

# BROXTED PARISH COUNCIL

**Councillors are summoned to a Meeting of the Parish Council  
at Broxted Village Hall on Thursday 13 March 2025 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 13 February 2025**

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 To note balances on bank statements and reconciliation with cash book entries.

6.2.2 To note payments and transfers made since the last meeting of the council and due before the next council meeting (previously approved or due under contract or statutory obligation).

6.3 Planning update\*

6.4 Footpaths and highways

6.5 Reports from Councillors

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

7.1 To approve payment of invoice number 18309 from the Essex Association of Local Councils for training: £80 plus £16 VAT; and to note salary payment due of £404.52.\*

7.2 To consider and approve the updated Risk Register and any steps recommended to be taken to manage the council's risks.\*

7.3 To review Broxted Directory 2025 for distribution\*

7.4 To decide new position for memorial bench and take next steps

7.5 To consider commenting on new planning matters\* including

7.5.1 UTT/25/0365/FUL – New 4-bedroom detached self-build dwelling and detached 2 bay cart-shed – land at Church Hall Farm, Church End. Deadline for comments 17 March 2025.

7.5.2 Any other applications notified to the council before 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 April 2025 at 7.30pm at Broxted Village Hall.**

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

Prepared by *Kate Rixson* Clerk to Broxted Parish Council and issued on 7 March 2025