

# BROXTED PARISH COUNCIL

**Please note that a Meeting of the Parish Council will be held at  
Broxted Village Hall on  
Thursday 9 June 2022 at 7.30 p.m.**

## Notice and Agenda

- 1. Apologies for Absence**
- 2. Declarations of interest** Note that any pecuniary interest, or non-pecuniary interest which might be seen as likely to influence your decision, in any agenda item, should be declared.
- 3. Public Open Forum**
- 4. District Councillors' and County Councillor's reports to be heard, if attending**
- 5. Approval of minutes of the Parish Council Meeting on 12 May 2022**  
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\* including any decisions made under delegated powers.
  - 6.2 Finance\*: Reports to be received on bank balances and reconciliation and internal financial controls.
  - 6.3 Footpaths and highways – if any problems identified
  - 6.4 Village Hall
  - 6.5 Planning update\*
  - 6.6 Neighbourhood Plan Action Plan
- 7. Decisions to be made:**
  - 7.1 To approve payments\*:
    - 7.1.1 Mike Letch - £80 for annual audit
    - 7.1.2 Clerk's salary for hours worked in May and consequent staff costs. To be advised.
    - 7.1.3 Society of Local Council Clerks - £25 to attend AGM/training on 16 June.
    - 7.1.4 BHIB insurance £989.83
    - 7.1.5 Kate Rixson for office expenses - £9.99 for stationery
    - 7.1.6 Nick Grant (barrister) for attending appeal and preparation £4,000 plus VAT.
  - 7.2 To receive and approve Annual Governance and Accounting Return and approve Certificate of Exemption from external audit and annual accounts.\*
  - 7.3 To note auditor's report and consider advice on future actions\*.
  - 7.4 To select arboriculturist to carry out tree survey\*.
  - 7.5 To decide whether to participate in Essex County Council winter salt scheme.
  - 7.6 To consider contributing to district council's consultation on gambling (deadline 16 June 2022).
  - 7.7 To consider planning applications:
    - 7.7.1 UTT/22/0829/FUL Wren's Nest, Chapel End, to build a 4-bed detached house.
    - 7.7.2 UTT/22/1235/DFO Land at Bell Meadow, details following outline consent, for two self-build houses.

- 7.8 To consider request from Takeley Parish Council for contribution to costs of planning appeal.
- 7.9 To consider installing flower troughs attached to bus shelter at Brick End.
- 7.10 To revise the budget to take account of legal costs (item 7.1.6 above) and decide how to treat any donations received for this purpose.
- 7.11 To consider quote from Acorn Workshop for interpretation board and application for grant-funding.

## **8 Matters to be noted and/or for future consideration**

## **9 To confirm the date of the next meeting as Thursday 14 July 2022 at 7.30pm.**

\*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 June 2022