



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 5th March 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
27th February 2026

AGENDA

26/33. Attendance and Apologies for absence

26/33.1 To accept apologies from members of the council

26/34. 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).]

26/35. Open Session – *opportunity for members of the Parish to address the Parish Council.*

26/36. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 5th February 2026.

26/37. Matters Arising not on the agenda – for report only

26/38. Actions from previous meeting:

26/38.1 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.

26/38.2 Cllr Neale to follow up on quotes to carry out the work on the RoSPA action list.

26/38.3 Cllr Graves to look at setting up a charity bank account.

26/38.4 Cllr Smith to mark out the area the school council are hoping to use for the wildflower project.

26/38.5 Cllr Edwards-Holmes to find out who owns the boundary wall between the school and the playing field.

26/38.6 Clerk to find out if there is a maintenance schedule for Toppesfield and Gainsford End.

26/39. Internal Practices and management for the Parish Council:

26/39.1 Neighbourhood Plan update.

26/39.2 Wethersfield Airfield and Asylum centre verbal update to be received.

26/39.3 To receive recommendations from the working group from Strategy document responses.

26/39.4 Proposal to adopt the Council's Data Map and Risk Assessment.

- 26/39.5 Proposal to adopt the Council's updated Complaints Procedure.
- 26/39.6 Proposal to adopt the Council's updated IT Policy.
- 26/39.7 Proposal to adopt the Council's updated Health and Safety Policy.
- 26/39.8 New grit bins in Park Lane car park and the playing field to be securely placed and filled.
- 26/39.9 New website content to be agreed.

26/40. Upcoming events

- 26/40.1 Annual village Litter Pick, 18th April 2026 - event has been advertised.
- 26/40.2 Consideration for the Parish Council to run a Summer fete for the community.

26/41. Correspondence Received:

- 26/41.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler - circulated to all Councillors prior to meeting.
- 26/41.2 Requested received for the parish council to purchase further dog poo bags for the dispensers the parish council installed last year.
- 26/41.3 RCCE -notes from Green Essex Network meeting on 3rd February 2026 and Sustainable Essex Presentation slides received.
- 26/41.4 Braintree District Council Street Scene Partnership Agreements 2026/2027 – would the council like to sign up for the year 2026 / 2027.
- 26/41.5 Letter from resident re state of the highway, Gainsford End Road and overflowing ditches, overgrown hedge obscuring sign on Mill Hill and drainage pipe in ditch along Church Lane is blocked.

26/42. Financial Accounts:

- 26/42.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 26/42.2 Cost of Internal Audit for 2026 / 2027 received and to be agreed to engage.
- 26/42.3 Update on progress of changing the Councils' bank account.
- 26/42.4 Grant application received from St Margaret's of Antioch Church to help with the clock repairs.

26/43 Highways:

- 26/43.1 Update on kerb misalignments along Church Lane – Reference numbers 3847282 and 3847285.

26/44 Planning:

- 26/44.1 Application number 25/02782/VAR – determination to be made by 12 March 2026.

26/45. Communications:

- 26/45.1 Newsletter for May / June 2026 – articles to be submitted by 18th April 2026.

26/46. Information exchange / Items for the next agenda

26/47. Date of the next meeting:

The next Parish Council Meeting is proposed to be held on Thursday 2nd April 2026 at 7.30pm at Toppesfield Village Hall.

26/48. Close