

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

## **Thursday 29 July 2021 at 7.30pm at Broxted Village Hall**

*Present were:*

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

### **21/7-1 Apologies for Absence**

Apologies were accepted from Cllr Adams, Cllr Hume and Cllr Smith. District Councillors Maggie Sutton and Geoff Bagnall, and County Councillor Martin Foley, who could not attend, were thanked for information passed on via email.

### **21/7-2 Declarations of interest**

None.

### **21/7-3 Public Open Forum**

No members of the public attended.

### **21/7-4 Approval of the Minutes of the Meetings held on 24 June 2021**

The minutes had been circulated. They were approved as accurate and were signed by the Chair.

### **21/7-5 Clerk's Report**

This was reviewed. The clerk explained that after the report had been circulated, concerns had been raised about the effect of felling the willow tree at Cherry Green. As a result, she advised that the council's legal powers and obligations should be checked. Using delegated powers the clerk had asked the tree surgeon not to proceed for the time being. It was agreed that the council's position should be clarified with the insurers and legal advice from NALC obtained via EALC. The clerk was asked to inform the residents concerned that the council was taking such advice. In the meantime the tree should not be felled. **Action:Clerk**

### **21/7-6 Finance**

#### **21/7-6.1 Report on balances and bank reconciliation as follows:**

Receipts to 30.06.2021	£ 8,315.10	
Expenditure to 30.06.2021	£ 3,470.76	Including cheques written but not yet presented
Receipts less expenditure	£4,844.34	
<b>Balances</b>		
<b>Current account 30.06.2021</b>	£ 10,325.21	
<i>Less cheques issued but not presented by 30 June 2021</i>	(1,271.09)	

<b>Current account available balance</b>	<b>£9,054.12</b>	
<b>Deposit account 30.06.2021</b>	<b>£3,451.87</b>	
Available funds	£9,054.12 £3,451.87	£12,505.99

### **21/7-6.2 Verification of Cashbook**

A print-out of the digital cashbook entries was reviewed against the bank statements by Cllr Holt and signed as approved.

### **21/7-6.3**

**Payments were approved as follows:**

Payee and purpose	Amount £
K Rixson for Clerk's salary (net) for 65.92 hours worked in June 2021	685.50
Essex Association of Local Councils invoice 14286 dated 14 July 21 for clerk's training "Introduction to planning" briefing: £75 plus £15 VAT	90.00
Attwaters Jameson Hill solicitors invoice 2004449 dated 23 June 2021 for advice £300 plus £60 VAT	360.00
Rural Community Council of Essex membership July 2021- June 2022 £44 plus ££8.80 VAT	52.80
Attwaters Jameson Hill solicitors invoice 2004860 dated 28 July 2021 for comments prepared, £3,000 plus £600 VAT	3,600.00
<b>Total payments authorised</b>	<b>4,788.30</b>

As Attwaters invoice numbered 2004860 (received after the agenda/summons had been issued/served) amounted to the estimate of fees approved on 24 June 2021, payment was approved.

### **21/7-6.4 Report on budget and variances**

A report had been circulated and placed on the website.

## **21/7-7 Reports**

### **21/7-7.1 Airport working group**

A report had been circulated. It was also noted that Stansted Airport Watch (formerly Stop Stansted Expansion) was seeking funds to enable it to participate in Uttlesford District Council's judicial review of the planning inspectors' decision after the public inquiry, to approve the airport's application to allow 43 million passengers per annum. This should be considered at a future meeting.

### **21/7-7.2 Jenny's bench**

Cllr Hume could not be present as he was self-isolating under Covid19 regulations, so discussion was deferred until the next meeting.

## **21/7-7.3 Footpaths**

There was nothing new to report.

## **21/7-8 Planning**

### **21/7-8.1 Appeal relating to UTT/19/1777 – land south of Brick End**

It was noted that the council's solicitors, Attwaters, had produced a detailed and thorough final draft of comments supporting the local planning authority's (LPA) decision to refuse the application. These comments had been approved by councillors and have now been sent to the Planning Inspector with a request to be notified of the date of the inspector's site visit. A hearing date was awaited. It was noted that Attwaters intended to submit a further invoice of £250 plus VAT for dealing with amendments to the comments before they were sent in. Councillors were concerned that the LPA appeared to have conceded two of the reasons for refusal of the application before the appeal had been submitted. It was agreed that the clerk should provide a chronology so that this could be raised with the LPA. **Action:Clerk**

### **21/7-8.2 Neighbourhood plan**

Cllr Isham reported on his meeting with Takeley Parish Council representatives and Peter Hewett, attended also by the clerk, on 27 July which had clarified the procedure to begin preparation of a Neighbourhood Plan.

It was agreed to proceed with the first steps, i.e. to complete an Expression of Interest form for Locality (the agency of the Ministry of Housing, Communities and Local Government which supports councils with neighbourhood planning) and a similar form for Uttlesford District Council. **Action: Clerk and councillors**

### **21/7-8.3 Applications and enforcement**

The contents of the planning tracker (on website and circulated) were noted.

### **21/7-8/4 Training attended by clerk**

The presentation attended in July would be circulated in Powerpoint. **Action: Clerk**

## **21/7-9 Consultations**

### **21/7- 9.1 Governance** – the council had no comments to contribute to the review

### **21/7-9.2 Affinity water – drought response**

It was agreed to comment to the effect that water supply companies ought to be consulted as of right on planning applications. **Action:Clerk**

## **21/7-10 Village Hall – Parish council meeting as trustee**

As sole managing trustee of the Village Hall trust the council agreed that users of the hall would be requested as follows:

“Please sanitise your hands on the way in and the way out. Please wear a mask whilst moving around. Please keep socially-distanced where possible.”

## **21/7-11 Next meeting**

To take place on Thursday 9 September at 7.30pm in Broxted Village Hall.

There being no further business the meeting closed at 9pm.