



# Toppesfield Parish Council

Chair Kitty Bourlet

Clerk to the Council: Kaaren Berry  
Mobile: 07341264219

Email: 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 5th February 2026 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  
31<sup>st</sup> January 2026

## **AGENDA**

**26/17. Attendance and Apologies for absence**

26/17.1 To accept apologies from members of the council

**26/18. 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).]*

**26/19. Open Session – opportunity for members of the Parish to address the Parish Council.**

---

**26/20. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 8<sup>th</sup> January 2026.**

**26/21. Matters Arising not on the agenda – for report only**

**26/22. Actions from previous meeting:**

26/22.1 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.

26/22.2 Cllr Neale to follow up on quotes to carry out the work on the RoSPA action list.

26/22.3 Cllr Neale and Clerk to investigate charity bank accounts.

26/22.4 Cllr Neale to liaise with the Cricket Club re the school's project to plant wildflowers in the playing field.

26/22.5 Cllr Smith to mark out the area the school council are hoping to use for the wildflower project.

26/22.6 Clerk to gain further quote for council's website / domain name.

**26/23. Internal Practices and management for the Parish Council:**

26/23.1 Neighbourhood Plan update.

26/23.2 Wethersfield Airfield and Asylum centre verbal update to be received.

26/23.3 Strategy document review of responses and plan to implement to be considered.

26/23.4 To review the parish council's data map and risk assessment to comply with Assertion 10.

26/23.5 Proposal to engage Ann Wood as Internal Auditor for financial year 2025/2026.

26/23.6 Proposal to adopt the Council's updated Complaints Procedure

26/23.7 Proposal to adopt the Council's Councillor Vacancy and Co-option Procedure

#### **26/24. Upcoming events**

26/24.1 Annual village Litter Pick, 18<sup>th</sup> April 2026 – loan of equipment has been arranged.

#### **26/25. Correspondence Received:**

26/25.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler - circulated to all Councillors prior to meeting.

26/25.2 St Margaret's School – enquiry received as to ownership of the wall behind the school.

26/25.3 Essex County Council – Passenger Transport - Outcome of the Local Bus Consultation 2025 has been finalised and published.

You can view the full decision report, appendices, and decision summaries at the link below:

[Local Bus Consultation 2025 Consultation - Background and Final Outcome | Travel Essex](#)

#### **26/26. Financial Accounts:**

26/26.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

26/26.2 To consider quotes received for council's website / domain name.

26/26.3 Proposal to progress the transferring of the Parish Council Bank account.

#### **26/27 Highways:**

26/27.1 Puddle along Church Lane by the village hall/recycling bins reported - Reference Number: 4013349

Inspection outcome: '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. If the issue further deteriorates, we will consider including it in any future works in the area.'

#### **26/28 Planning:**

Application No:	Description	Address	Action
25/02782/VAR	Variation of Condition 2 (Approved plans) of approved application 25/01698/FUL granted 31.10.25 for: Proposed change of use of land from agricultural to equestrian & erection of stables. Amendment would allow:-Internal alterations to reduce the number of stable rooms, and alterations to fenestration.	Land North East Of Fairy Farm Toppesfield Road Wethersfield	Pending consideration

#### **26/29. Communications:**

26/29.1 Newsletter for March / April 2026 – articles to be submitted by 16<sup>th</sup> February 2026.

#### **26/30. Information exchange / Items for the next agenda**

#### **26/31. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on Thursday 5<sup>th</sup> March 2026 at 7.30pm at Toppesfield Village Hall.

#### **26/32. Close**