



Toppesfield Parish Council

Chair Kitty Bourlet

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[https://e-voice.org.uk/toppesfield-parish-](https://e-voice.org.uk/toppesfield-parish-council)

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 4th December 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 November 2025

AGENDA

25/191. Attendance and Apologies for absence

25/191.1 To accept apologies from members of the council

25/192. 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).]

25/193. Open Session – opportunity for members of the Parish to address the Parish Council.

25/194. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 6th November 2025.

25/195. Matters Arising not on the agenda – for report only

25/196. Actions from previous meeting:

25/196.1 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.

25/196.2 Cllr Neale to follow up on quotes to carry out the work on the RoSPA action list.

25/196.3 Clerk to format and circulate draft Biodiversity Policy and proposal to adopt it.

25/197. Internal Practices and management for the Parish Council:

25/197.1 Neighbourhood Plan update.

25/197.2 Wethersfield Airfield and Asylum centre verbal update to be received.

25/197.3 Proposal to adopt the parish councils Biodiversity Policy

25/197.4 Confirm meeting dates for 2026.

25/197.5 Strategy document review of responses and plan to implement to be considered.

25/197.6 Website/email address to be updated to .org or .gov to comply with Assertion 10 and the scope of

proper practices. Proposal to seek and engage provider.

25/197.7 The Parish Council is required to appoint a second representative to the Toppesfield Charities following the resignation of a long-standing representative. Representative to be agreed and appointed.

25/198. Upcoming events

25/198.1 Christmas Event – update on progress.

25/199. Correspondence Received:

25/199.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler - circulated to all Councillors prior to meeting.

25/199.2 Request received for the Braintree District Council Amenity Vehicle to attend the parish.

25/199.3 War Memorials Trust – Issue number 106 received.

25/200. Financial Accounts:

25/200.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

25/200.2 Updating of Asset Register 2025

25/200.3 Draft Budget for 2026 / 2027 to be discussed.

25/201 Highways:

25/201.1 Cllr Schwier has requested a cluster of potholes, and a section of road are repaired along Stambourne Road under the Member Highways Initiative

25/202. Communications:

25/202.1 Newsletter for January / February 2026 – articles to be submitted by 29th December 2025.

25/203. Information exchange / Items for the next agenda

25/204. Date of the next meeting:

The next Parish Council Meeting is proposed to be held on Thursday 8th January 2026 at 7.30pm at Toppesfield Village Hall.

25/205. Close