



# 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 4<sup>th</sup> June 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  
29<sup>th</sup> May 2026

## **AGENDA**

### **26/88. Acceptance of Office, Attendance and Apologies for absence**

26/88.1 Acceptance of office forms to be completed.

26/88.2 To accept apologies from members of the council

### **26/89. 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).]*

**26/90. Open Session** – *opportunity for members of the Parish to address the Parish Council.*

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**26/91. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 14<sup>th</sup> May 2026.**

### **26/92 Co-option of Councillor**

26/92.1 Consideration of applications to fill the councillor vacancy.

### **26/93. Matters Arising not on the agenda – for report only**

#### **26/94. Actions from previous meeting:**

26/94.1 Cllr Graves to obtain costs for the VE Day bench pad in the Churchyard.

26/94.2 Cllr Neale to follow up on quotes to carry out the work on the RoSPA action list once the new action list has been received.

26/94.3 Cllr Graves to look at setting up a charity bank account.

26/94.4 Cllr Smith to obtain quotes for fencing the wildflower area for the school.

26/94.5 Cllr Bourlet to review the new website and agree content.

26/94.6 Clerk to follow up with Essex County Council re the footpath from Camoise Close to the Church.

26/94.7 Cllr Neale to enquire with a resident to see if solar lights can be put up to light the footpath.

**26/95. Internal Practices and management for the Parish Council:**

- 26/95.1 Neighbourhood Plan update.
- 26/95.2 Wethersfield Airfield and Asylum centre verbal update to be received.
- 26/95.3 Update on Strategy document actions.
- 26/95.4 Placement of grit bins in playing field update.
- 26/95.5 New website update.
- 26/95.6 Updated Internal Financial Control Policy to be review and considered for adoption.

**26/96. Upcoming events****26/97. Correspondence Received:**

- 26/97.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler - circulated to all Councillors prior to meeting.
- 26/97.2 Qualitas Energy - Introduction to Robin Hood Solar Farm, near Robinhood End, southeast of Haverhill
- 26/97.3 Braintree District Council re Finchingfield and Wethersfield Neighbourhood Plan. Views on the plan (under Regulation 16 of the Neighbourhood Planning (General) Regulations 2012) are being sought. The plan can be view and commented on at <https://www.braintree.gov.uk/policyconsultation> The consultation is open until 5pm on Wednesday 1<sup>st</sup> July 2026.
- 26/97.4 Braintree District Council - Dog Control Public Spaces Protection Order (PSPO) - The public consultation will provide an opportunity for residents to have their say in support of or against the order. The proposed Public Spaces Protection Order (PSPO) would look to implement several measures which can be found at the following website links. Residents can submit their views via the online public consultation.  
 Website Links: Consultations and engagement – Braintree District Council  
<https://www.braintree.gov.uk/council/consultations/1>  
 Consultations – Public Spaces Protection Order (PSPO) – Braintree District Council  
<https://www.braintree.gov.uk/council/public-spaces-protection-order-pspo-consultation/1>  
 Dog control PSPO FAQ's – Public Spaces Protection Order (PSPO) – Braintree District Council  
<https://www.braintree.gov.uk/council/public-spaces-protection-order-pspo-consultation/3>  
 Dog control public spaces protection order survey | Instructions – Braintree District Council  
<https://www.braintree.gov.uk/xfp/form/763>
- 26/97.5 Essex County Council - Salt Bag Partnership Scheme for Winter 2026/27 has been launched. Closing date is the 21 st July 2026 if the parish council would like to take part this year.

**26/98. Financial Accounts:**

- 26/98.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 26/98.2 Unity trust Bank – update on forms to be completed.
- 26/98.3 Grant request from St Margarets Church for further funding towards the Clock repair and reinstatement.

**26/99 Highways:****26/100 Planning:**

Application No:	Description	Address	Action
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	Comments to Braintree District Council by 24 <sup>th</sup> June 2026

**26/101. Communications:**

26/101.1 Newsletter for July / August 2026 – articles to be submitted by 15<sup>th</sup> June 2026.

**26/102. Information exchange / Items for the next agenda**

**26/103. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on Thursday 2<sup>nd</sup> July 2026 at 7.30pm at Toppesfield Village Hall.

**26/104. Close**