



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 8th January 2026 at 7.00pm 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
2nd January 2026

AGENDA

26/1. Attendance and Apologies for absence

26/1.1 To accept apologies from members of the council

26/2. 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).]

26/3. Open Session – opportunity for members of the Parish to address the Parish Council.

26.3.1 Presentation from representatives from St Margarets School Council about a project they would like to progress.

26/4. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 4th December 2025.

26/5. Matters Arising not on the agenda – for report only

26/6. Actions from previous meeting:

26/6.1 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.

26/6.2 Cllr Neale to follow up on quotes to carry out the work on the RoSPA action list.

26/6.3 Cllr Neale and clerk to seek costs and investigate .gov or .org domain names with email facilities.

26/6.4 Cllr Edwards-Holmes to seek costing for speed restriction signs.

26/7. Internal Practices and management for the Parish Council:

26/7.1 Neighbourhood Plan update.

26/7.2 Wethersfield Airfield and Asylum centre verbal update to be received.

26/7.3 Strategy document review of responses and plan to implement to be considered.

26/7.4 Toppesfield Charities - Discuss the Parish Council having an account to hold the monies for the charities which own the land and generate rental for this land.

26/7.5 To review the parish council's data map and risk assessment to comply with Assertion 10.

26/7.6 Consideration of the request from

26/8. Upcoming events

26/8.1 List of upcoming events to be updated.

26.8.2 Feedback from Christmas event.

26/9. Correspondence Received:

26/9.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler - circulated to all Councillors prior to meeting.

26/9.2 Thank you email received regarding the Christmas event.

26/9.3 Braintree District Council – Potential Open Space Improvements Update – updates to be submitted by 30th January 2026.

26/10. Financial Accounts:

26/10.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

26/10.2 To approve the Asset Register 2025.

26/10.3 To consider quotes received for council's website / domain name.

26/10.3 Budget for 2026 / 2027 to be approved.

26/10.4 Precept for 2026/ 2027 to be set and approved.

26/11 Highways:

26/11.1 Loose kerbstone in Camoise Close has been reported to Highways by a resident.

26/12 Planning:

Application No:	Description	Address	Action
25/02782/VAR	Variation of Condition 2 (Approved plans) of approved application 25/01698/FUL granted 31.10.25 for: Proposed change of use of land from agricultural to equestrian & erection of stables. Amendment would allow:-Internal alterations to reduce the number of stable rooms, and alterations to fenestration.	Land North East Of Fairy Farm Toppesfield Road Wethersfield	Comments to Braintree District Council by 12 th January 2026

26/13. Communications:

26/13.1 Newsletter for March / April 2026 – articles to be submitted by 16th February 2026.

26/14. Information exchange / Items for the next agenda

26/15. Date of the next meeting:

The next Parish Council Meeting is proposed to be held on Thursday 5th February 2026 at 7.30pm at Toppesfield Village Hall.

26/16. Close