



Toppesfield Parish Council

Chair Kitty Bourlet

Clerk to the Council: Kaaren Berry
Mobile: 07341264219

Email: clerk.toppesfieldparishcouncil@gmail.com
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 **Wednesday 15th April 2026 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
9th April 2026

AGENDA

26/50. Attendance and Apologies for absence

26/50.1 To accept apologies from members of the council

26/51. 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).]

26/52. Open Session – opportunity for members of the Parish to address the Parish Council.

26/53. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 5th March 2026 and 2nd April 2026.

26/54. Matters Arising not on the agenda – for report only

26/55. Actions from previous meeting:

26/55.1 Cllr Bourlet to relay comments from Finchingfield and the joint NHP plan to the steering group.

26/55.2 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.

26/55.3 Cllr Neale to follow up on quotes to carry out the work on the RoSPA action list.

26/55.4 Cllr Graves to look at setting up a charity bank account.

26/55.5 Cllr Smith to mark out the area the school council are hoping to use for the wildflower project and to obtain quotes for fencing the area.

26/55.6 Cllr Bourlet to speak to the Cricket Club about the possibility of combining Crinders and a Summer fete.

26/55.7 Clerk to purchase 12 boxes of dog poo bags for use in the village bag dispensers.

26/56. Internal Practices and management for the Parish Council:

26/56.1 Neighbourhood Plan update.

26/56.2 Wethersfield Airfield and Asylum centre verbal update to be received.

26/56.3 Update on Strategy document actions.

26/56.4 Proposal to adopt the Council's updated IT Policy.

- 26/56.5 Grit bins in Park Lane car park and the playing field update.
- 26/56.6 New website update.
- 26/56.7 Playsafety RoSPA inspection of the Gainsford End and Toppesfield playing fields are due in May 2026. Cost has increased to £83 + VAT for each site. Proposal to instruct the inspection.
- 26/56.8 Braintree District Council - Grounds Maintenance Contract for 2026/2027 to be signed.
- 26/56.9 Internal audit booked for 21st April 2026.

26/57. Upcoming events

- 26/57.1 Annual village Litter Pick, 18th April 2026 – finalise arrangements.
- 26/57.2 Summer fete – discuss proposal to hold a summer fete.

26/58. Correspondence Received:

- 26/58.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler - circulated to all Councillors prior to meeting.
- 26/58.2 Essex Safer Speeds Strategy consultation is open until 26th April 2026 For more information about the strategy and to take part in the consultation, see: <https://consultations.essex.gov.uk/essex-highways/essex-safer-speeds-strategy> We would really appreciate feedback from your organisation or group through a response to the consultation.
- 26/58.3 Toppesfield and Gainsford End Garden Society – would like to put hanging baskets up at the pump. This has been done previously and the hooks are still there. Would the Parish Council agree to this?
- 26/58.4 Essex Safeguarding Adults Board – offering advice and free training on the prevention of abuse to adults at risk.
- 26/58.5 A local trainer has offered to run Basic First Aid training courses including CPR and use of defibrillators for the community.

26/59. Financial Accounts:

- 26/59.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 26/59.2 Request received for replacement dog poo bag holders as some have broken.

26/60 Highways:

- 26/60.1 Church Lane – update on issues reported to Highways and North Essex Parking Partnership.
- 26/60.2 Condition of footpath from Camoise Close to the Church grounds.
- 26/60.3 Road Traffic Regulation Act 1984 – Section 14(1) -Temporary Traffic Regulation Order of Stambourne Road, Toppesfield. Please see the following link <https://one.network/?tm=GB148960972> to find details of the intended closure of Stambourne Road, due to commence on 27th April 2026 for 17 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes carriageway patching.
- 26/60.4 Quys Farm Lane – report received from Highways to say that ‘the level of standing water is not sufficient to warrant further action at this time. We also only have two low-priority carriageway defects logged for the small section of highway-maintainable road in this area. This location was inspected as part of the annual programme on 12 February 2026, where all issues were recorded at the time in line with the maintenance strategy. There were no urgent issues raised and therefore we do not have a timeframe for any repairs. Please be assured that the area will continue to be monitored during routine inspections, and any deterioration will be addressed as required’.

26/60 Planning:

Application No:	Description	Address	Action
25/02782/VAR	Variation of Condition 2 (Approved plans) of approved application 25/01698/FUL granted 31.10.25 for: Proposed change of use of land from agricultural to equestrian & erection of stables. Amendment would allow :-Internal alterations to reduce the number of stable rooms, and alterations to fenestration.	Land North East Of Fairy Farm Toppesfield Road Wethersfield	Braintree District Council Decision Application Granted

26/00799/TPOCON	Notice of intent to carry out works to trees in a Conservation Area: Reduce Apple tree by 3 m using suitable growth points, tree is blocking light	4 The Street Toppesfield Essex CO9 4DJ	Comments to Braintree District Council by 7 th May 2025
-----------------	---	--	--

26/61. Communications:

26/61.1 Newsletter for May / June 2026 – articles to be submitted by 18th April 2026.

26/62. Information exchange / Items for the next agenda

26/63. Date of the next meeting:

The Annual Parish Meeting is to be held on 23rd April 2026 at 7.30pm at Toppesfield Village Hall.

The Annual Parish Council Meeting is scheduled to be held on Thursday 14th May 2026 at 7.30pm at Toppesfield Village Hall.

26/64. Close