



# Toppesfield Parish Council

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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 6<sup>th</sup> November 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  
31<sup>st</sup> October 2025

## **AGENDA**

### **25/175. Attendance and Apologies for absence**

25/175.1 To accept apologies from members of the council

### **25/176. 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).]*

**25/177. Open Session** – opportunity for members of the Parish to address the Parish Council.

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**25/178. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 2<sup>nd</sup> October 2025**

**25/179. Matters Arising not on the agenda – for report only**

### **25/180. Actions from previous meeting:**

- 25/180.1 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.
- 25/180.2 Cllr Neale to follow up on quotes to carry out the work on the RoSPA action list.
- 25/180.3 Cllr Neale to draft the councils Biodiversity Policy.
- 25/180.4 Clerk to arrange purchase of Poppy wreath for Remembrance Sunday.
- 25/180.5 Clerk to contact Unity Trust Bank with a view of switching accounts.

### **25/181. Internal Practices and management for the Parish Council:**

- 25/181.1 Neighbourhood Plan update.
- 25/181.2 Wethersfield Airfield and Asylum centre verbal update to be received.
- 25/181.3 Playfield update on progress
- 25/181.4 Action from the internal audit report – adopt a Biodiversity Policy - policy to be considered for approval.
- 25/181.5 Staffing committee to be determined.

## **25/182. Upcoming events**

- 25/182.1 Remembrance service – 9<sup>th</sup> November 2025 – Update on installing the silhouette figures and Councillor required to lay the poppy wreath.
- 25/182.1 Christmas Event – update on progress of actions from previous meeting.

## **25/183. Correspondence Received:**

- 25/183.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 25/183.2 Braintree District Council – Potential Open Space Improvements Update – updates to the plan need to be submitted by 30<sup>th</sup> January 2026.
- 25/183.3 Stisted Neighbourhood Plan has been submitted to Braintree District Council by the Parish Council. Views on the Plan are being sought (under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012). Consultation is open until 5pm on Tuesday 2<sup>nd</sup> December 2025. The plan and supporting documents can be viewed and comment on at:  
<https://www.braintree.gov.uk/policyconsultation>
- 25/183.4 Braintree District Council are conducting a review of polling places in accordance with the requirements of the Representation of the People Act 1983. As part of this review, Feedback from key stakeholders to ensure that polling arrangements remain convenient and accessible for all electors is being sought. Further details about the review can be found on our website at  
<https://www.braintree.gov.uk/voting-elections/braintree-district-council-official-elections/6>  
Whilst there are only five changes being proposed, the consultation is on polling places within the whole of the district, and therefore it is possible, as part of the consultation, to comment on any of the polling places used within the district. Comments to be submitted at [elections@braintree.gov.uk](mailto:elections@braintree.gov.uk) by Friday 21 November.
- 25/183.5 Braintree District Council Waste Service Review – information received regarding the upcoming changes and where to point residents with questions or to find out more about the changes.
- 25/183.6 Complaint received regarding overhanging hedges/trees along pathways.
- 25/183.7 Countryside Voices – Autumn/Winter 2025 edition received.

## **25/184. Financial Accounts:**

- 25/184.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 25/184.2 Updating of Asset Register 2025
- 25/184.3 Feedback on discussions with Unity Trust Bank
- 25/184.4 Proposal to adopt a Internet Banking Policy and an Internal Financial Control Policy & Procedure.  
Draft policies circulated prior to the meeting.
- 25/184.5 Budget for 2026 / 2027 – projects for consideration for budget.
- 25/184.6 Proposal to purchase thank you gifts for those who have done a lot of the doctors car service.

## **25/185 Highways:**

- 25/185.1 Road speeds and 20's plenty signs
- 25/185.2 Road Traffic Regulation Act 1984 – Section 14(1). Temporary Traffic Regulation Order of Four Ash Hill, Ridgewell Road, Baythorne End, Baythorne Park, Birdbrook.  
Please see the following link <https://one.network/?tm=GB145778005> to find details of the intended closure due to commence on 24th November 2025 for 3 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes carriageway patching.
- 25/185.3 Road Traffic Regulation Act 1984 – Section 14(1). Temporary Traffic Regulation Order of High Street Green, Sible Hedingham. Please see the following link <https://one.network/?tm=GB145565204> to find details of the intended closure due to commence on 17th November 2025 for 5 days. The closure is required for the safety of the public and workforce while UK Power Networks undertakes disconnection / reconnection.

**25/186. Planning:**

<b>Application No:</b>	<b>Description</b>	<b>Address</b>	<b>Action</b>
25/02341/TPOCON	Notice of intent to carry out works to trees in a Conservation Area- 2 hornbeam crown lift and reduce crowns by up to 2 meters	Dordell Court Church Lane Toppesfield CO9 4DR	Comments to Braintree District Council by 18 <sup>th</sup> November 2025
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	Braintree District Council Decision Application Granted
25/01843/FUL	Retention of existing single-storey detached holiday lodge	Toppesfield Hall Great Yeldham Road Toppesfield CO9 4LS	Braintree District Council Decision Application Granted
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	Braintree District Council Decision Application Granted with S106

**25/187. Communications:**

25/187.1 Newsletter for January / February 2026 – articles to be submitted by 29<sup>th</sup> December 2025.

**25/188. Information exchange / Items for the next agenda****25/189. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on Thursday 4<sup>th</sup> December 2025 at 7.30pm at Toppesfield Village Hall.

**25/190. Close**