



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 7th August 2025 at 7.00pm** 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
31st July 2025

AGENDA

25/128. Attendance and Apologies for absence

25/128.1 To accept apologies from members of the council

25/129. 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).]

25/130. Open Session – *opportunity for members of the Parish to address the Parish Council.*

25/131. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 3rd July 2025.

25/132. Matters Arising not on the agenda – for report only

25/133. Actions from previous meeting:

25/133.1 Cllr Neale to contact Cllr Schwier with regards to alternative street lighting options from the centre of the village to Camoise Close.

25/133.2 Cllr Edwards-Holmes to look at funding options for digitalising historic records.

25/133.3 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.

25/133.4 Clerk to follow up with Community Heartbeat Trust regarding paint for the Gainsford End telephone box.

25/133.5 Cllr Edwards-Holmes to draft a revised process for the Doctors car service and circulate to all Councillors for review – circulated and to be discussed under agenda point 25/134.6

25/133.6 Clerk to draw up a list of required actions following receipt of the RoSPA reports – circulated and to be discussed under agenda int 25/134.4

25/133.7 Cllr Edwards-Holmes to advertise on Facebook the extended date for Strategy responses.

25/133.8 Cllr Bourlet to update the councils Biodiversity Policy.

25/133.9 Clerk to make enquires with Unity Trust Bank with regards to switching bank accounts.

25/134. Internal Practices and management for the Parish Council:

25/134.1 Neighbourhood Plan update.

25/134.2 Wethersfield Airfield and Asylum centre verbal update to be received.

25/134.3 Playfield update / progress on funding / quotes / work carried out

25/134.4 RoSPA reports action list produced – determine who/how the actions required will be undertaken.

25/134.5 Strategy Document – review of responses received now the survey has closed.

25/134.6 Doctor Car service - to review and proposal to agree the updated process of the service – circulated to councillors prior to meeting for consideration.

25/134.7 Action from the internal audit report – consider setting up a Personnel/Staffing Committee – draft terms of reference to be considered / adopted. Circulated to councillors prior to meeting for consideration.

25/134.8 Action from the internal audit report – adopt a Biodiversity Policy - draft policy to be considered for approval.

25/134.9 Village Solar Project – Cllr Neale to report.

25/134.10 Tidy up of area for salt storage by the barns in the Green Man Car Park.

25/135. Upcoming events

25/135.1 Christmas Event – update on progress of actions from previous meeting.

25/136. Correspondence Received:

25/136.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

25/136.2 Braintree Community Safety & Engagement Officer - Safer Essex Roads Partnership are offering to attend parish council meetings to discuss road safety concerns and how they can support the community. This includes promoting initiatives such as 'Driving with Confidence' scheme, which offers free, one-hour driving sessions for older drivers in their own vehicles at their home address. Would the parish council be interested in hosting a representative from Safer Essex Roads?

25/136.3 Braintree Association of Local Councils – July Newsletter received and invoice for membership.

25/136.4 Braintree District Volunteer & Active Braintree Awards – are an opportunity to recognise those who give up their time to help our communities to be better, healthier places to live, work and play. Nominations and more information can be found at www.braintree.gov.uk/BDVABA25 and nominations close on the 12 September 2025.

25/137. Financial Accounts:

25/137.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

25/137.2 Updating of Asset Register 2025

25/137.3 Local Government Services Pay Agreement 2025/2026 updated figures received and to be implemented from 1st April 2025.

25/137 Highways:

25/137.1 The placement of rubbish bins permanently on the Highway

25/137.2 Repositioning of signs to show farm tractors not to use Park Lane and redirect to the concrete road entrance on Stambourne Road.

25/137.3 Overhanging hedges on the highway reducing the road width – how can this be addressed.

25/138. 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

25/139. Communications:

25/139.1 Articles for the September / October Newsletter to be received by the 19th August 2025.

25/140. Information exchange / Items for the next agenda

25/141. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on Thursday 4th September 2025 at 7.30pm at Toppesfield Village Hall.

25/142. Close