

# **BROXTED PARISH COUNCIL**

**Councillors are summoned to the Annual Meeting of the Parish Council at  
Broxted Village Hall**

**on Thursday 11 May 2023 at 7.30 p.m.**

## **Notice and Agenda**

- 1. Election of the Chair of the council and chair's declaration of acceptance of office**
- 2. Election of the Vice-Chair of the Council**
- 3. Councillors' declarations of acceptance of office**
- 4. Apologies for Absence** and, if accepted, the reason to be approved by resolution
- 5. 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.
- 6. Public Open Forum**
- 7. Chair's Report**
- 8. District Councillors' and County Councillor's reports to be heard, if attending**
- 9. Approval of minutes of the Parish Council Meeting on 13 April 2023**  
To confirm that the minutes of the last meeting are an accurate record.\*
- 10. Reports to be received, as available**
  - 10.1 Clerk's report\* including any decisions made under delegated powers.
  - 10.2 Finance\*
    - 10.2.1 on bank balances and reconciliation between the cash books and bank statements, and comparison of bank statements, cash book and chequebook.
    - 10.2.2 payments made since last meeting and due to be made before the next meeting, under contractual or statutory obligations
  - 10.3 Footpaths and highways – including progress on problems previously reported and any closures for RideLondon cycle race
  - 10.4 Planning update\*
  - 10.5 Internal audit and planned dates for the exercise of public rights in relation to the council's accounts and documents
  - 10.6 Neighbourhood plan
- 11. Decisions to be made:**
  - 11.1 To co-opt to fill vacancies
  - 11.2 To approve payments:
    - Insurance renewal premium £1,055.43 with BHIB Insurance
    - Parish Online subscription
    - For the coming year, to approve the following regular payments which are due under a contractual or statutory duty:
      - o the salary of the Clerk
      - o PAYE income tax and National Insurance contributions
      - o pension contributions
      - o payments to Steve's Gardening Services for grass-cutting.

Any such payments made will be reported to the next meeting of the council.

    - any other payments as presented in the meeting\*
  - 11.3 To suspend Financial Regulation 6.20 for the coming year to enable the clerk to use a personal credit or debit card where no other suitable means of payment is available (e.g. online purchases)

- 11.4 To choose a tree surgeon to fell and remove the willow tree at Cherry Green\*
- 11.5 To decide attendance at the Uttlesford District Council local councils' liaison forum on 5 June 2023, 7-9pm at Thaxted
- 11.6 To consider attendance at training offered by Uttlesford District Council on Planning, Standards and Highways matters.
- 11.7 To consider comments on planning applications:
  - 11.7.1 UTT/23/0698/OP Ivy Cottage, Brick End, outline application to build two dwellings
  - 11.7.2 UTT/23/0919/HHF Fernleigh, 5 St Mary's Mews, Church End, single-storey rear and side extensions
  - 11.7.3 UTT/ 23/0493/OP land to the east of Goodacres, Church End, amended outline application, to build seven dwellings
  - 11.7.4 and any other new applications of which notice is received before the meeting

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

**13. To confirm the date of the next meeting as Thursday 8 June 2023 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 26 April 2023