



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 3rd September 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
28th August 2026

AGENDA

26/139. Attendance and Apologies for absence

26/139.1 To accept apologies from members of the council

26/140. 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).]

26/141. Open Session – *opportunity for members of the Parish to address the Parish Council.*

26/142. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 6th August 2026.

26/143. Matters Arising not on the agenda – for report only

26/144. Actions from previous meeting:

26/144.1 Cllr Graves to obtain size VE Day bench and progress pad in the Churchyard.

26/144.2 Cllr Edwards-Holmes to highlight the urgent tasks reported by RoSPA and progress.

26/144.3 Cllr Graves to look at setting up a charity bank account.

26/144.4 Cllr Smith to obtain quotes for fencing the wildflower area for the school following the area being marked out by the school.

26/144.5 Cllr Edwards-Holmes to liaise with Braintree District Council re maintaining the ground next to the allotments.

26/145. Internal Practices and management for the Parish Council:

26/145.1 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 consequently.

26/145.2 Wethersfield Airfield and Asylum centre verbal update to be received.

26/145.3 Feedback on Strategy document suggested actions.

- 26/145.4 Filling of Grit bin in playing field update.
- 26/145.5 Update on Playing field equipment check lists for Toppesfield and Gainsford End and actions required to be reported to the parish council.
- 26/145.6 Update on progression of scanning historic parish newsletters.
- 26/145.7 SAAA Small Authority Portal – account set up ahead of digital audit next year.

26/146. Upcoming events

- 26/146.1 Christmas event.
- 26/146.2 Litter pick – 24th October 2026.

26/147. Correspondence Received:

- 26/147.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler - circulated to all Councillors prior to meeting.
- 26/147.2 Braintree District Council - A Neighbourhood Plan for Gosfield has been submitted to Braintree District Council by the Parish Council. We are now seeking views on the Plan (under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012). The consultation is open until 5pm on Wednesday 30th September 2026. The plan and supporting documents can be viewed at: <https://www.braintree.gov.uk/policyconsultation>
- 26/147.3 Enquiry received to see if the parish council are booking the Amenity Vehicle to attend the parish for general use.
- 26/147.4 Introductory email from T&LC Tree and Lawn Company Ltd re the services they can provide.
- 26/147.5 Communication received from Toppesfield Village Hall Committee following a committee meeting this month with potential concerns, in relation to the building/grounds.
- 26/147.6 Braintree District Council has launched a £75,000 Community Tree Planting Grant Fund to support local tree planting projects across the district. The Grant Application is live and the closing date for applications is midnight on Sunday 11th October 2026.

26/148. Financial Accounts:

- 26/148.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 26/148.2 Unity trust Bank – update on form completion.

26/149 Highways:

- 26/149.1 Road Traffic Regulation Act 1984 – Section 14(1). Temporary Traffic Regulation Order of Wesley End Road, Stambourne. Please see the following link <https://one.network/?tm=GB151128341> to find details of the intended closure of Wesley End Road, due to commence on 8th September 2026 for 3 days. The closure is required for the safety of the public and workforce while Anglian Water Business (National) undertakes new connection.
- 26/149.2 Road Traffic Regulation Act 1984 – Section 14(1). Temporary Traffic Regulation Order of Toppesfield Road, Great Yeldham. Please see the following link <https://one.network/?tm=GB150827220> to find details of the intended closure of Toppesfield Road, due to commence on 23rd September 2026 for 3 days. The closure is required for the safety of the public and workforce while Anglian Water Business (National) undertakes remedial.

26/150 Planning:

- 26/150.1 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	Braintree District Council Decision: REFUSED
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

26/01390/LBC	Installation of secondary glazing to all existing windows.	Providence Cottage Gainsford End Toppesfield CO9 4EG	Braintree District Council Decision: GRANTED
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26/150.2 Village Planning Permissions/enforcements

26/150.3 Call for Site application TOPP2606 – comments to be submitted to BDC by midday on 4th September 2026.

26/150.4 Update from Cllr Graves who attended the Planning Members Forum 11th August 2026 re the Robin Hood Solar Farm Project.

26/151. Communications:

26/151.1 Newsletter for November / December 2026 – articles to be submitted by 19th October 2026.

26/152. Information exchange / Items for the next agenda

26/153. Date of the next meeting:

The next Parish Council Meeting is proposed to be held on Thursday 1st October 2026 at 7.30pm at Toppesfield Village Hall.

26/154. Close