

# **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