



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 1st May 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
25th April 2025

AGENDA

25/72. Election of Chair and Vice-Chair for 2025 – 2026

25/73. Attendance and Apologies for absence

25/73.1 To accept apologies from members of the council

25/74. 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).]

25/75. Open Session – opportunity for members of the Parish to address the Parish Council.

25/76. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 3rd April 2025.

25/77. Matters Arising not on the agenda – for report only

25/78. Local Plan Subcommittee meeting 25th June 2025 at Braintree District Council

25/78.1 Will the parish council be attending or speaking at the meeting?

25/78.2 Views on the submitted call for sites within Toppesfield parish to be relayed to Cllr van Dulken on their suitability as he has offered to speak on behalf of the parish council at the Local Plan Subcommittee meeting in June if so desired.

25/79. Actions from previous meeting:

25/79.1 Cllr Bourlet to review funding options for digitalising historic records.

25/79.2 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.

25/79.3 Cllr Graves to contact Cllr Peter Schwier regarding further funding for the tree project.

25/80. Internal Practices and management for the Parish Council:

- 25/80.1 Neighbourhood Plan update.
- 25/80.2 Wethersfield Airfield and Asylum centre verbal update to be received.
- 25/80.3 Playfield update / progress on funding / quotes
- 25/80.4 Annual Parish Meeting Feedback
- 25/80.5 Strategy Document distribution
- 25/80.6 Financial Regulations Review and proposal to approve.

25/81. Upcoming events

- 25/81.1 Annual litter pick feedback.
- 25/81.2 VE Day celebrations – update on event planning from Cllr Graves including Risk Assessment and final actions to be determined.
- 25/81.3 Christmas Event – ideas for this year’s event required.

25/82. Correspondence Received:

- 25/82.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 25/82.2 Rivers Trust - Pant and Blackwater Restoration Plan. A draft version of the plan is now available for public consultation between 9th April 2025 and 6th May 2025. This can be found on their webpage <https://www.essexsuffolkriverstrust.org/projects/blackwater-pant-restoration> . Alongside [the plan](#), you can find a [pubic feedback form](#) to make any comments you would like. These will then be used to alter the draft for the final version of the plan, to be published as soon as possible after the consultation period. This is draft plan and is subject to changes before final publishing.

25/83. Financial Accounts:

- 25/83.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 25/83.2 Updating of Asset Register 2025 – discuss comments, determine any further actions or approve.
- 25/83.3 Requested received to purchase items to enable the telephone box to be repainted by a volunteer, cost will be approx. £40 plus VAT. Proposal to accept this request.
- 25/83.4 Insurance renewal quote received. Proposal to accept the quote received.

25/84 Highways:

- 25/84.1 Church Lane - Cllr Schwier has reported that a Public Rights of Way Inspector has been asked to attend as soon as possible

25/85. 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

25/86. Communications:

25/87. Information exchange / Items for the next agenda

25/88. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 5th June 2025 at 7.30pm at Toppesfield Village Hall.

25/89. Close