

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

## **Thursday 10 March 2022 at 7.30pm at Broxted Village Hall**

*Present were:*

Cllr Andy Cousins, Cllr Adam Hume, Cllr Vere Isham (Chair), Cllr Olivia Smith and Kate Rixson (Clerk).

### **22/03-1 Apologies for Absence**

Apologies were accepted from Cllr Adams, Cllr Holt and Cllr Kesterton.

### **22/03-2 Declarations of interest**

No interests were declared.

### **22/03-3 Public Open Forum**

No members of the public were in attendance except for District Councillor Bagnall.

### **22/03-4 District/County Councillors' reports**

Cllr Bagnall reported that

- the district council's budget had been duly approved in February. An additional £100 in council tax support, supplementing the central government payment, had been allocated. Measures to reduce a projected shortfall between the council's income and expenditure were being discussed, including costs savings and a council tax increase in future years.
- The preparation of the Local Plan was continuing, with a focus on culture and the arts, and climate change. The council would be moving to site selection, following the call for sites results.
- The CEO has arranged regular meetings with town and parish councils for 2022, the next being fixed for 23 March.

He commented that Takeley's Neighbourhood Planning process was continuing and Broxted was welcome to contact their steering group and consultant to discuss this.

Cllr Bagnall was thanked for attending and for his report.

As a district councillor, Cllr Isham reported that he had again raised with County Councillor Foley the condition of the B1051 near Armiger's Farm/access to Horham Hall. In January Cllr Foley had asked Essex Highways to deal with this as the road is dangerous because of mud coating the surface and water draining across it.

### **22/03-5 Approval of Minutes of the previous meeting**

The minutes of the meeting on 10 February 2022 were confirmed to be an accurate record of proceedings and duly signed by the Chair.

### **22/03-6 Reports received**

#### **22/03-6.1 Clerk's report**

This had been circulated and no questions arose. The clerk asked councillors to note that transfers between the bank accounts and payments she had authorised using delegated powers were included at the start of the report.

## 22/03-6.2 Finance

### 22/03-6.2.1 Report on balances, bank reconciliation and comparison of budget and actual income and expenditure.

Receipts to 28.02.2022	£ 16,912.08	
Expenditure to 28.02.2022	£ 15,942.36	From cashbook - includes cheques written but not presented
Receipts less expenditure	£969.72	
<b>Balances</b>		
<b>Current</b> account as per bank statement 28.02.2022	£ 3,313.27	
<i>Less</i> cheques issued before 28 Feb 22 but not yet presented	£134.00	10.2. 22 Soc for Local Council Clerks membership
<b>Current account available balance</b>	<b>£3,179.27</b>	
<b>Deposit</b> account 28 Feb 2022	<b>£5,452.10</b>	
Available funds	£3,179.27 + £5,452.10	£8,631.37

### 22/03-6.2.2 Comparison of bank statements and cashbook

The downloaded bank statements had been circulated to councillors as hard copies had not yet been received in the post. Cllr Holt would be checking these against the chequebook and cash book to the end of February 2022. **Action: Clerk**

### 22/03-6.3 Footpaths and highways

See Cllr Isham's comments regarding the B1051, above. The clerk reported that after reporting the damaged footbridge next to "Happy Days" in Chapel End, she had (today) received an email from Essex Highways stating that the bridge was not on "the designated right of way" and Highways would need to carry out further investigations before taking a decision.

It was noted that most of the issues reported in the last two or three years remained unresolved.

### 22/03-6.4 Village Hall

The hall managers' report for January/February had been circulated and councillors were pleased with progress.

### 22/03-6.5 Planning

Progress on applications to date had been circulated.

The application for a first floor rear extension to Woodgates Farmhouse was discussed (UTT/22/0627/HHF) was discussed and it was agreed that the council would make no objection. **Action: Clerk**

## **22/03-6.6 Annual Assembly**

It was confirmed that the Annual Assembly would involve a presentation on preparing a neighbourhood plan as well as the monthly council meeting. It was noted that a flyer was being inserted in the April parish magazine for Broxted residents.

## **22/03-7 Decisions to be made**

### **22/03-7.1 To approve payments**

Payee and purpose	Amount £
K Rixson for March Clerk's salary (net) for hours worked in February 2022	673.86
Direct debit to Information Commissioner's Office (annual, payable April)	35.00
Direct debit to NEST for pension contributions on clerk's salary (monthly)	Variable – will be reported at each meeting
Charges for removing fallen tree at Cherry Green. VAT may need to be added to this amount (but would be recoverable)	420.00
Grant to Five Parishes Magazine (s137 Local Govt Act 1972 – the “free resource”)	100.00
Grant to St Clare's Hospice (s137 LGA 72 as above)	100.00
Grant to Herts and Essex Air Ambulance (s137 LGA 72 as above)	200.00
Grant to Home-Start (s137 LGA 72 as above)	100.00
Grant to Support 4 Sight (s137 LGA 72 as above)	100.00
Grant to East Anglia Children's Hospice (s137 LGA 72 as above)	100.00
Grant for maintenance of burial ground (s9 Open Spaces Act 1906)	200.00
Grant to Citizens' Advice Uttlesford (s142(2A) LGA 72)	200.00
Grant to Citizens' Advice East Herts (s142(2A) LGA 72)	100.00
Grant to Uttlesford Community Travel (ss 22,23 and 106A Transport Act 1985)	100.00
Total payments to be authorised	2,440.86

### **22/03-7.2 To consider commissioning a survey of the trees belonging to the parish council and those on common land.**

After discussion it was decided that a survey should be carried out by an arboriculturist. It was noted that the council is the legal occupier of the common despite not owning it. Additional quotes for a report should be obtained. **Action: Clerk**

### **22/03-7.3 To consider risk management**

The draft Risk Management analysis document was approved. The clerk was authorised to take steps recommended in the document, to reduce risks. **Action: Clerk**

### **22/03-7.4 To approve a Scheme of Delegation to the clerk**

The draft scheme was approved.

**22/03-7.5 To appoint a Village Hall Working Group and consider draft Terms of Reference**

A working group was appointed, consisting of Phyllis Clark and Roger Clark. The draft terms of reference were noted and approved. It was noted that the National Association of Local Councils' advice was that parish councils who were sole managing trustees of a charitable trust should appoint a committee to manage the charity. A revised structure would be considered as soon as possible. **Action: Clerk**

**22/03-7.6 To decide whether new submissions should be made in relation to the appeal against refusal of planning application UTT/20/1866/FUL.**

After discussion it was decided that as the council's comments on the application would be forwarded to the planning inspector, and there had been no change in the council's view, there was no need for further comments to be submitted.

**22/03-7.7 To authorise a contract to cut grass at £120 per cut and 16 cuts per year, and trimming the lime tree in Church End.**

After discussion it was decided that at least one further quote should be obtained, taking into account the budget allocated. **Action: Clerk**

**22/03-7.8 To decide on attendance at meetings with the CEO of the district council arranged for parish and town councils.**

The dates of meetings were noted (23 March, 6 June, 6 Sept and 15 Dec 2022). It was agreed that councillors would advise the clerk whether they could attend the first meeting. Attendance at future meetings would be considered at the May, July and November meetings. **Action: Clerk**

**22/03-8 Matters to be noted and for future consideration**

Cllr Kesterton was thanked in her absence for her offer to attend the district council's parish forum on development and planning on 29 March 2022.

**22/03-9 The date of the next meeting and Annual Assembly was confirmed as Wednesday 13 April 2022 at 7.30pm.**

There being no further business the meeting closed at 9.20 pm.