



Toppesfield Parish Council

Minutes of the Parish Meeting held on Thursday 4th September 2025 at Toppesfield Village Hall at 7.30pm

25/143. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Jeremy Graves

Councillor Chris Neale

Also, in attendance:

Kaaren Berry – Clerk

Apologies were received from:

Councillor Kitty Bourlet

Councillor Paula Edwards-Holmes

Councillor Frances Winter

Councillor Jane Daines

Councillor Amanda Smith

District Cllr Richard van Dulken

County Councillor Peter Schwier

Cllr Graves opened the meeting and then closed the meeting at 7.50pm as the council was not quorate. The published agenda for 4th September 2025, as detailed below, will be incorporated with the agenda for the meeting on the 2nd October 2025.

25/143. Attendance and Apologies for absence

25/143.1 To accept apologies from members of the council

25/144. 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).]

25/145. Open Session – opportunity for members of the Parish to address the Parish Council.

25/146. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 7th August 2025.

25/147. Matters Arising not on the agenda – for report only

25/148. Actions from previous meeting:

25/148.1 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.

25/148.2 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.

25/148.3 Cllr Bourlet to update the council's Biodiversity Policy.

25/148.4 Cllr Smith to seek three quotes to carry out the work on the RoSPA action list.

25/148.5 Clerk to find costs of additional salt bins to store the salt and everyone to look at potential locations for the bins.

25/148.6 Clerk to investigate the rules on placing wheelie bins on the highway permanently.

25/149. Internal Practices and management for the Parish Council:

25/149.1 Neighbourhood Plan update.

25/149.2 Wethersfield Airfield and Asylum centre verbal update to be received.

25/149.3 Playfield update / progress on funding / quotes / work carried out

25/149.4 Strategy Document – review of responses received now the survey has closed.

25/149.5 Action from the internal audit report – amended terms of reference to be considered / adopted. Circulated To councillors prior to meeting for consideration.

25/149.6 Action from the internal audit report – adopt a Biodiversity Policy - draft policy to be considered for approval.

25/149.7 Village Solar Project – Cllr Neale to report.

25/150. Upcoming events

25/150.1 Christmas Event – update on progress of actions from previous meeting.

25/151. Correspondence Received:

25/151.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

25/151.2 Email from parishioner re any potential security concerns associated with the Wethersfield Refugee Centre.

25/151.3 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. Paish council to respond via – <https://www.braintree.gov.uk/council/public-spaces-protection-order-pspo-consultation>

25/152. Financial Accounts:

25/152.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

25/152.2 Updating of Asset Register 2025

25/152.3 Discussion/decision on whether to switch bank account to Unity Trust Bank

25/153 Highways:

25/153.1 Response from Cllr Schwier re several Highways matters.

25/154. 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

25/155. Communications:

25/156. Information exchange / Items for the next agenda

25/157. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on Thursday 2nd October 2025 at 7.30pm at Toppesfield Village Hall.

25/158. Close

Cllr Graves closed the meeting at 7.50pm

Signed:

Dated: