

Minutes of the Meeting of the Broxted Parish Council
Thursday 11 June 2020 at 8pm via video-conferencing

Present were:

Cllr Andy Cousins, Cllr Adam Hume, Cllr Vere Isham (Chair), Cllr Rachel Kesterton, Cllr Wendy Adams, Cllr Lesley Holt and Cllr Olivia Smith, and Kate Rixson (Clerk).

Cllr G Bagnall (Uttlesford District Council) attended during Item 6, Planning.

1 Apologies for Absence

None

2 Declarations of interest

None were made

3 Approval of the Minutes of the Meeting held on 14 May 2020.

The minutes had been circulated and were approved as accurate. They could not be physically signed but this would be arranged at a later date when the Covid-19 restrictions were lifted.

4 Finance

4.1 Verification of cashbook, balances and reconciliation of bank account.

The cashbook could not be verified physically but bank statements had been circulated electronically.

Receipts to 31.05.2020	£7,278.45
Expenditure to 31.05.2020	£2,091.58 (provisional – books with auditor)
Bank Balances	
Current account	£10,604.18
Deposit account	£9447.08
Less unpresented cheques	(£ 1,906.73
Less liability from 2019-20	(£50.00) (cheque now expired)
Available funds	£18,094.53

It was noted that the annual accounts were being audited and would be published by 31 August as required. The annual statements of governance and accounts (AGAR) will be presented at the next meeting. **Action: Clerk**

Approval of Payments

The following were approved, copy invoices having been circulated.

Community Heartbeat Trust – new battery for defibrillator	£223.20
Garson's – grass-cutting/weed treatment invoice 109 incl VAT (comprises £129.60 for Village Hall-related costs and £120 for Parish Council costs):	£249.60

Clerk's net salary for April and May 2020: £820.38

Plus payments due at a later date:

To HMRC due at end of quarter (19 July) by cheque for salary April and May (credit £1 from HMRC): £205.60

Total cheques/payments for authorisation	1498.78
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5 Public Open Forum

Cllr Geoff Bagnall reported on Uttlesford District Council's activities including that the council is operating as normal as far as possible with virtual meetings. The council has a share of responsibility for the Covid 19 track and trace system which is being set up. The investment board which manages the council's portfolio met today to consider how best to generate the necessary funds for services taking account of the budgetary challenges. The planning committee is meeting fortnightly to clear a backlog of applications and the council is organizing officers to prepare the new Local Plan which needs to be in place by 2023.

6 Planning Matters

Cllr Geoff Bagnall reported generally on planning matters and offered to follow up specific matters if needed.

6.1 Applications in Cherry Green, refs UTT/20/0890/OP (house east of Woodcocks) and UTT/20/0928/FUL (retrospective application for a manege at Boreham Hall Farm)

Cllr Isham had requested that the first application be called in. It was agreed to ask Nigel Brown at UDC to confirm that this application had been marked for consideration by the planning committee. **Action: Clerk**

6.2 Appeals

Gardner Planning Ltd had accepted instructions to draft the parish council's written response to the appeal relating to UTT/19/1777/FUL. As a start letter had still not been issued by the Planning Inspectorate no action can be taken yet.

7 Clerk's progress report on matters not listed separately

This had been circulated and issues were discussed as follows:

7.1 Website

Search engine optimization is needed as the site does not appear so is hard to find. **Action: Clerk**

7.2 Village Hall

It was agreed that the land behind the hall should be fenced as proposed by Mr and Mrs Clark, after appropriate discussion with those affected. **Action: Clerk**

8 Date of next meeting

The next parish council meeting will take place on Thursday 9 July at 8pm via Zoom. There being no other business the meeting closed at 9.10pm.

DRAFT