

# **BROXTED PARISH COUNCIL**

**Councillors are summoned to a Meeting of the Parish Council  
at Broxton Village Hall on Thursday 12 September 2024 at 7.30 p.m.**

## **Notice and Agenda**

- 1. Apologies for Absence** and, if accepted, the reason to be approved by resolution
- 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 11 July 2024**  
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 bank balances and reconciliation with cash books
    - 6.2.2 to note payments and transfers made and due (previously approved)
  - 6.3 Planning update\*
  - 6.4 Footpaths and highways
  - 6.5 Reports from Councillors on meetings and actions
- 7. Decisions to be made**
  - 7.1 Proposal to adopt the NALC revised Financial Regulations in the form of the supplied draft\*
  - 7.2 Proposal to adopt a Document Retention Policy in the form of the supplied draft\*
  - 7.3 Financial decisions  
To consider and approve payments\*:
    - 7.3.1 to Per Pro Ltd for review of the council's governance of the Village Hall trust £60
    - 7.3.2 to the Friends of Historic Essex for annual membership £12
    - 7.3.3 to reimburse Great Easton and Tilty Parish Council for purchase of toner cartridges pro rata to the clerk's hours of work, i.e. 35% of £310.
    - 7.3.4 clerk's expenses
  - 7.4 Proposal to arrange repairs to, or replacement of, the Brick End bus shelter windows followed by redecoration
  - 7.5 To consider making a complaint to Uttlesford District Council concerning planning enforcement
  - 7.6 Consider commenting on new planning applications including UTT/24/2056/FUL at Croft End, Molehill Green (Takeley parish) – for four detached houses – and any received after publication of this agenda before the commencement of the meeting.\*
- 8. Matters to be noted and/or for future consideration**
- 9. To confirm the date of the next parish council meeting as Thursday 10 October 2024 at Broxton Village Hall.**

\*Items have supporting documents – see website [www.broxton-pc.gov.uk](http://www.broxton-pc.gov.uk) or phone 01371 870711

Prepared by *Kate Rixson* Clerk to Broxton Parish Council and issued on 5 September 2024