



# 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 2<sup>nd</sup> 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  
27<sup>th</sup> March 2026

## AGENDA

### **26/49. Attendance and Apologies for absence**

26/49.1 To accept apologies from members of the council

### **26/50. 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).]*

**26/51. Open Session** – opportunity for members of the Parish to address the Parish Council.

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**26/52. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 5<sup>th</sup> March 2026.**

**26/53. Matters Arising not on the agenda – for report only**

### **26/54. Actions from previous meeting:**

26/54.1 Cllr Bourlet to relay comments from Finchingfield and the joint NHP plan to the steering group.

26/54.2 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.

26/54.3 Cllr Neale to follow up on quotes to carry out the work on the RoSPA action list.

26/54.4 Cllr Graves to look at setting up a charity bank account.

26/54.5 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.

26/54.6 Cllr Bourlet to speak to the Cricket Club about the possibility of combining Crinders and a Summer fete.

26/54.7 Clerk to purchase 12 boxes of dog poo bags for use in the village bag dispensers.

### **26/55. Internal Practices and management for the Parish Council:**

26/55.1 Neighbourhood Plan update.

26/55.2 Wethersfield Airfield and Asylum centre verbal update to be received.

26/55.3 Update on Strategy document actions.

- 26/55.4 Proposal to adopt the Council's updated IT Policy.
- 26/55.5 Grit bins in Park Lane car park and the playing field update.
- 26/55.6 New website update.
- 26/55.7 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.
- 26/55.8 Braintree District Council - Grounds Maintenance Contract for 2026/2027 to be signed.
- 26/55.9 Internal audit booked for 21<sup>st</sup> April 2026.

#### **26/56. Upcoming events**

- 26/56.1 Annual village Litter Pick, 18<sup>th</sup> April 2026 – finalise arrangements.
- 26/56.2 Summer fete – discuss proposal to hold a summer fete.

#### **26/57. Correspondence Received:**

- 26/57.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler - circulated to all Councillors prior to meeting.
- 26/57.2 Essex Safer Speeds Strategy consultation is open until 26<sup>th</sup> 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.
- 26/57.3 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?
- 26/57.4 Essex Safeguarding Adults Board – offering advice and free training on the prevention of abuse to adults at risk.
- 26/57.5 A local trainer has offered to run Basic First Aid training courses including CPR and use of defibrillators for the community.

#### **26/58. Financial Accounts:**

- 26/58.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

#### **26/59 Highways:**

- 26/59.1 Church Lane – update on issues reported to Highways and North Essex Parking Partnership.
- 26/59.2 Condition of footpath from Camoise Close to the Church grounds.

#### **26/60 Planning:**

- 26/60.1 Application number 25/02782/VAR – application granted.

#### **26/61. Communications:**

- 26/61.1 Newsletter for May / June 2026 – articles to be submitted by 18<sup>th</sup> 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 23<sup>rd</sup> April 2026 at 7.30pm at Toppesfield Village Hall.  
The next Parish Council Meeting is scheduled to be held on Thursday 14<sup>th</sup> May 2026 at 7.30pm at Toppesfield Village Hall.

#### **26/64. Close**