

# BROXTED PARISH COUNCIL

**A Meeting of the Parish Council will take place at Broxted Village Hall  
on Thursday 8 September 2022 at 7.30 p.m.**

## **Notice and Agenda**

### **1. Apologies for Absence**

To approve by resolution if accepted.

### **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**

To provide an opportunity for members of the public to raise questions for future agendas or on items on the current agenda, and to allow any members of the public, and councillors declaring an interest (where permitted under the Code of Conduct), to address the meeting in relation to the business on the agenda.

### **4. District Councillors' and County Councillor's reports to be heard, if attending**

### **5. Approval of minutes of the Parish Council Meeting on 14 July 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\*:

6.2.1 Reports to be received on bank balances and reconciliation between the cash books and bank statements, on internal financial checks, and on internet banking arrangements.

6.2.2 To note payments made since last meeting or due to be made under contractual or statutory obligations, or under Clerk's delegated powers.

6.3 Vacancy on Parish Council – to discuss co-option, no request for an election having been received.

6.4 Footpaths and highways – including progress on hedge and path opposite Prince of Wales along Brick End Road, Local Highways Scheme requested October 2021 and problems previously reported on public rights of way.

6.5 Village Hall – progress towards registration at Land Registry

6.6 Planning update\*

6.7 Condition of physical assets following inspection

6.8 Neighbourhood plan

6.9 Advice received on common land responsibilities from training course

### **7. Decisions to be made:**

7.1 To approve payments\*:

7.1.1 Clerk's membership subscription (2022) to Society of Local Council Clerks £134

7.1.2 Web-hosting and email hosting service to 22 August 2023 from Mythic Beasts Ltd £25.62 plus £5.12 VAT – total £30.74

- 7.1.3 To consider opting out of national external audit procedures. To confirm Mike Letch as internal auditor for 2022/23 financial year at a fee of about £125.
- 7.1.4 S Smith for pruning lime tree £50 invoice 5 August 2022
- 7.2 Consider steps recommended by arboriculturist for trees on common at Cherry Green, consider quotes as available, and decide next step.
- 7.3 Decide on involvement in the hearing of the appeal to the Planning Inspector on 11 October 2022, relating to The Rise, Brick End Road (planning reference UTT/21/0247/OP, PINs reference APP/C1570/W/22/3300023)
- 7.4 Decide on attendance at:
  - 7.4.1 Town and Parish Councils' Liaison meeting on Monday 12 September at 7-8.30pm at Little Canfield Business Park (old Banana Factory) High Cross Lane E, Little Canfield CM6 1TH (agenda to follow).
  - 7.4.2 Town and Parish Councils' planning forum on Tuesday 20 September at 7-9pm via Teams (agenda to follow).
  - 7.4.3 Uttlesford Association of Local Councils AGM on 14 September via Zoom.
- 7.5 To consider quote for legal work for first registration of Village Hall land
- 7.6 To decide on storage or disposal of stock of road-salt

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

## **9. To confirm the date of the next meeting as 13 October 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 2 September 2022