

Minutes of the Meeting of the Broxted Parish Council

Thursday 14 October 2021 at 7.30pm at Broxted Village Hall

Present were:

Cllr Andy Cousins (Chair), Cllr Lesley Holt and Cllr Adam Hume, and Kate Rixson (Clerk).

21/10-1 Apologies for Absence

Apologies were accepted from Cllr Adams, Cllr Kesterton, Cllr Isham and Cllr Smith.

21/10-2 Declarations of interest

Pecuniary interests were declared by all councillors in relation to the motion to consider Stansted Airport Watch's request for funds. Dispensations had been granted by the Proper Officer on the basis that otherwise there would be no quorum and that dispensations were in the interests of residents.

21/10-3 Public Open Forum

No members of the public were present.

21/10-4 District Councillors' reports to be heard

District Councillors Maggie Sutton and Geoff Bagnall and County Councillor Martin Foley, who could not attend, were thanked for information passed on via email.

21/10-5 Approval of the Minutes of the Meeting held on 9 September 2021

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

21/10-6 Reports received

21/10-6.1 Clerk's report

This had been circulated and no questions arose.

21/10-6.2 Finance

21/10-6.2.1 Report on balances and bank reconciliation:

Receipts to 30.09.21	£16,318.19	
Expenditure to 30.09.2021	£ 8,824.46	Including cheques written but not yet presented
Receipts less expenditure	£7,493.73	
Balances/Reconciliation		
Current account 30.09.2021 as per bank statement	£11,753.42	

Less cheques issued but not presented by 30 Sept 2021	(50.00)	
Current account available balance	£11,703.42	
Deposit account 30.09.2021	£3,451.96	
Available funds	£11,703.42 +£3,451.96	£15,155.38

21/10-6.2.2 Cash books

The cash book entries for current and deposit account had been circulated with bank reconciliations.

21/10-6.3 Footpaths

No reports were made of additional problems or progress.

21/10-6.4 Planning

Progress on applications to date had been circulated. It was noted that there was still no date for the hearing of the appeal against refusal of UTT/19/1777 (caravan site at Brick End). See below for new applications.

21/10-6.5 Neighbourhood plan

Discussion was deferred until Cllr Isham could be present to report on contact with the parish meeting of Chickney parish.

21/10-6.6 Preservation of Jenny's Bench

Cllr Hume had cleaned the bench and coated it with preservative. It was noted that weeds needed to be cleared from the area around the bench on the field edge.

21/10-6.7 Judicial review proceedings concerning the planning inspector's decision on UTT/18/0460/FUL, Stansted Airport's application to increase passenger movements.

It was noted that the High Court had refused permission to proceed with an application for review. The Inspector's costs order against UDC can therefore be enforced by the airport owner. UDC will be taking no further steps in relation to court proceedings.

21/10-6.8 Spending and income to date (end of second quarter)

A detailed budget monitoring document had been circulated. It was noted that at the half-way point in the financial year spending had reached 50% of the budgeted amount and income was slightly higher than had been budgeted for.

21/10-7 Decisions to be made

21/10-7.1 To consider a request for a donation to Stansted Airport Watch

It was *agreed* that a donation of £1,500 would be made (using the power under the Local Government Act 1972 s111 to take action which is conducive to the council's purpose), as budgeted. **Action: Clerk**

21/10-7.2 To consider buying a poppy wreath for Remembrance Day

It was *agreed* that the clerk would order a wreath from the British Legion at a cost of about £20 and arrange for it to be delivered to the church. **Action: Clerk**

21/10-7.3 To consider responding to the District Council's Community Governance Review

It was noted that the district council would be meeting on 22 October to consider the officers' report on parish council boundaries, the number of councillors and any changes in these. Takeley Parish Council's view on any change concerning Mole Hill Green was noted and that the officers had recommended that a consultation should take place. It was noted that Broxted Parish Council had not submitted comments in relation to the first part of the consultation and it was *agreed* that no comment should be made at this stage.

21/10-7.4 To approve a publication scheme

It was *agreed* that the draft scheme (in the form approved by the Information Commissioner's Office in relation to transparency and the Freedom of Information Act) which had been circulated by the clerk should be approved, except that the charge for hard copies of documents should be increased from 2 pence per sheet to reflect the actual cost of providing them, including the clerk's time. **Action: Clerk**

21/10-7.5 To consider planning applications

21/10-7.5.1 Browns End Cottage, CM6 2BE: UTT/21/2675/FUL - Change of use to include stable block , manege and hardstanding. No objection to be raised. **Action: Clerk**

21/10-7.5.2 Land adjacent to Shepherds Hey, Browns End Road: UTT/21/2877/FUL - erection of one dwelling with garage, access and landscaping. No objection to be raised.

Action: Clerk

21/10-7.6 Payments were approved as follows:

Payee and purpose	Amount £
K Rixson for October Clerk's salary (net) for hours worked in September 2021	1,469.95
HMRC for PAYE for months 4, 5 and 6, payable 19 th October 2021	124.68
Transfer from current account to deposit account 1 October (ratified)	2,000.00
Transfer from current account to deposit account	2,000.00
Total payments authorised	5,594.63

21/10-7.7 To compare bank statements with cash book entries and confirm accuracy
A print-out of the digital cashbook entries had been circulated. Cllr Holt as anon-signatory to the bank account checked the cash books against bank statements from 1 July to 30 September and signed the originals.

21/10-7.8 To ratify decision taken by clerk to reduce the crown of the willow tree on Cherry Green common land

It was noted that quotes were awaited for expert advice on whether the tree could safely be felled and that in the meantime the nearest residents were keen for damaged branches to be removed. The arrangements to have the crown of the tree reduced before the end of October were approved.

21/10-7.9 To resolve to exclude public and press to approve salary budget 2022-2023

In the absence of any members of the public no resolution was needed and the meeting discussed the draft budget for salary. The pending increase in the hourly pay-rate from April 2021 (which had not been agreed but was likely to be at least 1.75%), a likely further increase from April 2022, and the increase in rate to reflect the clerk's CiLCA qualification, when achieved, were noted. An increase in average hours was noted and the draft salary budget approved and would be included in the council budget.

It was also noted that if the council starts work on a neighbourhood development plan the clerk's hours are likely to increase further (i.e. in addition to the hours set out in the draft 2022-23 budget) but that additional funding will be available.

21/10-8 Matters to be noted and for future consideration

21/10-8.1 To consider keeping all funds in the current account as the cost of the clerk's time spent transferring funds now exceeds the interest paid on the deposit account funds.

21/10-9 To confirm the date of the next meeting

The next meeting would be on 11 November 2021 at 7.30pm.
There being no further business the meeting closed at 8.30 pm.