



Toppesfield Parish Council

Chair Kitty Bourlet

Clerk to the Council: Kaaren Berry
Mobile: 07341264219

Email: clerk.toppesfieldparishcouncil@gmail.com
C/O The Village Hall, Church Lane, Toppesfield,
Essex, CO9 4DR

<https://e-voice.org.uk/toppesfield-parish-council>

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 2nd October 2025 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
26th September 2025

AGENDA

25/159. Attendance and Apologies for absence

25/159.1 To accept apologies from members of the council

25/160. 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).]

25/161. Open Session – opportunity for members of the Parish to address the Parish Council.

25/162. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 7th August 2025 and 4th September 2025

25/163. Matters Arising not on the agenda – for report only

25/164. Actions from previous meeting:

25/164.1 Cllr Edwards-Holmes to email Cllr Schwier expressing an interest in this project and roughly how many lights would be required and ask for the project to be included in his budget.

25/164.2 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.

25/164.3 Cllr Bourlet to update the councils Biodiversity Policy.

25/164.4 Cllr Smith to seek three quotes to carry out the work on the RoSPA action list.

25/164.5 Clerk to find costs of additional salt bins to store the salt and everyone to look at potential locations for the bins.

25/164.6 Clerk to investigate the rules on placing wheelie bins on the highway permanently.

25/165. Internal Practices and management for the Parish Council:

- 25/165.1 Neighbourhood Plan update.
- 25/165.2 Wethersfield Airfield and Asylum centre verbal update to be received.
- 25/165.3 Playfield update / progress on funding / quotes / work carried out
- 25/165.4 Strategy Document – review of responses received now the survey has closed.
- 25/165.5 Action from the internal audit report – amended terms of reference to be considered / adopted. Circulated to councillors prior to meeting for consideration.
- 25/165.6 Action from the internal audit report – adopt a Biodiversity Policy - draft policy to be considered for approval.
- 25/165.7 Village Solar Project – Cllr Neale to report.

25/166. Upcoming events

- 25/166.1 Remembrance service – 9th November 2025 – Proposal to purchase Poppy Wreath for Remembrance Day and arrange the installing of the commemorative bench and silhouette figures.
- 25/166.1 Christmas Event – update on progress of actions from previous meeting. Confirm budget/funding for event to include refreshments, decorations, lights, gifts agree if anything else is required. Volunteers for the planning and the event itself to be agreed.

25/167. Correspondence Received:

- 25/167.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 25/167.2 Email from parishioner re any potential security concerns associated with the Wethersfield Refugee Centre.
- 25/167.3 Braintree District Council – PSPO Vehicular Nuisance Consultation - A Public Spaces Protection Order represents a proactive step towards protecting our communities, improving public safety and reducing the harmful impact caused by anti-social vehicle related behaviour. The proposed PSPO would provide Braintree District Council and Essex Police with additional enforcement powers to prohibit such behaviours. The consultation closes at midnight on Sunday 7th September 2025. Parish council to respond via – <https://www.braintree.gov.uk/council/public-spaces-protection-order-pspo-consultation>
- 25/167.4 Braintree District Council has launched a new set of dedicated Anti-Social Behaviour (ASB) web pages to support residents and partners in understanding, reporting, and managing ASB concerns. This can be viewed at: www.braintree.gov.uk/community/antisocial-behaviour
- 25/167.5 Campaign to Protect Rural Essex – invitation to their Annual General Meeting on 4th October 2025 received.
- 25/167.6 Email received from Toppesfield Parochial Church Council asking if the parish council would agree in principal for a grant towards the cost of the village clock on the Church tower.

25/168. Financial Accounts:

- 25/168.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 25/168.2 Updating of Asset Register 2025
- 25/168.3 Discussion/decision on whether to switch bank account to Unity Trust Bank
- 25/168.4 Consideration of the final external auditor report and decide what, if any, action is required.
- 25/168.5 Proposal to approve a schedule of regular payments in relation to a continuing contract or obligation so the council may authorise these for the financial year 2025/2026.
- 25/168.6 Proposal to adopt a Internet Banking Policy and an Internal Financial Control Policy & Procedure. Draft policies circulated prior to the meeting.

25/169 Highways:

- 25/169.1 Response from Cllr Schwier re several Highways matters.
- 25/169.2 Stumps Cross junction road sign, ref:2955054. Highways have reported the work has been completed.
- 25/169.3 Quys/Elms Farm junction road sign, ref:2955055. Highways have reported that work has been completed.
- 25/169.4 Mallows Lane – reports made to Highways re vegetation and surface issues. Highways reported that vegetation issues have been dealt with by the landowner and after inspection reported surface for a byway is satisfactory and does not meet the standard for action. The fly-tipping/litter was reported to Braintree District Council who will look into this.

25/170. Planning:

Application No:	Description	Address	Action
25/01698/FUL	Proposed change of use of land from agricultural to equestrian & erection of stables.	Land North East Of Fairy Farm Toppesfield Road Wethersfield CM7 4EP	Comments to Braintree District Council by 5 th September 2025
25/01800/LBC	Proposed internal and external alterations to rear single-storey element to include removal of glazed roof and replaced with slated to match existing and insertion of 3No. rooflights, associated alterations to fenestration and removal of internal partition walls.	Toppesfield Hall Great Yeldham Road Toppesfield Essex CO9 4LS	Comments to Braintree District Council by 11 th September 2025
25/01843/FUL	Retention of existing single-storey detached holiday lodge	Toppesfield Hall Great Yeldham Road Toppesfield Essex CO9 4LS	Comments to Braintree District Council by 16 th September 2025
25/00475/VAR	Variation of Condition 2 of (Approved plans) and Condition 7 (Vehicle Parking) of approved application 22/00732/FUL granted on 13/05/2022 for the erection of a two-storey medical centre with allocated parking. Variation would allow a change in design.	Land North of Osier Way Sible Hedingham Essex	Braintree District Council Decision Pending consideration

25/171. Communications:**25/172. Information exchange / Items for the next agenda****25/173. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on Thursday 6th November 2025 at 7.30pm at Toppesfield Village Hall.

25/174. Close