



# 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 Annual Parish Council meeting of Toppesfield Parish Council to be held on **Thursday 14<sup>th</sup> May 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  
8<sup>th</sup> May 2026

## AGENDA

### **26/73. Election of Chair for 2026 – 2027**

#### **26/73.1 Election of vice chair for 2026 – 2027**

### **26/74. Attendance and Apologies for absence**

#### **26/74.1 To accept apologies from members of the council**

### **26/75. 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).]*

### **26/76. Open Session – opportunity for members of the Parish to address the Parish Council.**

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### **26/77. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 15<sup>th</sup> April 2026.**

### **26/78. Matters Arising not on the agenda – for report only**

### **26/79. Actions from previous meeting:**

26/79.1 Cllr Neale to contact Cllr Peter Schwier regarding further funding for the tree project.

26/79.2 Cllr Neale to follow up on quotes to carry out the work on the RoSPA action list.

26/79.3 Cllr Graves to look at setting up a charity bank account.

26/79.4 Cllr Smith to obtain quotes for fencing the wildflower area for the school.

26/79.5 Cllr Bourlet to speak to the Cricket Club about the possibility of combining Crinders and a Summer fete.

26/79.6 Cllr Bourlet to review the new website and agree content.

26/79.7 Clerk to purchase 3 dog poo bag dispensers.

26/79.8 Clerk to complete an enforcement request with North Essex Parking Partnership with regards to parking in Church Lane.

26/79.9 Clerk to liaise with Essex County Council re the footpath from Camoise Close to the Church and find out a rough figure for repairing the surface.

## **26/80. Internal Practices and management for the Parish Council:**

- 26/80.1 Neighbourhood Plan update.
- 26/80.2 Wethersfield Airfield and Asylum centre verbal update to be received.
- 26/80.3 Update on Strategy document actions.
- 26/80.4 Placement of grit bins in playing field update.
- 26/80.5 New website update.
- 26/80.6 Community Solar update.
- 26/80.7 Internal audit inspection report to be considered and determine actions.

## **26/80. Upcoming events**

- 26/80.1 Summer fete – discuss proposal to hold a summer fete.

## **26/80. Correspondence Received:**

26/80.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler - circulated to all Councillors prior to meeting.

26/80.2 Braintree District Council are consulting on two Supplementary Planning Documents (SPDs):

- Waste Collection and Storage SPD
- Affordable Housing SPD

These SPDs provide additional details as to how policies in the current adopted Local Plan should be used when the Council considers planning applications which include the provision of affordable housing and arrangements for the collection and management of domestic waste on sites.

The documents have been published along with an online response form at:

<https://www.braintree.gov.uk/policyconsultation> The consultation is open between Wednesday 22nd April and 5pm on Friday 5th June 2026.

26/80.3 Essex Village of the Year & Rural Community Awards 2026 - This year's Essex Village of the Year Competition and Rural Community Awards, which include a new Playing Field and Playground Award. The deadline for entry is Friday 5<sup>th</sup> June and the winners will be announced at the RCCE Annual General Meeting on Wednesday 8<sup>th</sup> July.

26/80.4 Braintree District Council have confirmed the casual vacancy can be filled by co-option.

## **26/81. Financial Accounts:**

26/81.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

26/81.2 To approve the asset register for 2025/2026.

26/81.3 To consider, approve and sign the accounts for 2025 / 2026.

26/81.4 To complete the certificate of exemption for the Annual Return.

The Chair and Responsible Financial Officer/Clerk to sign:

- Annual Governance Statement.
- Accounting Statements.

26/81.5 First quote received for scanning parish newsletters.

26/81.6 Quotes for software to be received and discussed.

26/81.7 Unity trust Bank – forms to be completed.

## **26/82 Highways:**

26/82.1 Parking along Church Lane near the school and other areas in the village.

26/82.2 Updates on ongoing reported issues to Essex Highways

**26/83 Planning:**

<b>Application No:</b>	<b>Description</b>	<b>Address</b>	<b>Action</b>
26/00799/TPOCON	Notice of intent to carry out works to trees in a Conservation Area: Reduce Apple tree by 3 m using suitable growth points, tree is blocking light	4 The Street Toppesfield Essex CO9 4DJ	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	Comments to Braintree District Council by 28 <sup>th</sup> May 2026

**26/84. Communications:**

26/84.1 Newsletter for July / August 2026 – articles to be submitted by 15<sup>th</sup> June 2026.

**26/85. Information exchange / Items for the next agenda****26/86. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on Thursday 4<sup>th</sup> June 2026 at 7.30pm at Toppesfield Village Hall.

**26/87. Close**