

# **Minutes of the Meeting of the Broxted Parish Council on Wednesday 13 April 2022 at 7.30pm at Broxted Village Hall**

*Present were:*

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

## **22/04-1 Apologies for Absence**

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

## **22/04-2 Declarations of interest**

No interests were declared.

## **22/04-3 Public Open Forum**

No members of the public were in attendance.

## **22/04-4 District/County Councillors' reports**

District and county councillors had sent apologies so no reports were received.

## **22/04-5 Approval of Minutes of the previous meeting**

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

## **22/04-6 Reports received**

### **22/04-6.1 Clerk's report**

This had been circulated and placed on the website. No questions arose.

### **22/04-6.2 Finance**

#### **22/04-6.2.1 Report on balances, bank reconciliation and comparison of budget and actual income and expenditure.**

Councillors reviewed and noted the balances to 31 March 2022, i.e, to the end of the financial year, as shown below. A comparison of the budget and actual spending in 2021-22 had also been supplied and was noted.

Receipts (i.e. income) to 31.03.2022	£ 16,912.23	See box G17 on accounts/budget/variance analysis
Expenditure to 31.03.2022	£ 18,056.22	See box G86 on accounts/budget/variance analysis. From cashbook - includes cheques written but not presented
Receipts less expenditure	£(1,143.99)	As expenditure is greater than income this is the reduction in reserves over the course of the year.

<b>Balances</b>		
<b>Current account as per bank statement 31.03.2022</b>	<b>£ 3,565.41</b>	
<i>Less cheques issued before 31 March 22 but not yet presented</i>	<i>£(500.00)</i>	<i>10.3.22 Essex and Herts Air ambulance £200 10.3.22 Home-Start Essex £100 10.3.22 Citizens Advice Uttlesford £200</i>
<b>Current account available balance</b>	<b>£3,065.41</b>	
<b>Deposit account 31.03.2022</b>	<b>£3,452.25</b>	
Available funds	£3,065.41 + £3,452.25	£6,517.66 (see box G89 on accounts/budget/variances analysis)

#### **22/04-6.2.2 Comparison of bank statements and cash book**

The bank statements had been circulated to councillors. Cllr Holt had compared these to the chequebook and cash book to the end of March 2022 and confirmed that all transactions had been correctly recorded.

#### **22/04-6.3 Footpaths and highways**

There were no new issues to report.

#### **22/04-6.4 Village Hall**

The council noted that the new windows and doors had been installed and were a welcome enhancement to the hall.

#### **22/04-6.5 Planning**

Progress on applications to date had been circulated.

#### **22/04-6.6 Local Councils' Liaison meetings with District Council**

Cllr Kesterton was thanked for attending the Local Councils' Liaison meeting on planning on 29 March and for her report (by email).

The Clerk had attended the Local Councils' Liaison meeting on Highways on 23 March and reported that it had been attended by County Councillor Lee Scott, ECC cabinet member for highways. Minutes prepared by the district council had been circulated. In response to questions, Cllr Scott had advised later by email that the verges in Broxted were cut by the county council's contractor twice a year. He had also explained the way the interactive highways map on the ECC website displayed verge areas which the county council was responsible for maintaining.

The Clerk was waiting to hear from the county council's surveyors regarding maintenance of the tarmac footpath between Brick End Road and the bus stop opposite the Prince of Wales pub. She had been told that whereas Highways might not maintain it, the land was almost certainly owned by the county council (the clerk had confirmed that no other owner

was registered at the Land Registry) and would be the responsibility of another department of the council. She will chase for an answer. **Action: Clerk**

## 22/04-7 Decisions made

### 22/03-7.1 Payments were approved as follows:

Agenda item number	Payee/purpose	Amount £	From which budget	Total budget £
7.1.1	MWA Arboriculture/opinion on willow tree on common land	480 (incl £80 VAT)	Remedial work on tree on common land	1,000
7.1.2	K Rixson/salary	839.09	Staff costs	9,310
7.1.2	HMRC/NEST pension/National Insurance and pension contributions	24.52	Staff costs	9,310
7.1.3	Friends of Historic Essex/donation	12	Grants – under s137 Local Government Act 1972	2,800
7.1.4	D Self/tree surgery on common land	420	Remedial work on tree on common land	1,000
7.1.5	S Smith/grass-cutting	140	50% from Grass-cutting 50% Village Hall	600 50% to be reimbursed from Village Hall charity
7.1.6	K Rixson/reimburse for Land Registry searches	12	Office expenses	300
7.1.7	K Rixson/reimburse for training course fee	36 (incl £6 VAT)	Clerk training	75

### 22/04-7.2 To decide contractor for grass-cutting of some verges and at Village Hall

After discussion and consideration of the comparative costs it was decided that the best value would be achieved by engaging Mr Smith of Steve's Gardening Services at a cost of £120 per cut, to be carried out every three weeks in the growing season. The contract would be reviewed at the November 2022 meeting. The Clerk was asked to advise the Village Hall working group of the decision. It was noted that half the cost related to the Village Hall and would be reimbursed from the Village Hall Trust funds. **Action: Clerk**

**22/04-7.3 To consider applying for a grant from the Hundred Parishes Society to complete the interpretation board project.**

It was noted that the Hundred Parishes Society had decided to offer grants instead of becoming directly involved in the commissioning and preparation of the interpretation board. It was noted also that the council held grant funds of £1,000 earmarked for this project, received from the district council in 2020. Pandemic restrictions had made it impossible to meet the Society to plan the board so the project had stalled.

It was agreed that the council was not in a position to undertake this project without assistance from the Society in providing illustrations and information to place on the board, and would therefore not be assisted by a grant. It was decided that the Clerk would ask the Society if it could provide material for the board. If this was available, it might be possible to proceed with the project. **Action: Clerk**

**22/04-7.4 To consider making comments on planning application UTT/22/0794, regarding Millfield Cottage.**

It was noted that this application was an amended version of previous applications to build a detached house on land at Millfield Cottage, Browns End Road. It was noted that the council had not objected to the earlier applications. It was agreed that the council likewise had no objection to the amended application. **Action: Clerk**

**22/04-8 Matters to be noted and for future consideration**

There were no further matters raised.

**22/04-9 The date of the next meeting was confirmed as Thursday 12 May 2022 at 7.30pm.**

This would be the annual meeting of the parish council.

There being no further business the meeting closed at 9.40 pm.