

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

## **Thursday 11 February 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, Cllr Olivia Smith, and Kate Rixson (Clerk). Two members of the public attended.

### **21/2-1 Apologies for Absence**

None.

County Councillor Simon Walsh, who could not attend, was thanked for his report and emails.

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

None.

### **21/2-3 Public Open Forum**

The Chair welcomed District Councillor Geoff Bagnall and members of the public. Cllr Bagnall reported on the continuing detailed consultation with the public on the Local Plan. The council wanted to ensure the right houses would be built in the right places and that the Local Plan was sound. Cllr Kesterton had attended the most recent session and found it very useful and interesting. Public meetings are continuing about every two weeks. Item 12 on the agenda (Planning) was brought forward for discussion.

### **21/2-4 Planning**

#### **21/2-4.1 Applications**

The council has lodged an objection to the application to build 5 houses at Dunwell, Chapel End, Broxton (ref UTT/21/0060). Ward councillors and Takeley Parish Council are concerned that the Countryside Protection Zone and the risk of flooding were being disregarded in Chapel End and Mole Hill Green (in Takeley parish). The time limit for requesting that the application be referred to the Planning Committee if officers advised the application should be granted (i.e. calling in) expires on 15 February. It was agreed that Cllr Isham would call in the application as a district councillor for the ward. **Action: Cllr Isham**

The new application, UTT/21/0307, for business development on a site outside Broxton parish but adjacent to the boundary, was discussed. Great Easton Parish Council is the statutory consultee. After discussion it was agreed to lodge an objection on the basis that this was an unsuitable location for development, for installing a temporary mobile home or for the consequent greater use of the only access to the site. It was noted that the application could be called in by the councillors for the affected ward or, if they did not call it in, by any district councillor. The clerk was asked to speak to the clerk for Great Easton PC about her council's views. **Action: Clerk**

Progress on other outstanding applications was shown on the Planning Tracker which had been circulated and added to the website.

#### **21/2-4.2 Enforcement**

Details of progress were on the Planning Tracker.

#### **21/2-4.3 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.

#### **21/2-4.4 Appeal for Brick End site**

Attwaters Jameson Hill had now been formally instructed and a payment on account of costs had been made.

### **21/2-5 Approval of the Minutes of the Meeting held on 14 January 2021**

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

### **21/2-6 Clerk's Report**

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

### **21/2-7 Reports on action points from previous meetings**

#### **21/2-7.1 Funds for local families in need/district councillors' grants**

Cllr Isham would discuss this with Cllr Sutton. **Action: Cllr Isham**

#### **21/2-7.2 Councillors' email addresses**

The clerk would be setting these up as soon as possible. **Action: Clerk**

#### **21/2-7.3 Broxted Directory**

This is being prepared and will be distributed with the March parish magazine, by arrangement with the editor and distributor. **Action: Clerk**

### **21/2-8 Finance**

#### **21/2-8.1 Revised draft budget 2021-22**

The draft budget, revised as agreed at the last meeting, was reviewed. Cllr Adams proposed it should be adopted. This was seconded by Cllr Smith and agreed unanimously.

#### **21/2-8.2 Financial reports**

Bank statements having been circulated, balances and the bank reconciliation were presented and approved as follows:

**Balances to 31 January 2021 (bank statement dated 29 Jan 2021)**

Receipts to 29.01.2021	£13,282.87	
Expenditure to 29.01.2021	£14,038.50	Including cheques written but not yet presented
<b>Balances</b>		
<b>Current</b> account 29.01.2021	£ 3,803.28	
<i>Plus</i> transfer deposit to current 31.1.2021	4,000.00	
<i>Less</i> unpresented cheques	(4,102.75)	
<b>Current account available balance</b>	<b>£3,700.53</b>	
<b>Deposit</b> account 29.01.2021	£12,451.50	
<i>Less</i> transfer deposit to current 31.1.2021	(4,000.00)	
<b>Deposit account available balance</b>	<b>£8,451.50</b>	
Available funds	£3,700.53 + £8,451.50	£12,152.03

**21/2-8.3 Verification of cashbook**

Entries were noted, having been circulated to councillors.

