



Toppesfield Parish Council

Chair Kitty Bourlet

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<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 3rd July 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
27th June 2025

AGENDA

25/112. Attendance and Apologies for absence

25/112.1 To accept apologies from members of the council

25/113. 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).]

25/114. Open Session – *opportunity for members of the Parish to address the Parish Council.*

25/115. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 5th June and 23rd June 2025.

25/116. Matters Arising not on the agenda – for report only

25/117. Actions from previous meeting:

25/117.1 Cllr Edwards-Holmes to contact Highways regarding lighting of roads from the centre of the village to Camoise Close.

25/117.2 Cllr Bourlet to review funding options for digitalising historic records.

25/117.3 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.

25/117.4 Clerk to speak to Community Heartbeat Trust regarding paint for the Gainsford End telephone box.

25/117.5 Cllr Edwards-Holmes to draft a revised process for the Doctors car service and circulate to all Councillors for review.

25/118. Internal Practices and management for the Parish Council:

- 25/118.1 Neighbourhood Plan update.
- 25/118.2 Wethersfield Airfield and Asylum centre verbal update to be received.
- 25/118.3 Playfield update / progress on funding / quotes / work carried out
- 25/118.4 RoSPA reports received – determine actions required.
- 25/118.5 Strategy Document – update on responses receive.
- 25/118.6 Toppesfield Parish Council Risk Assessment – review and proposal to approve.
- 25/118.7 Doctor Car service - to review the process of the service.
- 25/118.8 Agree plan for actions in relation to the internal audit report.
- 25/118.9 Biodiversity Policy - draft circulated for reference and comments to be submitted to the chair.
- 25/118.10 Request received for the council to consider the storage of historical documents and photographs.

25/119. Upcoming events

- 25/119.2 Christmas Event – update on progress of actions from previous meeting.

25/120. Correspondence Received:

- 25/120.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 25/120.2 Braintree District Council – enquiring if the Parish Council has any plans for the upcoming VJ 80th celebrations on Friday 15th August 2025.
- 25/120.3 Essex County Council Salt Bag Partnership Scheme for Winter 2025/26. To support local communities to help themselves during periods of heavy snow and build on their community resilience, Essex County Council (ECC) would like to make available to each participating Town and Parish Council a one tonne wrapped pallet made up of individual 25kg bags for use by the community on the local highway. ECC is offering this free of charge again this year. Closing date is the 21st July 2025.
- 25/120.4 All residents of Braintree district invited to annual PFCC Essex public meeting - The Police, Fire and Crime Commissioner (PFCC) for Essex is inviting all residents from across Braintree district to attend a public meeting to learn more about crime and community safety in their area.
The meeting will take place on Tuesday 8th July at Braintree Town Hall, Market Place, Braintree, CM7 3YG, starting at 7pm to 8pm. Police, Fire and Crime Commissioner Roger Hirst will be joined by panel members from Essex Police, Essex County Fire and Rescue Service and Braintree Community Safety Partnership.
- 25/120.5 Haverhill Wranglers country music band – introduction letter received and would like to work with the Parish Council at events. More information about the band can be found on their website <https://haverhillwranglers.com/>
- 25/120.6 Rural Community Council of Essex 2025 AGM – will be held on 9th July 2025 at Rivenhall Hall Oaks Golf Centre, Witham at 6.30pm. Booking for this event is required.

25/121. Financial Accounts:

- 25/121.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 25/121.2 Updating of Asset Register 2025
- 25/121.3 Consideration of quotes received to carry out electrical inspections on properties the parish council Insures and agree next steps.
- 25/121.4 Proposal to move from Barclays to Unity Trust Bank to support multiple signatories per transaction as recommend in the internal audit.

25/122 Highways:

- 25/122.1 Village sign gate at Gainsford End – reference 2975050 – Essex Highways have updated the status of this to 'We have investigated, risk assessed and recorded this issue and we are in the process of scheduling works.'

25/123. 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	Braintree District Council Decision Pending consideration
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	Braintree District Council Decision: Application REFUSED

25/124. Communications:**25/125. Information exchange / Items for the next agenda****25/126. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 7th August 2025 at 7.30pm at Toppesfield Village Hall.

25/127. Close