



Toppesfield Parish Council

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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 **Monday 13th July 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
7th July 2026

AGENDA

26/106. Attendance and Apologies for absence

26/106.1 To accept apologies from members of the council

26/107. 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).]

26/108. Presentation by representatives of the Robin Hood Solar Farm project team.

26/109. Open Session – opportunity for members of the Parish to address the Parish Council.

26/110. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 4th June 2026 and 2nd July 2026.

26/111. Matters Arising not on the agenda – for report only

26/112. Actions from previous meeting:

26/112.1 Cllr Graves to obtain costs for the VE Day bench pad in the Churchyard.

26/112.2 Cllr Edwards-Holmes to contact firms for costs to address all issues raised on the RoSPA reports.

26/112.3 Cllr Graves to look at setting up a charity bank account.

26/112.4 Cllr Smith to obtain quotes for fencing the wildflower area for the school.

26/112.5 Clerk to follow up with Essex County Council re the footpath from Camoise Close to the Church.

26/112.6 Cllr Fordham to enquire with a resident to see if solar lights can be put up to light the footpath.

26/112.7 Cllr Edwards-Holmes to purchase solar light for pathway from Camoise Close to the Church.

26/112.8 Cllr Daines to enquire who the landowner is where footpath 13 and 48 cross fields.

26/113. Internal Practices and management for the Parish Council:

- 26/113.1 Neighbourhood Plan – comments collated from the public consultation and survey to be reviewed by the parish council and consideration if the plan needs to be revised as a consequence.
- 26/113.2 Wethersfield Airfield and Asylum centre verbal update to be received.
- 26/113.3 Feedback on Strategy document suggested actions.
- 26/113.4 Placement of grit bins in playing field update.
- 26/113.5 Privacy Policy & Accessibility Statement for Toppesfield Parish Council to be reviewed and considered for adoption.
- 26/113.6 Updated Reserves Policy to be considered for adoption.
- 26/113.7 Updated Financial Regulations to be considered for adoption.
- 26/113.8 Ground next to the allotments and it's upkeep.
- 26/113.9 Playing field equipment check lists for Toppesfield and Gainsford End.

26/114. Upcoming events

- 26/114.1 Christmas event.

26/115. Correspondence Received:

- 26/115.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler - circulated to all Councillors prior to meeting.
- 26/115.2 Rural Community Council of Essex 2026 AGM will take place on **Wednesday 8th July at Rivenhall Oaks Golf Centre, Witham, CM8 2FX, commencing at 6.30pm.** In addition to the formal business, we will provide an update on RCCE's current work and will be delighted to welcome as our guest speaker, Dr Simon Lyster, Chair of the Essex Local Nature Partnership. The meeting will conclude with the announcement of the winners of this year's Essex Village of the Year and Rural Community Awards and the presentation of the prizes. Booking forms to be completed for anyone wishing to attend by 3rd July.
- 26/115.3 Request received from BASICS Essex charity for financial help towards the cost of leasing their Central Base / Office.
- 26/115.4 Braintree District Volunteer and Active Braintree Awards 2026 nominations are now open. These awards recognise the individuals, groups and organisations making a positive difference across the district through volunteering, sport and physical activity, and health and wellbeing. Nominations to be submitted by 5pm on Friday 4th September 2026. The guidance document can be found at: www.braintree.gov.uk/AwardCategories2026

26/116. Financial Accounts:

- 26/116.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 26/116.2 Unity trust Bank – update on progress.
- 26/116.3 Quotes for scanning past newsletters – proposal to accept and progress project.
- 26/116.4 Quote for fencing off the wildflower area in the Toppesfield playing field.
- 26/116.5 Electrical reports received and request for quote for required work has been requested for consideration.

26/117 Highways:

- 26/117.1 Parking along Church Lane
- 26/117.2 Update on Highway issues in Camoise Close

26/118 Planning:

- 26/118.1 Planning applications for consideration and decisions by Braintree District Council as per below table.

Application No:	Description	Address	Action
26/00765/FUL	Erection of a two-storey single dwelling house with associated access, parking and private garden amenity space.	Land West Of The Causeway Toppesfield Essex	Comments to Braintree District Council by 28th July 2028

CC/BTE/34/26	TOWN AND COUNTRY PLANNING ACT 1990 (as amended) Proposal: The retention of a class base for a temporary period without compliance with Condition 2 (time limit) attached to planning permission CC/BTE/45/21 made under Section 73.	St Margaret's C of E Primary School Church Lane Toppesfield CO9 4DS	Representations can be made via email to mineralsandwast-edm@essex.gov.uk
26/00960/FUL	Proposed change of use of former agricultural buildings to holiday let accommodation and associated ancillary retail and office use.	Toppesfield Hall Great Yeldham Rd Toppesfield CO9 4LS	Braintree District Council Decision Pending Consideration
26/01110/SCR	Town & Country Planning Act 1990 (as amended), Town & Country Planning (Environmental Impact Assessment) Regulations 2017 - Proposed solar farm development	Robin Hood Solar Farm Finchingfield Road Stambourne Essex	Braintree District Council Decision: Adopted

26/118.2 Village Planning Permissions

26/119. Communications:

26/119.1 Newsletter for September / October 2026 – articles to be submitted by 17th August 2026.

26/119.2 Advertising local business in the newsletter.

26/120. Information exchange / Items for the next agenda

26/121. Date of the next meeting:

The next Parish Council Meeting is proposed to be held on Thursday 6th August 2026 at 7.30pm at Toppesfield Village Hall.

26/122. Close