

# **BROXTED PARISH COUNCIL**

## **Notice of a Meeting of the Parish Council at Broxted Village Hall on Thursday 20 October 2022 at 7.30 p.m.**

### **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 and 8 September 2022**

To confirm that the minutes of the last meetings 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.

6.2.3 To note the quarterly report on the differences between the budget and actual spending and income.

6.3 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.

6.4 Village Hall – progress towards registration at Land Registry

6.5 Planning update\*

6.6 Condition of physical assets following inspection and recommendations

6.7 Neighbourhood plan

6.8 Advice received on common land responsibilities from training course

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

7.1 To approve payments\*:

7.1.1 To confirm Mike Letch as internal auditor for 2022/23 financial year at a fee of about £125.

7.1.2 S Smith for pruning lime tree £50 invoice 5 August 2022 (paid)

- 7.1.3 Purchase of poppy wreath for Remembrance Day – cost approx £20 – under s137 Local Government Act 1972
- 7.1.4 To reimburse clerk – total £291.95 made up of:
  - Clerk's office expenses – £127.21
  - Mythic Beasts Ltd web-hosting and email hosting service to 22 August 2023 £25.62 plus £5.12 VAT – total £30.74
  - Clerk's membership subscription (2022) to Society of Local Council Clerks £134
- 7.1.5 Hedge cutting and weed treatment by S E P Gardens at Village Hall:£320, to be reimbursed by the Village Hall Trust in due course.
- 7.1.6 Community Heartbeat Trust invoice for new defibrillator pads £50 plus £10 VAT total £60.
- 7.2 To resolve to co-opt to fill a casual vacancy
- 7.3 Consider steps recommended by arboriculturist for trees on common at Cherry Green, consider quotes as available, and decide next step.
- 7.4 To approve information panel for the interpretation board from Acorn Workshop and take next step
- 7.5 To consider and approve salary budget 2023-24
- 7.6 To consider quote for legal work for first registration of Village Hall land
- 7.7 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 10 November 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 Broxton Parish Council and issued on 15 October 2022