

Minutes of the Meeting of the Broxted Parish Council

Thursday 10 February 2022 at 7.30pm at Broxted Village Hall

Present were:

Cllr Wendy Adams (from item 22/02-7), Cllr Adam Hume, Cllr Vere Isham (Chair), Cllr Rachel Kesterton, and Kate Rixson (Clerk).

22/02-1 Apologies for Absence

Apologies were accepted from Cllr Cousins, Cllr Holt and Cllr Smith.

22/02-2 Declarations of interest

No interests were declared.

22/02-3 District/County Councillors' reports

District and County Councillors were thanked for reports received by email. As a district councillor, Cllr Isham reported on the Designation Notice served on Uttlesford District Council as the local planning authority. The Notice enables major planning applications (such as housing developments of more than ten houses) to be submitted directly to the Planning Inspectorate instead of to the district council.

22/02-4 Public Open Forum

A member of the public attended to raise issues over the use of land in Church End. As a district councillor Cllr Isham will raise this with the relevant departments at the district council. Permission was given to use personal contact information supplied by the member of the public.

22/02-5 Approval of Minutes of previous meetings

22/02-5.1 The minutes of meetings on 11 November 2021 and 13 January 2022 were confirmed to be an accurate record of proceedings and duly signed by the Chair.

22/02-6 Reports received

22/02-6.1 Clerk's report

This had been circulated and no questions arose.

The clerk reported also that grounds maintenance contractors had been approached for quotes and she was meeting two in the next two days. The previous contractor had also been asked to quote.

22/02-6.2 Finance

22/02-6.2.1 Report on balances, bank reconciliation and comparison of budget and actual income and expenditure.

Receipts to 31.01.2022	£ 16,912.08	See budget variance to 31 Jan 22 box G17 (rounded)
Expenditure to 31.01.2022	£ 15,449.32	See budget variance to 31 Jan 22 box G86 (rounded)

Balances		
Current account as per bank statement 31 Jan 2022	£ 3,672.31	
<i>Less</i> cheques issued before 31 Jan 22 but not yet presented	0	
Current account available balance	£3,672.31	
Deposit account 31 Jan 2022	£5,452.10	
Available funds	£3,672.31 + £5,452.10	£9,124.41

A table comparing actual income and expenditure with the budgeted figures had been circulated and made available on the website. Overall the council was within its budget.

22/02-6.2.2 Comparison of cash book and bank statements

Scanned bank statements had been circulated to councillors. Cllr Holt would be checking these against the chequebook and cash book to the end of January 2022. **Action: Clerk**

22/02-6.3 Footpaths and highways

There were no reports of additional problems or progress. Councillors had been made aware that the condition of the B1051 at Armigers Farm/Haigh's had again been reported to Highways and that County Councillor Foley had asked Essex Highways to inform him of their plans to remedy it.

22/02-6.4 Village Hall

Report for December had been circulated.

22/02-6.5 Planning

Progress on applications to date had been circulated.

New applications (item 7.1) were discussed:

UTT/21/3758 Elmswood – one new dwelling – and UTT/22/0249 Goodacres – extension. It was agreed that no objections should be raised. **Action: Clerk**

22/02-6.6 Public transport

The clerk had attended a liaison meeting with Essex County Council on 15 Nov 21 and reported that a consultation on the service was about to start. She would circulate the survey. It was noted that there was a vacancy for the council's public transport representative. The previous representative was thanked by the council for his work in this role over several years. **Action: Clerk**

22/02-6.7 Stansted Airport Watch liaison meeting

The clerk had attended on 2 Dec 21 and circulated the minutes.

22/02-6.8 Local Highways Scheme for Brick End Road/Pledgdon Green

The council's proposal was being evaluated and speed monitoring would be carried out. It was noted that the Essex Speed Management Strategy was relevant and that this included the Dept for Transport recommendation that poor-quality local unclassified roads, used mainly for access, should have a speed limit of 40 mph and villages (defined as at least 11 houses) should normally have a 30 mph limit according to Essex County Council's policy. The outcome of Highways Panel meetings is awaited.

22/02-7 Decisions to be made

(Cllr Adams arrived)

22/02-7.1 To consider planning applications

See 22/02-6.5 above

22/02-7.2 To approve payments

Payments were approved as follows:

Payee and purpose	Amount £
K Rixson for February Clerk's salary (net) for hours worked in January 2022	359.04
Society of Local Council Clerks (clerks' professional body) membership 2022 – see invoice 1.1.2022 ref MEM237676-1	134.00
Total payments to be authorised	493.04

22/02-7.3 To approve the appointment of Mike Letch as auditor of 2021-22 accounts at a fee of £85

Approved unanimously.

22/02-7.4 To appoint a consultant to advise on the effect of felling the willow tree at Cherry Green

The clerk reported that quotes of £400 plus VAT had been received from two consultants. No other contractors had responded. It was decided to appoint MWA Ltd as they had better availability. **Action: Clerk**

22/02-7.5 Platinum Jubilee events

It was agreed that as the Broxted Community Association was taking the lead, the council would have no role as a body but that councillors may wish to be involved in their personal capacity. The CA is collecting offers of help and a flyer regarding this would be in the next parish magazine. Events were planned for either Saturday 4th or Sunday 5th June 2022.

22/02-7.6 To decide the next step towards the Neighbourhood Development Plan

It was agreed that the council's annual parish meeting would also be a public meeting to discuss the Plan. The first steps would include:

- forming a working party or steering group which would consist of local residents and any interested councillors, reporting to the parish council;
- organising the collection of evidence of housing and development needs in the parish. This work would usually be carried out by an expert consultant.

It was noted that the steering group would need expert advice and to draw on the experience of villages of a similar size to Broxted which had already prepared a Plan. Councillors and the clerk would consider how to obtain this and report back. **Action: Clerk, councillors.**

22/02-7.7 Donations to local bodies

Grants and donations under s137 of the Local Government Act 1972 (the “free resource”, limited to £8.41 per head of population) and under other powers were considered, within the total budget of £1,300.

It was agreed to recommend donations under s137 to:

The Five Parishes Magazine	£100
St Clare Hospice	£100
Herts and Essex Air Ambulance	£200
Essex Home-Start	£100
Support 4 Sight	£100
East Anglia Children’s Hospice	£100
<i>Total</i>	<i>£700</i>

Under other powers it was agreed to recommend donations to:

Beneficiary	Using the power under:	£ Amount
Churchyard of St Mary’s Church, Broxton	s9 of the Open Spaces Act 1906	200
Citizens’ Advice, Uttlesford	s142(2A) of the Local Government Act 1972	200
Citizens’ Advice, E Herts		100
Uttlesford Community Travel	Sections 23, 24 and 106A of the Transport Act 1985	100
<i>Total</i>		<i>600</i>

It was agreed that this list would be circulated to all councillors before being formally proposed for approval at the next meeting. **Action: Clerk**

22/02-7.8 To fix dates for the Annual Assembly of the parish and the annual meeting of the council

It was agreed that the Assembly (combined with a meeting to discuss the Neighbourhood Plan, see 22/02-7.6 above) would take place in April with the monthly council meeting. Suitable dates would be circulated to councillors, as the planned meeting date for the council would fall on Maundy Thursday. It was agreed that the annual council meeting would take place at the council’s meeting on Thursday 12 May.

Action: Clerk

22/02-8 Matters to be noted and for future consideration

None.

22/02-9 The date of the next meeting was confirmed as Thursday 10 March 2022 at 7.30pm.

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