**21/2-8.4 Payments were approved as follows:**

Payee and purpose	Amount £
K Rixson for Clerk's salary (net) for 61 hrs 20 mins worked in Jan 2021	548.80
Attwaters Jameson Hill Solicitors, on account of costs, for planning advice. (Local Govt Act 1972 s222(1)(b) - power to appear at an inquiry in the interests of inhabitants)	1500.00
Contribution to replacement of hanging baskets at Prince of Wales pub (Local Govt Act 1972 s144 - power to encourage visitors and tourism)	50.00
Membership 2021 Friends of Historic Essex	12.00
<b>Total payments to be authorised</b>	<b>2110.80</b>

## **21/2-8.5 Financial Regulations**

A draft had been circulated and comments provided. It was agreed to amend the draft so that the council must approve any grant or single commitment in excess of £2,000 (paragraph 1.14) with amendments throughout to be consistent with this (e.g. at 4.1). The planning committee's powers are amended to reflect this, as it is currently able to commit to spending of £3,000. With these alterations, it was agreed to adopt the regulations (proposed by Cllr Kesterton, seconded by Cllr Smith) and amend the powers of the planning committee. **Action: Clerk**

## **21/2-9 Airport and SSE**

The public inquiry was continuing and was not expected to conclude before the second week of March 2021. A decision could be announced at the end of 2021/early 2022. The council thanked SSE for its work in representing the interests of local communities.

## **21/2-10 Footpaths, roads and other rights of way**

It was noted that many footpath way-markers are damaged or lying on the ground. A spreadsheet had been distributed by District Councillor Eke at the end of 2020 showing that Essex Highways (which is responsible for repair and replacement) had recorded that many of the markers in the parish needed repair or replacement. It was agreed the clerk would check the position. **Action: Clerk**

## **21/2-11 Village Hall (the parish council meeting as Trustee)**

### **21/2-11.1 Broadband installation**

Cllr Hume has established that broadband from Gigaclear would cost £1,200 a year (their cheapest business contract) and that from BT it would cost £460 a year. BT would also charge for installing a telephone line to the hall initially.

Alternatively the hall may be awarded free broadband for a year if it is chosen by Gigaclear to be the "community hub" – there can be only one in each area, and the area covers neighbouring hamlets and villages not in the parish, as well as Broxted. It was agreed that the hall's likely income levels would not cover an annual cost of £460. The clerk was asked to investigate options with RCCE. **Action: Clerk**

It was agreed also that Cllr Isham would discuss this with Cllr De Vries at UDC and Cllr Hume would discuss funding sources with Roger and Phyllis Clark. **Action: Cllr Isham, Cllr Hume.**

### **21/2-11.2 Monthly report**

This had been circulated and the contents noted. It was agreed that the fencing contractor should be asked to start work as soon as possible. **Action: Clerk**

## **21/2-12 Issues arising from correspondence**

None.

## **21/2-13 Matters for discussion or to note**

### **21/2-13.1 War memorial**

Cllr Adams has completed an application on behalf of the village for a grant to set up an outdoor war memorial for the village. The location, design and so on will be decided at a later date when the outcome of the application is known, and a working group would need to be established in due course. Cllr Adams was thanked for carrying out considerable research and for making the application.

## **21/2-14 Dates for Future meetings**

**21/2-14.1 Next meeting** Thursday 11 March at 8pm by Zoom

### **21/2-14.2 Annual parish council meeting and annual assembly**

It was noted that the annual parish council meeting was required to take place in May each year and agreed that if possible, an annual meeting should take place in 2021. However the emergency regulations allowing remote meetings had not been extended beyond 6 May 2021. Consequently any meeting taking place after 6 May would be valid only if held face to face. It was possible that the regulations would be extended and the clerk would keep the council informed. In the meantime it was agreed to defer the annual assembly and to hold the annual council meeting together with the council's usual monthly meeting on Thursday 6 May as remote meetings would still be valid on that date.

There being no further business the meeting closed at 9.30pm.