

# BROXTED PARISH COUNCIL

## Notice of a Meeting of the Parish Council at Broxted Village Hall

on Thursday 11 November 2021 at 7.30 p.m.

### Notice and Agenda

1. **Apologies for Absence**
2. **Declarations of interest** Note that councillors should declare any pecuniary interest, or non-pecuniary interest which might be seen as likely to influence their decision, in any agenda item.
3. **Public Open Forum**
4. **District Councillors' and County Councillor's reports to be heard**
5. **Approval of minutes of the Parish Council Meeting on 14 October 2021**  
To confirm that the minutes of the last meeting are an accurate record\*
6. **Reports to be received, as available**
  - 6.1 Clerk's report\*
  - 6.2 Finance\*: Reports to be received on income and expenditure, balances and bank reconciliation.
  - 6.3 Footpaths – if any problems identified
  - 6.4 Village Hall
  - 6.5 Planning\* – see tracker
  - 6.6 Neighbourhood plan - progress
7. **Decisions to be made:**
  - 7.1 To compare bank statements with cash book entries and confirm accuracy\*
  - 7.2 To consider draft budget for 2022-2023\*
  - 7.3 To consider motion to create a Village Hall working group and consider draft terms of reference\*.
  - 7.4 To consider the call for sites technical enquiry from Uttlesford District Council\*
  - 7.5 To consider whether any scheme should be proposed to the Local Highways Panel of Essex County Council
  - 7.6 To consider planning applications:
    - 7.6.1 UTT/21/ 3080/FUL Elmswood, CM6 2BJ. amendments to previous permission to increase height of roof and chimney by 700-900mm, add porch and dormers, alter windows – see full details on planning portal. Comments by 16 Nov 21
    - 7.6.2 UTT/21/3200/OP Land known as Jennings Field adjacent to Peartrees, Browns End Road, CM6 2BL. Outline permission for 8 2-bed semi-detached dwellings with 16 parking spaces, access to Brick End Road/Pledgdon Green Road, other matters reserved. Comments by 26 Nov 21.
  - 7.7 To approve payments:
    - 7.7.1 Salary: £690.34
    - 7.7.2 CPRE subscription: £36
    - 7.7.3 Mythic Beasts renewal of domain name ownership for 2 years until 13 Jan 2024: £60 +£12 VAT (reimburse clerk for payment online)
    - 7.7.4 Royal British Legion donation for poppy wreath for Remembrance Service £20 (reimburse clerk for payment online)
    - 7.7.5 The Hundred Parishes Society membership renewal until 18 Oct 2022 £10
    - 7.7.6 S E Parker (S.E.P. garden services) for clearing site around Jenny's Bench £80.

**8. Matters to be noted and for future consideration**

- 8.1 that the council will not meet in December and the precept will be set at the next meeting
- 8.2 that the grass-cutting contract (scope, cost and contractor) needs to be reviewed before renewal.

**9 To confirm the date of the next meeting as Thursday 13 January 2022 at 7.30pm in the Village Hall**

\*Items have supporting documents – see website <https://broxted-pc.gov.uk> or phone 01371 870711

Prepared by *Kate Rixson* Clerk to Broxted Parish Council and issued on 5 November 2021