. The Parish Council will be able to nominate a trustee.
- 22/134.6 Councillor's Neale and Collard to approach farmers to plough a fire break within their fields. Councillor Collard spoke to one of the local farmers who said that it is possible to follow up immediately after the combines by turning the soil over but this year the ground was very hard. As a result, most fields were left and only now, after the recent limited rain, are they being turned over. He recalled that when it was practice to burn off stubble fields, farmers used automatically to plough a fire break around fields.

It was suggested that next year the Parish Council should write to each of the farmers in the parish and the landowner adjacent to Berwick Hall Drive to request that they create fire breaks or cut the growth, as the case may be.

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

- 22/135.1 Neighbourhood Plan update – the application for funding has been submitted and Locality are assessing the application but it has been recommended for approval. Waiting to hear from their panel as to the decision.
- 22/135.2 Update on plans for the Playing Field – still waiting on tenders for the work.
- 22/135.3 Update on proposed village Charity – see agenda point 22/134.5.
- 22/135.4 Wethersfield Airfield proposed development update. Councillor Roberts reported that a report of the Whole Strategy on Mega Prisons is being carried out by WASC and this will be circulated once complete. The Landscape report has been circulated to all Councillors. Also the Fields Association made a Freedom of Information request to the DIO and it appears there may be two plans for the development and the second one includes housing, hotels and a boarding school.
- 22/135.5 Informal Strategy Working Group update on scheduling a meeting – this is ongoing.
- 22/135.6 Village Group Meeting update on scheduling a meeting – this is ongoing.
- 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.  
Comments to be forwarded to the clerk. It was suggested the review dates are spread out and the document retention policy to was not attached so to be forwarded for comment. This item be placed on the October agenda for further consideration and to give extra time for Councillors to read all documents.

### **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](http://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](http://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. The parish council agreed not to opt out.

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](http://www.slcc.co.uk/news-publications/civility-respect-project) and [www.nalc.gov.uk/our-work/civility-and-respect-project](http://www.nalc.gov.uk/our-work/civility-and-respect-project). It was felt that this is not requires as it is covered by the code of conduct.

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](mailto:community.transport@braintree.gov.uk) or visit [www.braintree.gov.uk/communitytransport](http://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. The report was received and approved. See Appendix A for details.

22/137.2 Tenders received for the construction of new pétanque court at Toppesfield playing field to be received, discussed and appointed as appropriate. No tenders were received – Councillor Collard to follow up on this.

### **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](http://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:**

<b>Application No:</b>	<b>Description</b>	<b>Address</b>	<b>Action</b>
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 <sup>th</sup> September 2022

The above application was discussed and the parish council object to the current application as they do not feel the design is appropriate given the neighbouring properties and building orientation. Drainage and water pressures will also be an issue for the site.

**22/140. Communications:**

No issues were raised or discussed.

**22/141. Information exchange / Items for the next agenda**

General energy saving tips for the community and options for a warm bank were mentioned and it was agreed this should be looked at and placed on the agenda for next month.

**22/142. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 6<sup>th</sup> October 2022 at 7.30pm at Toppesfield Village Hall

**22/143. Close**

Councillor Neale closed the meeting at 9.05pm

Signed:

Dated:

## Action Summary:

Parish Council to write to landowners regarding the agricultural vehicles and to Hedingham School and Chambers regarding the speed of the school bus.

Councillor Bourlet progress the purchase of the goal as agreed.

Councillor Neale to measure the size of the backboard for the basketball hoop and purchase as appropriate.

Councillor Collard to follow up on quotes for the installation of the petanque courts as tenders were not received by the requested date.

## Appendix A

Accounts - 1st September 2022				
			£	
Community Account				
	Balance as at 1 September 2022		£28,507.65	
	All previous payments issued balance should be		<u>£28,517.65</u>	
	Income Received Included in the balance figure of 01.09.22			
			£0.00	
			<u>£0.00</u>	
	Direct Debits / Payments made since last meeting (included in balance figure of 01.09.22)			
01.09.22	EDF Energy - The Pavilaion electricity supply		£10.00	
			<u>£10.00</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
01.09.22	K Berry - August wages	By Bacs	£502.92	£0.00
			<u>£502.92</u>	
			£28,004.73	