

Minutes of the Meeting of the Broxted Parish Council

Thursday 11 March 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). A member of the public attended and the meeting was joined by District Councillors Sutton and Bagnall.

21/3-1 Apologies for Absence

None.

County Councillor Simon Walsh, who could not attend, was thanked for information passed on via email.

21/3-2 Declarations of interest

None.

21/3-3 Public Open Forum

The Chair welcomed Daren Bye, who had applied for planning permission (outline) in relation to The Rise, Brick End (see item 10.1). Cllr Isham explained that the parish council was consulted by the local planning authority on applications in the parish but did not make any decisions on applications. Mr Bye enlarged on the information in the planning application documents. He also answered questions put by councillors.

Cllr Bagnall encouraged the council to attend the meeting on 29 March for parish and town councils, to contribute to the development of the local plan. The Clerk would circulate details of the meeting. The “call for sites” for development in Uttlesford is now out and will run for 5-6 weeks.

Action: Clerk

Cllr Bagnall reported also that he was reviewing, with officers, a number of policies operated by the District Council and adding new policies as needed.

21/3-4 Approval of the Minutes of the Meeting held on 11 February 2021

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

Action: Clerk

21/3-5 Clerk’s Report

A written report had been circulated and uploaded to the website. There were no queries.

21/3-6 Finance

21/3-6.1 Reports on balances and bank reconciliation.

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

Balances to 28 February 2021 (bank statement 26 February 2021)

Receipts to 26.02.2021	£13,282.87	
Expenditure to 26.02.2021	£14,041.65	Including cheques written but not yet presented
Receipts less expenditure	Expenditure exceeds receipts by £758.78	
Balances		
Current account 26.02.2021	£ 4,047.38	
<i>Plus</i> transfer deposit to current 05.03.2021	4,000.00	
<i>Less</i> unpresented cheques	(350.00)	
Current account available balance	£7,697.38	
Deposit account 26.02.2021	£8,451.50	
<i>Less</i> transfer deposit to current 05.03.2021	(4,000.00)	
Deposit account available balance	£4,451.50	
Available funds	£7,697.38 + £4,451.50	£12,148.88

21/3-6.2 Verification of cashbook

Entries were noted, having been circulated to councillors.

21/3-6.3 Payments were approved as follows:

Payee and purpose	Amount £
K Rixson for Clerk's salary (net) for 43 hours worked in Feb 2021 (includes tax rebate)	1548.70
Rowley Fencing (£2,815 + £563 VAT)	3378.00
Total payments to be authorised	4926.70

21/3-6.4 Accounts software

The Clerk was obtaining estimates for accounts software for the council's accounts and would report in due course. **Action: Clerk**

21/3-6.5 Audit and annual accounts

The council's accounts would be audited by Mr K Davidson and would need to be approved by the council before 1 July 2021. **Action: Clerk**

The council's Risk Assessment had been circulated and was reviewed. It was approved without any changes.

21/3-7 Airport and SSE

The public inquiry was due to conclude on 12 March 2021.

21/3-8 Footpaths, roads and other rights of way

It was noted that most footpath way-markers are in poor condition and many are missing. It was agreed that this would be reported to Highways Essex and that involving volunteers would be considered, as in the Thaxted area. **Action: Clerk**

It was noted that the tarmac footpath across the triangle opposite the Prince of Wales pub is now in very poor condition and in need of repair. It was agreed that this should also be reported. **Action: Clerk**

21/3-9 Village Hall (the parish council meeting as Trustee)

21/3-9.1 Broadband installation

RCCE had suggested grant-funding from the CIF for the installation cost but nothing in relation to funding the annual costs. It was felt that funding might be available from the Calor Fund or the district council. It was agreed to look into how many people might use the hall as a place for youth activities if broadband were available. **Action: Clerk**

21/3-9.2 Fencing and gate

The contractor had nearly finished. Grants would be applied for as soon as possible. **Action: Clerk**

21/3-9.3 Monthly report

This had been circulated. It was noted that the hall would need work on the exterior soon.

21/3-10 Planning

21/3-10.1 Applications

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

In the last few days, a third application for building at Elmswood, Brick End, had been notified to the council. After discussion it was decided to ask the planning authority to ensure that the conditions imposed on planning consents at Elmswood were fulfilled. Comments would be submitted to that effect on all three applications 21/0445, 21/0582 and 21/0787, which were applications to vary the conditions from pre-commencement to post-commencement and to discharge them. **Action: Clerk**

The application 21/0247/OP (The Rise, Brick End) was discussed in detail. The applicant Mr Bye explained that the application was for outline permission for a business hub, involving a change of use class and the construction of additional buildings and car parking spaces on the site.

After discussion at length it was agreed that comments would be submitted to Uttlesford District Council to the effect that the parish council is generally in favour of the development of local business but given this development's size, its location in the Countryside Protection Zone and on a Protected Lane, the council has serious

reservations and is very concerned about access to the site and an increase in traffic on the lane. **Action: Clerk**

21/3-10.2 Enforcement

Details of progress were on the Planning Tracker.

21/3-10.3 Neighbourhood Plan

Cllr John Evans (Uttlesford District Council), whose ward of Stebbing/Felsted had successfully completed a Plan, has agreed to attend a meeting. A date would be arranged. **Action: Cllr Isham**

21/3-10.4 Appeal for Brick End site

There is still no start date for the appeal process.

21/3-11 Issues arising from correspondence which require decisions

21/3-11.1 Grass-cutting contractor

Garson's would charge £25 per hour for grass cutting in the parish and hedge trimming/weed control (in front of the Village Hall) for a third year. £600 had been allowed in the budget for 2021-22. Expenditure this year had been £360 as the company had rebated the charges for the last cut of the year. Garson's was approved as the contractor. **Action: Clerk**

21/3-12 Matters for discussion or to note

21/3-12.1 War memorial

Funding having been refused by The National Lottery Community Fund on the grounds that this was more of a heritage project, an application would be made to The National Lottery Heritage Fund instead. Other funding sources such as the Royal British Legion were also suggested.

Action: Cllr Adams

21/3-13 Dates for Future meetings

21/3-13.1 Next meeting Thursday 8 April at 8pm by Zoom.

There being no further business the meeting closed at 10.40pm.