

# **Minutes of the Meeting of the Broxted Parish Council**

## **Thursday 14 January 2021 at 8pm via video-conferencing**

*Present were:*

Cllr Wendy Adams, Cllr Andy Cousins, Cllr Lesley Holt, Cllr Adam Hume, Cllr Vere Isham (Chair), Cllr Rachel Kesterton, , and Kate Rixson (Clerk).

### **21/1-1 Apologies for Absence**

Apologies were accepted from Cllr Smith. County Councillor Simon Walsh, who could not attend, was thanked for his report and emails.

### **21/1-2 Declarations of interest**

None.

### **21/1-3 Public Open Forum**

The Chair welcomed District Councillor Geoff Bagnall and Mr J Smith.

Cllr Bagnall reported on the consultations for the Local Plan and the district council's intention to call for sites for development.

Item 12 on the agenda was brought forward for discussion.

### **21/1-4 Planning**

#### **21/1-4.1 Enforcement**

Applications had been made to discharge conditions on planning approvals 20/0083 and 20/0084 at Elmswood, Brick End, Broxted. After discussion it was agreed that Cllr Isham would discuss the current position with Cllr Sutton and contact Nigel Brown (council officer in charge of planning) and the clerk would keep the enforcement team up to date. **Action: Cllr Isham, Clerk.**

#### **21/-4.2 Applications**

It was agreed that no comment needed to be submitted about application 20/3139 which was for revisions to consents 20/0083 and 20/0084. It was agreed to object to the application to build at Dunwell, Chapel End, Broxted (ref 21/0060) on the basis that there should be a maximum of four houses on the site. **Action: Clerk**

#### **21/1-4.3 Neighbourhood Plan**

Cllr Isham had contacted Cllr John Evans (Uttlesford District Council) whose ward of Stebbing/Felsted had successfully completed a Plan. A date would be arranged for parish councillors to discuss the process with Cllr Evans informally.

#### **21/1-4.4 Appeal for Brick End site**

It was agreed that Salvatore Amico at Attwaters solicitors should be instructed to prepare written representations only at this stage. Applying to be a party under "Rule 6" would be considered. If it became necessary for the parish council to be represented separately from the local planning authority at the appeal, a barrister could be

instructed directly. This would be considered when Uttlesford DC's stance on the appeal was clear. **Action: Clerk**

## **21/1-5 Approval of the Minutes of the Meeting held on 12 November 2020**

The minutes had been circulated and were approved as accurate. They would be delivered to the Chair for signature. **Action: Clerk**

## **21/1-6 Clerk's Report**

A written report had been circulated and uploaded to the website showing progress.

## **21/1-7 Reports on action points from previous meetings**

### **21/1-7.1 Farmwatch and rural crime**

Cllr Smith had reported by email that farmers continued to communicate quickly via WhatsApp and had had a helpful meeting with the district council/police team.

### **21/1-7.2 Local Heritage List**

The new draft, just published by Uttlesford DC, included Poppy's Cottage in Chapel End. Councillors would note other local features which could be included in the next version.

### **21/1-7.3 Review of physical assets**

Having circulated photos and comments, Cllr Hume recommended that Jenny's Bench should be cleaned and the rotten patches of wood removed, but that no treatment should be applied for the time being. It was agreed to include this on the agenda in March because of the time of year and current very wet weather.

The clerk needed to inspect road signs as part of the annual review of assets. **Action: Clerk**

### **21/1-7.4 Representation at the public inquiry on airport passenger numbers increase.**

Cllr Isham was thanked for his presentation at the inquiry which was being livestreamed as part of "blended" proceedings, with some participants appearing in person and others via video. The inquiry is continuing.

### **21/1-7.5 Interpretation board working group**

Work had been postponed due to the Covid-19 restrictions on meeting.

### **21/1-7.6 Funds available from District Councillors' grants**

Cllr Kesterton reported that the headteacher of Great Easton Primary School had been put in touch with Cllr Sutton (district councillor) to discuss funds for local families.

Cllr Isham would check that contact had been made. **Action: Cllr Isham**

## 21/1-8 Finance

### 21/1-8.1 Report on budget 2020-21 and draft budget 2021-22

Variances and the likely reserves at year end were considered. It was noted that the precept had remained unchanged for several years and that expenditure had increased. The clerk explained that the draft budget included an allowance for expenditure on the Village Hall but in fact expenditure would either come from the Village Hall Trust's own funds or be reimbursed to the council, for example where the council met a bill which was subject to VAT. The clerk would revise the budget accordingly and it would be reconsidered at the next meeting. It was agreed that the council would compare budgeted spending with actual spending every three months. **Action: Clerk**

### 21/1-8.2 Precept

After consideration of the effect on council tax, a precept of £13,000 was proposed (Cllr Kesterton) and seconded (Cllr Cousins) and approved unanimously. The request would be submitted to the principal authority, Uttlesford District Council, by 23 January 2021. **Action: Clerk**

