

# **Minutes of the Meeting of the Broxton Parish Council**

## **Thursday 9 July 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 Kate Rixson (Clerk).

District Councillor Geoff Bagnall (Uttlesford District Council) attended.

### **1 Apologies for Absence**

Apologies were accepted from Cllr Olivia Smith.

### **2 Declarations of interest**

None were made.

### **3 Public Open Forum**

#### **3.1 Cranham Road**

The condition of the road was now very poor. It was agreed that the clerk would contact the district council which is responsible for maintenance and repairs. **Action: Clerk**

#### **3.2 Police Community Support Officer**

Hatfield Heath PC has invited the council to join it in funding a PCSO who would cover the parish along with others. It was concluded that the cost was not affordable and that there was no obvious continuing need for a PCSO. The clerk would contact Hatfield Heath PC accordingly. **Action: Clerk**

### **4 Approval of the Minutes of the Meeting held on 11 June 2020**

The minutes had been circulated and were approved as accurate. They could not be physically signed in the meeting but this would be arranged at a later date.

### **5 Finance**

#### **5.1 Approval of Annual Accounts**

These had been circulated after being audited and were approved.

#### **5.2 Approval of Annual Governance and Accountability Report**

This had been approved by the auditor and circulated. The Report was considered as follows:

##### **5.2.1 Certificate of Exemption 2019/20**

Approved

##### **5.2.2 Annual Governance Statement 2019/20**

All questions agreed and approved

##### **5.2.3 Accounting Statements 2019/20**

Approved

As the chair's physical signature is required, the Clerk will organise this as soon as possible and by the deadlines for submission to the external auditor and publication (31 July and 30 August respectively). **Action: Clerk**

### 5.3 Report on balances, verification of cashbook and reconciliation of bank account.

The bank statements had been circulated electronically.

|                                    |           |            |
|------------------------------------|-----------|------------|
| <b>Receipts</b> to 30.6.2020       | £7,281.08 |            |
| <b>Expenditure</b> to 30.06.2020   | £3,337.01 |            |
| <b>Balances:</b>                   |           |            |
| Current account 30.6.20            | £8,700.05 |            |
| Deposit account 30.6.20            | £9,449.71 |            |
| <i>Less</i> unpresented cheques    | £12.00    |            |
| <i>Less</i> liability from 2019-20 | (£50.00)  |            |
| Available funds                    |           | £18,087.76 |

### 5.4 Approval of Payments

*The following were approved, copy invoices/payroll calculations having been circulated.*

Society of Local Council Clerks: fee for clerk to register to take CiLCA: £350.00

Rural Community Council of Essex annual membership renewal 1.7.20-30.6.21: £52.80

K Rixson - Clerk's net salary for June 2020: £132.00

Total cheques authorised: £534.80

The fee for servicing fire extinguishers at the Village Hall had been paid from the Village Hall account.

## 6 Planning Matters

An up-to-date summary had been circulated (the planning tracker) and placed on the website <https://www.broxted-pc.gov.uk>. The following items were discussed:

### 6.1 Application in Cherry Green ref UTT/20/0890/OP (house east of Woodcocks)

It had been confirmed by the planning team leader that this application had been marked for consideration by the planning committee if the officer was minded to recommend approval. No recommendation has yet been made.

### 6.2 Enforcement

A file had been opened in relation to new structures on Elmswood but the enforcement team had confirmed that there was no breach of planning controls currently.

Applications for housebuilding on the three plots were still awaiting a decision.

### **6.3 Appeals**

The planning inspectors have not yet issued a “start” letter for the appeal relating to UTT/19/1777/FUL (caravan site at Brick End) so no action needs to be taken yet.

### **6.4 Local Plan**

Cllr Bagnall confirmed that work was continuing on the new UDC Local Plan for which there was a deadline of the end of 2023.

## **7 Clerk’s progress report on matters not listed separately**

This had been circulated and issues were discussed as follows:

### **7.1 Uttlesford Community Safety Officer dial-in opportunity for parish councils**

The UDC officers responsible for safeguarding, fraud warnings and other community issues are now available to answer parish councils’ queries by telephone on a regular basis. Dates/times are notified to the clerk about 10 days in advance.

### **7.2 Website**

Search engine optimization is needed as the site does not appear in searches. **Action: Clerk**

### **7.3 Village Hall**

A detailed report had been received and circulated. In addition the annual accounts had been circulated in April and would be noted for approval at the next meeting. **Action: Clerk**

As trustee the council was pleased to note that a grant of £10,000 had been received under government schemes to compensate for loss of income because of Covid-19. The hall remains closed but the volunteer managers are monitoring changes in coronavirus safety regulations with a view to re-opening when this is feasible.

## **8 Date of next meeting**

Advice from the NALC was that face-to-face meetings should only take place if decisions could not be made remotely. As this was not the case, it was agreed to continue with meetings via Zoom videoconferencing. The next parish council meeting will take place on Thursday 10 September at 8pm. There being no other business the meeting closed at 9pm.