

BROXTED PARISH COUNCIL

**Councillors are summoned to the Annual Meeting of the Parish Council
at Broxted Village Hall on Thursday 8 May 2025 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. Apologies for Absence** and, if accepted, the reason to be approved by resolution

- 4. 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.

- 5. Public Open Forum**

- 6. District Councillors' and County Councillor's reports to be heard, if attending**

- 7. Approval of minutes of the Parish Council Meeting on 10 April 2025**

To confirm that the minutes of the last meeting are an accurate record.*

- 8. Reports to be received, as available**

8.1 Clerk's report* including any decisions made under delegated powers.

8.2 Finance*

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

8.2.2 To note payments and transfers made since the last meeting of the council and due before the next council meeting.

8.3 Planning update*

8.4 Footpaths and highways

8.5 Reports from Councillors

- 9. Decisions to be made**

9.1 To approve a list of regular, contractual and statutory payments and review direct debits for the financial year 2025-2026. A list will be available in the meeting and circulated beforehand.*

9.2 To take out insurance for 2025-26 at the best available premium, the renewal quote being not yet available.

9.3 To approve payments as follows:

9.3.1 Annual subscription for Barn2 document library software for the council website: £89 plus £17.80 VAT (total £106.80) – to reimburse the clerk for payment

9.3.2 Annual subscription to Essex Association of Local Councils and National Association of Local Councils: £196.69

9.3.3 To spend up to £60 for plants for roadside flowerboxes at Brick End

9.3.4 To meet invoices for weed treatment at the Village Hall: £20 + VAT and for grass-cutting in April: £210 + VAT.

9.4 *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/25/0815 adj Goodacres house, Church End – build new dwelling. Comments due by 20 May 2025

UTT/25/1004/FUL Chestnut Lodge St Marys Mews – to build an extension. Comments due by 20 May 2025

UTT/25/1017/FUL Toad Hall, Chapel End – demolish and build 6 dwellings. Comments by 28 May.

UTT/24/1116/FUL Walnut Tree Cottage Brick End – appeal against refusal, by written representations. Any additional comments due by 3 June 2025.

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

11. To confirm the date of the next meeting of the parish council as Thursday 12 June 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 1 May 2025