### 21/1-8.3 Financial Reports

Balances and bank reconciliation were presented and approved as follows:

#### Financial report for 14 January 2021

#### Balances to 31 December 2020

Receipts to 31.12.2020	£13,282.87	
Expenditure to 31.12.2020	£9,648.62	Including cheque written but not yet presented
<b>Balances</b>		
Current account 31.12.2020	£4,190.41	
Deposit account 31.12.2020	£12,451.50	
<i>Less unrepresented cheque</i>	( £50.00)	
Available funds		£16,591.91

### 21/1-8.4 Payments were approved as follows:

Payee and purpose	Amount £
K Rixson for Clerk's salary (net) for 50 hours worked in November and 11hrs 25 mins in December 2020	544.75

Soc of Local Council Clerks membership 2021	112.00
HMRC quarterly payment (months 7-9)	383.12
Webhosting service Mythic Beasts (incl VAT) (reimburse K Rixson)	96.00
<b>Total payments to be authorised</b>	<b>1135.87</b>

## 21/1-8.5 Grants and donations were approved as follows:

To	Under which power	Amount £
The Five Parishes magazine	Local Government Act 1972 s137	250
St Clare Hospice	As above	300
Essex and Herts Air Ambulance	As above	150
Home-Start Essex	As above	200
Support 4 Sight	As above	100
East Anglia's Children's Hospice	As above	100
Broxted with Chickney Church Committee towards upkeep of the open churchyard	Open Spaces Act 1906 s9	300
Uttlesford Community Travel	Local Government Planning and Rating Act 1997 ss26-29	100
Mole Hill Green Cricket Club	Local Government Act (Misc Provisions) 1976 s19	250
<b>TOTAL</b>		<b>1750</b>

## 21/1-9 Airport and SSE

The public inquiry was going on this week and Cllr Isham was thanked for having spoken on behalf of Broxted Parish Council.

## 21/1-10 Footpaths, roads and other rights of way

A detailed summary of problems still outstanding with Essex Highways had been circulated at the request of Cllr Eke of UDC. It was noted that damage to the stake for the fingerpost in Brick End, caused during work on the sewage plant for Brick End Villas, was still disputed by Uttlesford. Mr Smith offered to repair this. UDC should be asked to update the council. **Action: Clerk**

## 21/1-11 Local Councils' Liaison meeting 11 Feb 2021

Cllr Kesterton offered to attend. Details of the meeting will be supplied. **Action: Clerk**

## **21/1-12 Village Hall (the parish council meeting as Trustee)**

21/1-12.1 **Fencing** the land behind the hall: Rowley Fencing Ltd was selected as contractor (proposer Cllr Kesterton, seconded by Cllr Isham, agreed unanimously). **Action: Clerk**

21/1-12.2 **Roof repair:** the decision to engage MDH Construction to repair the leaking extension roof was ratified (proposer Cllr Adams, seconded by Cllr Cousins, agreed unanimously).

21/1-12.3 **Broadband installation:** Cllr Hume had circulated a progress report and was thanked for his work on this. An application had been made for a community grant from Gigaclear and they have confirmed receipt. This would give the Village Hall free superfast broadband for a year in return for allowing Gigaclear to use the hall for a community event at least once.

Cllr DeVries at Uttlesford DC is asking Gigaclear for a date for the service to start. Cllr Hume will contact him and Cllr Isham will look for other information sources.

**Action: Cllr Hume, Cllr Isham**

21/1-12.4 **Monthly report:** this had been circulated and the contents noted.

## **21/1-13 Issues arising from correspondence**

21/1-13.1 Councillors could now use official email addresses ending @broxton-pc.gov.uk. These would be set up as soon as possible. Councillors were asked to inform the clerk of the format they wished to use for their name. **Action: All**

21/1-13.2 Hanging baskets had been stolen from the Prince of Wales pub. It was agreed to contribute to the cost of replacement. The Clerk would clarify the power to do so and consult regarding the amount. **Action: Clerk**

## **21/1-14 Matters for discussion or to note:**

21/1-14.1 **Adoption of financial regulations:** for next meeting.

21/1-14.2 **Broxted Directory** was being prepared by the clerk for distribution with the March edition of the Five Parishes Magazine (the Editor having agreed). It was agreed that sources of support and information relating to Covid-19 should be included this year.

**Action: Clerk**

## **21/1-15 Dates for Future meetings**

21/1-15.1 **Next meeting** Thursday 11 February at 8pm by Zoom

21/1-15.2 **Annual parish council meeting and annual assembly**

It was agreed that the parish council's annual meeting would take place by Zoom on Thursday 13 May prior to the usual monthly meeting. The annual Assembly (meeting of the parish electors) would take place on the second Thursday in June if allowed.

There being no further business the meeting closed at 10.30pm.