

BROXTED PARISH COUNCIL

**Councillors are summoned to a Meeting of the Parish Council
at Broxted Village Hall on Thursday 10 April 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.
Councillors are respectfully reminded that their Register of Interests should be updated if necessary.
- 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 March 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, reconciliation with cash book entries and comparison of actual income and spending with budget.
 - 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 list of regular, contractual and statutory payments for the financial year 2025-2026. A list will be available in the meeting and circulated beforehand.*
 - 7.2 To approve payment of RCCE membership renewal for 2025 (joint membership of village hall and council) for £105 including VAT; and to note salary payment due of £467.85.*
 - 7.3 To consider response to the council's formal complaint to Uttlesford District Council about planning enforcement issues.
 - 7.4 To consider and approve revised Financial Regulations, Standing Orders and Scheme of Delegation to clerk, required because of changes in the law on how councils find suppliers of goods and services.*
 - 7.5 To decide on steps to be taken to place the Dick Knowles Memorial Bench on the grass strip between the hall car park and the field.
 - 7.6 To consider request for a donation to Buffy Bus play bus.

7.7 *This is not an agenda item and is subject to change after service of the summons and publication of the agenda.*

To consider commenting on new planning matters* including

UTT/25/0673/HHF – replace extension

UTT/25/0674/LB – listed building consent for new porch, replacement extension and internal alterations

and UTT/25/0675/HHF – add a new outbuilding and greenhouse

relating to Knowles Cottage, Browns End Rd. Deadline for comments 14 April 2025

8. Matters to be noted and/or for future consideration

9. To confirm the date of the Annual Parish Council Meeting and Annual Parish Assembly as Thursday 8 May 2025 at 7.30pm at Broxted Village Hall.

*Items have supporting documents – see website www.broxted-pc.gov.uk or phone 01371 870711

Prepared by *Kate Rixson* Clerk to Broxted Parish Council and issued on 3 April 2025