



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 5th June 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
30th May 2025

AGENDA

25/90. Attendance and Apologies for absence

25/90.1 To accept apologies from members of the council

25/91. 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).]

25/92. Open Session – *opportunity for members of the Parish to address the Parish Council.*

25/93. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 1st May 2025.

25/94. Matters Arising not on the agenda – for report only

25/95. Actions from previous meeting:

- 25/95.1 Cllr Bourlet to review funding options for digitalising historic records.
- 25/95.2 Clerk to report the missing gate sign at Gainsford End Gate sign to Essex County Council Highways.
- 25/95.3 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.
- 25/95.4 Cllr Neale to look at depreciation percentages on the asset register.
- 25/95.5 Cllr Edwards-Holmes to contact the insurance provider regarding the renewal quote.

25/96. Internal Practices and management for the Parish Council:

- 25/96.1 Neighbourhood Plan update.
- 25/96.2 Wethersfield Airfield and Asylum centre verbal update to be received.
- 25/96.3 Playfield update / progress on funding / quotes / work carried out
- 25/96.4 Strategy Document – feedback on responses received so far
- 25/96.5 Emergency Plan Reviewed and proposal to approve.
- 25/96.6 Toppesfield Parish Council Risk Assessment – review and proposal to approve.

- 25/96.7 Gainsford End phone box – volunteer has offered to repaint it if required.
- 25/96.8 Doctor Car service - to review the process of the service.
- 25/96.9 Electrical inspection required for all parish council property – proposal to seek quotes and engage a contractor to carry out the work.
- 25/96.10 Outcome of internal audit – discuss report and determine actions.

25/97. Upcoming events

- 25/97.1 VE Day celebrations – feedback on event
- 25/97.2 Christmas Event – decorations and budgets to be discussed.

25/98. Correspondence Received:

- 25/98.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 25/98.2 The Integrated Passenger Transport Unit are preparing to launch their annual bus survey. The online bus survey will be available from 2nd June to 30th June 2025. The face-to-face survey will take place from 16th June to 27th June 2025 at the following locations:

- Basildon
- Billericay
- Chelmsford
- Colchester
- Harlow

You can complete the survey at: [Essex Bus User Survey 2025 - Essex County Council](#) (Please note this link will be active from 2nd of June).

- 25/98.3 Verbal request from parishioner – can the dog waste bin on the school wall in the playing field be moved down a little further so it is not where the parents gather or under the school swap box. Also, can the ditch along the bottom end of the graveyard needs clearing all the way to the pond in the corner of the playing field.

25/99. Financial Accounts:

- 25/99.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 25/99.2 Updating of Asset Register 2025 – discuss depreciation figures and determine any further actions or approve.
- 25/99.3 Insurance renewal quote received. Proposal to accept the quote received.
- 25/99.4 Accounts for year 2024/25.

To approve the accounts and sign the Annual Return, for the year ending 31 March 2025.

The Chairman and Responsible Financial Officer/Clerk to sign:

- Annual Governance Statement.
- Accounting Statements.

25/100 Highways:

- 25/100.1 Village sign gate at Gainsford End – reference 2975050 – response from Highways was “We have risk assessed this enquiry and determined that it does not need immediate action. We have recorded this issue and will continue to monitor the area during future inspections”.
- 25/100.2 Stumps Cross junction road sign – reference 2955054 – response from Highways was “We have investigated, risk assessed and recorded this issue, and we are in the process of scheduling works”.
- 25/100.3 Quys/Elms Farm junction road sign – reference 2955055 – response from Highways was “We have investigated, risk assessed and recorded this issue, and we are in the process of scheduling work”.
- 25/100.4 Gainsford End Road – dip in the road – reference 2975057 – Highways inspection outcome was “Thank you for getting in touch with Essex Highways to raise an enquiry. We have assessed your report. However, we have determined that the issue it does not meet our minimum requirements to be recorded as a defect at this time or the issue may have already been resolved. During our routine safety inspections the area will be monitored to check if it has deteriorated. A future inspection may result in a new defect being raised. This particular enquiry will be closed and you will not receive any further updates on it”.

- 25/100.4** Road Traffic Regulation Act 1984 – Section 14(1). Temporary Traffic Regulation Order of North End Road, Gestingthorpe. Please see the following link <https://one.network/?tm=139618682> to find details of the intended closure of North End Road, due to commence on 1st September 2025 for 23 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes drainage.

25/101. 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 Pending consideration

25/102. Communications:**25/103. Information exchange / Items for the next agenda****25/104. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 3rd July 2025 at 7.30pm at Toppesfield Village Hall.

25/105. Close