



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 6th August 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
31st July 2026

AGENDA

26/123. Attendance and Apologies for absence

26/123.1 To accept apologies from members of the council

26/124. 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).]

26/125. Open Session – *opportunity for members of the Parish to address the Parish Council.*

26/126. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 13th July 2026.

26/127. Matters Arising not on the agenda – for report only

26/128. Actions from previous meeting:

26/128.1 Cllr Graves to obtain size VE Day bench and progress pad in the Churchyard.

26/128.2 All councillors to review costs of addressing issues raised by RoSPA and priorities list to be made.

26/128.3 Cllr Graves to look at setting up a charity bank account.

26/128.4 Cllr Smith to obtain quotes for fencing the wildflower area for the school following the area being marked out by the school.

26/128.5 Cllr Edwards-Holmes to liaise with Braintree District Council re maintaining the ground next to the allotments.

26/129. Internal Practices and management for the Parish Council:

26/129.1 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 as a consequence.

26/129.2 Wethersfield Airfield and Asylum centre verbal update to be received.

26/129.3 Feedback on Strategy document suggested actions.

- 26/129.4 Filling of Grit bin in playing field update.
- 26/129.5 Privacy Policy, Cookies Policy & Accessibility Statement for Toppesfield Parish Council to be reviewed and considered for adoption.
- 26/129.6 Updated Reserves Policy to be considered for adoption.
- 26/129.7 Updated Financial Regulations to be considered for adoption.
- 26/129.8 Update on Playing field equipment check lists for Toppesfield and Gainsford End and actions required to be reported to the parish council.
- 26/129.9 Condition of picnic benches in the playing field, decision required if replacements are to be sought. Other benches in the playing field also meeting maintenance.
- 26/129.10 Litter in the parish and litter picks.
- 26/129.11 Update on progression of scanning historic parish newsletters.

26/130. Upcoming events

- 26/130.1 Christmas event.

26/131. Correspondence Received:

- 26/131.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler - circulated to all Councillors prior to meeting.
- 26/131.2 Request received from BASICS Essex charity for financial help towards the cost of leasing them Central Base / Office. To be considered at the next meeting.
- 26/131.3 Braintree District Volunteer and Active Braintree Awards 2026 nominations are now open. These awards recognise the individuals, groups and organisations making a positive difference across the district through volunteering, sport and physical activity, and health and wellbeing. Nominations to be submitted by 5pm on Friday 4th September 2026. The guidance document can be found at: www.braintree.gov.uk/AwardCategories2026 Councillors to review and consider at the next meeting.
- 26/131.4 William Bendlowe Charity are inviting Parish Councils, Village Halls, District Councillors, Braintree District Councillors plus numerous other community-minded individuals to attend a Community Meeting to be held at Shalford Village Hall on Friday, 18th September 2026. To seek new Trustees and Volunteers for William Bendlowe, an historic Charity promoting socialisation and community spirit thereby fighting loneliness. For more information or you would like to attend, please contact the parish clerk.
- 26/131.5 EALC – invitation received to attend the 82nd Annual General Meeting of Essex Association of Local Councils on Tuesday 15th September 2026 via Zoom from 7pm – 9pm.
- 26/131.6 Communication for a member of the public re the Mission Hall, Gainsford End and how he feels it belongs to the village and would the parish council look into this.

26/132. Financial Accounts:

- 26/132.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 26/116.2 Unity trust Bank – update on form completion.

26/133 Highways:

- 26/133.1 Parking along Church Lane, correspondence received
- 26/133.2 Update on issues previously reported to Highways

26/134 Planning:

- 26/134.1 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 Essex	Braintree District Council Decision: Pending consideration

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	No objection comment was submitted to Braintree District Council by 28th July 2026

26/134.2 Village Planning Permissions/enforcements

26/135. Communications:

26/135.1 Newsletter for September / October 2026 – articles to be submitted by 17th August 2026.

26/135.2 Advertising local business in the newsletter. Update on progression of list of businesses that may be interested in advertising in the parish newsletter.

26/136. Information exchange / Items for the next agenda

26/137. Date of the next meeting:

The next Parish Council Meeting is proposed to be held on Thursday 3rd September 2026 at 7.30pm at Toppesfield Village Hall.

26/138. Close