



# Toppesfield Parish Council

Chair Kitty Bourlet

Clerk to the Council: Kaaren Berry  
Mobile: 07341264219

Email: [clerk.toppesfieldparishcouncil@gmail.com](mailto: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 3<sup>rd</sup> April 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  
28th March 2025

## AGENDA

### **25/49. Attendance and Apologies for absence**

25/49.1 To accept apologies from members of the council

### **25/50. 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).]*

**25/51. Open Session** – opportunity for members of the Parish to address the Parish Council.

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**25/52. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 6<sup>th</sup> March 2025.**

**25/53. Matters Arising not on the agenda – for report only**

### **25/54. Actions from previous meeting:**

25/54.1 Cllr Bourlet to review funding options for digitalising historic records.

25/54.2 Cllr Graves to make further enquiries regarding the location of the Gainsford End Gate sign and contact Braintree District Council to see who provides the village gates should a new one be required.

25/54.3 Cllr Graves to contact Cllr Peter Schwier regarding further funding for the tree project.

25/54.4 Clerk to arrange collection of paint for the telephone box.

25/54.5 Cllr Neale to enquire about costs for replacement windowpanes for the telephone box.

25/54.6 Clerk to purchase commemorative bench and silhouette figures for VE day and arrange delivery to the village hall.

25/54.7 Cllr Graves to ask Cllr Daines to take on the tree planting project.

**25/55. Internal Practices and management for the Parish Council:**

25/55.1 Neighbourhood Plan update.

25/55.2 Wethersfield Airfield and Asylum centre verbal update to be received.

25/55.3 Tree planting project

25/55.4 Parish Council Strategy document – to receive comments on the draft documents and determine further actions.

25/55.5 Playfield update / progress on funding / quotes

25/55.6 Telephone Box for Defib – volunteers required to help paint the telephone box.

25/55.7 Annual Parish Meeting – arrangements for the meeting to be finalised.

25/55.8 Play Area inspection due May 2025 – do the parish council wish engage RoSPA Playsafety to carry out the inspection again this year.

**25/56. Upcoming events**25/56.1 Annual litter pick – 5<sup>th</sup> April 2025 – Event has been advertised, loan of equipment arranged, details for the morning to be finalised.

25/56.2 VE Day celebrations – update on event planning from Cllr Graves.

25/56.3 Christmas Event – initial thoughts and confirm date for the event.

**25/56. Correspondence Received:**

25/56.1 EALC Legal &amp; County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

25/56.2 Braintree District Council Street Scene Partnership Agreement 2025/26 – do the parish council wish to sign up to the scheme again for the coming financial year.

25/56.3 Braintree District Council – Mobile Rural Community Supermarkets – assistance is required to identify churches, halls etc where the van could visit on a scheduled basis. The Cost-of-Living Small Grant Scheme launches on 31<sup>st</sup> March 2025.

25/56.4 Request receive for the Parish Council to consider holding the Toppesfield Charities Money on their behalf.

**25/57. Financial Accounts:**

25/57.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

25/57.2 Updating of Asset Register 2025 – discuss comments received and determine any further actions.

**25/58 Highways:**

25.58.1 Another incident along Church Lane with a lorry becoming stuck. This has been reported to Cllr Schwier to add weight to a request for appropriate signage for the lane.

**25/59. Planning:**

Application No:	Description	Address	Action
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	Comments to Braintree District Council by 7 <sup>th</sup> April 2025
25/00617/LBC	Removal of internal partitions from the rear single storey element, removal of fireplace and removal of internal walls to each side of the chimney stack. Block up 4no. existing windows, 1no. existing door and installation of 3no. rooflights, installation of 1no. full height window, with a canopy to be provided to the northeast elevation of the single storey element. All existing external masonry walls forming the newly formed lounge area are to be lined internally with insulation material.	Toppesfield Hall Great Yeldham Road Toppesfield CO9 4LS	Comments to Braintree District Council by 24 <sup>th</sup> April 2025

**25/60. Communications:**

**25/61. Information exchange / Items for the next agenda**

**25/62. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 3<sup>rd</sup> April 2025 at 7.30pm at Toppesfield Village Hall.

**25/63. Close**