



Toppesfield Parish Council

Chair - Paula Edwards-Holmes

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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 1st October 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 September 2026

AGENDA

26/155. Attendance and Apologies for absence

26/155.1 To accept apologies from members of the council

26/156. 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).]

26/157. Open Session – opportunity for members of the Parish to address the Parish Council and reports to be received from District and County Councillors

26/158. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 10th September 2026.

26/159. Matters Arising not on the agenda – for report only

26/160. Actions from previous meeting:

26/160.1 Clerk to obtain quote for barn paint for the pavilion and enquiry how this will stop further rotting of the doors.

26/160.2 Cllr Graves to obtain size VE Day bench and progress pad in the Churchyard.

26/160.3 Cllr Graves to look at setting up a charity bank account.

26/160.4 Cllr Smith to remark the area for wild flowering for the school and secure a quote for fencing.

26/160.5 Cllr Edwards-Holmes to liaise with Braintree District Council re maintaining the ground next to the allotments after all information has been received.

26/160.6 Cllr Edwards-Holmes to liaise with the Green Man re refreshments, Cllrs Edwards-Holmes and Graves to enquire about transport for the special guest, his availability and progress the sourcing of his gifts.

26/160.7 All Councillors to look and costs and suppliers of Christmas lights and large baubles.

26/160.8 Clerk to update spreadsheet of timings for the Christmas event.

26/160.9 Clerk to book the Amenity Vehicle for 3 April 2027.

26/160.10 Clerk to liaise with a structural engineer regarding the concerns raised by the village hall committee about the village hall.

26/161. Internal Practices and management for the Parish Council:

26/161.1 Neighbourhood Plan - update

26/161.2 Wethersfield Airfield and Asylum centre verbal update to be received.

26/161.3 Feedback on Strategy document suggested actions.

26/161.4 Filling of Grit bin in playing field update.

26/161.5 Update on Playing field instructed works

26/161.6 Update on progression of scanning historic parish newsletters.

26/161.7 Proposal to adopt updated Standing Orders

26/161.8 New website – proposal to go live.

26/162. Upcoming events

26/162.1 Litter pick – 24th October 2026.

26/162.2 Remembrance Day Service – 8th November 2026.

26/162.3 Christmas event.

26/163. Correspondence Received:

26/163.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler - circulated to all Councillors prior to meeting.

26/163.2 Woodland Trust are offering Free Trees for Schools & Community Groups for more information and eligibility criteria please see the following link:

<https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>

26/163.3 Braintree District Council - Following approval by Full Council on 21 September 2026, the Submission Draft Local Plan (Regulation 19) consultation is now live. The consultation runs until **5pm on Friday 6 November 2026** and provides the final opportunity for residents, businesses, community groups and stakeholders to comment before the plan is submitted for independent examination by the Planning Inspectorate. This consultation stage is different to previous, which is inviting comments on the 'legal compliance' and 'soundness' of the Local Plan and supporting documents. View the Submission Draft Local Plan and supporting documents and submit comments online via www.braintree.gov.uk/localplanreg19. Once the final plan is adopted, it will allocate land for development in the Braintree district over a 15 year period. This is why it's important for residents, businesses, communities and all interested parties to have their say, engage with the proposed plan and share ideas for shaping the district's future.

As part of the consultation, exhibitions are being held across the District. These are drop in sessions which are being held from 4pm to 8pm at the following locations;

- Coggeshall Village Hall (Main Hall) – Tuesday 13 October
- Halstead, Queens Hall – Wednesday 21st October
- Feering Community Centre – Monday 26th October
- Kelvedon Institute (Main Hall) – Wednesday 28th October

Information on all areas will be available at all sessions.

26/164. Financial Accounts:

26/164.1 Unity trust Bank – update on form completion.

26/164.2 NALC Salary increase rates received to be backdated to 1st April 2026

26/164.3 To receive the Clerk's Report indicating receipts and payments requiring approval.

26/164.4 Projects to be considered for 2027/2028 budget.

26/165 Highways:

26/165.1 Update on previously reported issues

26/166 Planning:

26/166.1 Planning applications for consideration and decisions by Braintree District Council as per below table.

Application No:	Description	Address	Action
26/02065/PLD	Application for Certificate of Lawfulness for a proposed development - For the placement of a caravan with the curtilage of the property.	15 Church Lane Toppesfield CO9 4DS	An application for a Certificate of Lawfulness for a Proposed Use or Development has been received. There is no statutory consultation requirement associated with this. The correspondence is simply to ensure that you are aware that an application has been received for the above development.
CC/BTE/60/26	Installation of 48 photovoltaic panels on the east and west roof slopes of the Main Hall and installation of six external condenser units.	St Margarets C Of E Primary School Church Lane Toppesfield CO9 4DS	Response to mineralsandwastedm@essex.gov.uk by 2 nd October 2026

26/166.2 Village Planning Permissions/enforcements

26/166.3 Call for Site application TOPP2606 – update on submission

26/167. Communications:

26/167.1 Newsletter for November / December 2026 – articles to be submitted by 19th October 2026.

26/168. Information exchange / Items for the next agenda

26/169. Date of the next meeting:

The next Parish Council Meeting is proposed to be held on Thursday 5th November 2026 at 7.30pm at Toppesfield Village Hall.

26/170. Close