



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 6th March 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 February 2025

AGENDA

25/33. Attendance and Apologies for absence

25/33.1 To accept apologies from members of the council

25/34. 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).]

25/35. Open Session – opportunity for members of the Parish to address the Parish Council.

25/36. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 6th February 2025.

25/37. Matters Arising not on the agenda – for report only

25/38. Actions from previous meeting:

25/38.1 Clerk to send follow up letter to Hedingham Buses and write to Essex transport services to find out what their emergency procedures are.

25/38.2 Cllr Bourlet to review funding options for digitalising historic records.

25/38.3 Cllr Graves to make further enquiries regarding the location of the Gainsford End Gate sign and contact Braintree District Council to see who provides the village gates should a new one be required.

25/38.4 Cllr Graves to contact Cllr Peter Schwier regarding further funding for the tree project.

25/38.5 Clerk to find cost of paint required for the telephone box.

25/38.6 Clerk to contact Braintree District Council re loan of litter pick equipment for 5th April 2025.

25/38.7 Cllr Graves to provide costs for commemorative bench and silhouette figures for VE day.

25/39. Internal Practices and management for the Parish Council:

25/39.1 Neighbourhood Plan update.

25/39.2 Wethersfield Airfield and Asylum centre verbal update to be received.

25/39.3 Tree planting project – verbal update to be given by Cllr Graves to determine actions to progress the project.

25/39.4 Parish Council Strategy document – to receive comments on the draft document and approve cost of production of document.

25/39.5 Playfield update / progress on funding / quotes

25/39.6 Telephone Box for Defib – discuss repainting, maintenance and determine actions.

25/40. Upcoming events

25/40.1 Coffee Morning 8th February 2025 – feedback.

25/40.2 Annual litter pick – 5th April 2025 – loan of equipment has been arranged with Braintree District Council as well as collection of rubbish bags. Event has been advertised in the parish newsletter. Advertising via posters and Facebook will also be carried out.

25/24.3 VE Day celebrations – update on event planning from Cllr Graves, proposal to purchase silhouette figure and / or a commemorative bench and approve a budget to cover tea, coffee and cakes and hire of tables and chairs from the village hall committee.

25/41. Correspondence Received:

25/41.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

25/41.2 Stehan Tabacu – Free Community Fitness Classes - Introducing a community fitness initiative. Due to its success, funding for the entire year of 2025 has been secured. Would the parish council be open to discussing this initiative in more detail?

25/41.3 Plans for new Heddingham medical centre a step closer. Braintree District Council has completed the process to transfer a plot of land located in Sible Heddingham to OneMedical Property. With planning permission and necessary approvals already secured; OneMedical Property is set to proceed with the development of a modern, purpose-built facility that will replace the three GP surgery sites currently run by the Heddingham Medical Centre. While OneMedical Property will own and manage the new building, Primary Care health services will continue to be provided by Heddingham Medical Centre.

More details can be found at:

<https://www.braintree.gov.uk/news/article/755/plans-for-new-heddingham-medical-centre-a-step-closer>

25/41.4 Braintree District Council has commissioned a feasibility study to explore what a Digital Demand Responsive Transport (D-DRT) service could look like in your area. The feasibility study report would form the basis for any potential future bids or funding opportunities to establish such a service. A Digital DRT service is a form of shared public transport. It offers flexible, on-demand travel, allowing passengers to book journeys through an app or phone line and be picked up and dropped off at one of many virtual stops within an operational boundary. The survey will provide valuable input from residents. The online survey will be available for three weeks, from Wednesday 26 February to Wednesday 19 March 2025. Please see posters and the parish website for details on how to complete the survey.

25/42. Financial Accounts:

25/42.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

25/42.2 Updating of Asset Register 2025 – discuss and approve updated asset register.

25/43 Highways:

25/43.1 Road Traffic Regulation Act 1984 – Section 14(2). Temporary Traffic Regulation Notice of Gainsford End Road. The following link <https://one.network/?tm=142144926> will give details of the closure of Gainsford End Road, due to commence on 10th March 2025 for 1 day. The closure is required for the safety of the public and workforce whilst Essex County Council undertakes carriageway patching.

25/44. Planning:

25/45. Communications:

25/46. Information exchange / Items for the next agenda

25/47. Date of the next meeting:

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

25/48. Close