

# **Minutes of the Meeting of Broxton Parish Council on Thursday 14 July 2022 at 7.30pm at Broxton Village Hall**

*Present were:*

Cllr Andy Cousins, Cllr Adam Hume and Cllr Rachel Kesterton (Chair), and Kate Rixson (Clerk).

## **22/07-1 Apologies for Absence**

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

## **22/07-2 Declarations of interest**

None were made.

## **22/07-3 Public Open Forum**

No members of the public attended.

## **22/07-4 District Councillors' and County Councillor's reports**

Cllr Foley (Essex CC) was thanked for his written report which had been circulated by email. District Councillors were unable to attend due to conflicting commitments.

## **22/07-5 Approval of minutes of the Meeting on 9 June 2022**

The minutes of the meeting on 9 June 2022 were signed by the Chair, having been confirmed as an accurate record.

## **22/07-6 Reports received.**

### **22/07-6.1 Clerk's report**

This had been circulated and placed on the website. It was taken as read and is annexed to these minutes. It was noted also that Uttlesford District Council's consultation on council tax support was still open, and that an invitation had been received for the next meeting of parish councils with the Uttlesford Chief Executive on 20 September 2022.

The Clerk advised that she would be carrying out the annual check of parish council assets soon. **Action: Clerk**

### **22/07-6.2.1 Report on balances and bank reconciliation**

Councillors reviewed and noted the balances to 30 June 2022 as follows:

	£	Notes and total
Receipts (i.e. income) to 30.06.2022	£ 10,000.26	Half of the Precept of £20,000, plus interest
Expenditure to 30.06.2022	£ 9,671.11	
Receipts less expenditure	£329.15	
<b>Balances</b>		
<b>Current</b> account as per bank statement 30.06.2022	£ 3,659.30	

Less cheques issued before 30 June 22 but not yet presented	£(265.00)	Cheque £240 to Steve's Gardening Services (wrong payee – will be added back) and £25 to Society of Local Council Clerks (not yet presented)
<b>Current account available balance</b> at 30 June 2022	<b>£3,394.30</b>	Takes into account unpresented cheque.
<b>Deposit</b> account as per bank statement at 30.06.2022	<b>£3,452.51</b>	No unreconciled items. Interest rate 0.05% p.a.
Available funds	£3,394.30 + £3,452.51	£6,846.81 (includes £6,517.66 carried forward from last financial year)

Note: An arithmetical error in the report presented at the meeting has been corrected in the table above.

### **22/07-6.3 Comparison of bank statements and cash book**

The current account bank statements and a summary of balances on both accounts had been circulated to councillors and available in the meeting. Arrangements will be made for Cllr Holt to check the cash book and chequebook against bank statements. **Action: Clerk**

### **22/07-6.4 Footpaths and highways**

The ploughing up of part of footpath 55 had been reported and registered by Highways under reference 2777351 on 16 May. The eight-week period for investigation had now expired. To check progress. **Action: Clerk**

### **22/07-6.5 Village Hall**

The Clerk reported that she was waiting for fee quotes from two firms of specialist solicitors to deal with first registration of the land. Land to each side of the hall plot is already registered and care will be taken to establish accurate boundaries as the deed setting up the trust did not include a plan. **Action: Clerk**

### **22/07-6.6 Planning**

Progress on applications to date had been circulated. The report was taken as read.

The planning appeal hearing on 17 June was discussed. The Inspector's report is awaited and, in the meantime, draft conditions (which would only apply if the appeal succeeded) had been submitted to the inspector and heavily amended for approval by the appellant.

It was noted that today the Planning Inspector had validated an appeal concerning refused application for commercial development at The Rise, Brick End Road. The start date was 14 July 2022 with any further submissions to be supplied by 25 August 2022. The appeal would be decided by a hearing.

A resident had asked the council about a possible change of use at The Warehouse in Brick End Road and district councillors had been made aware. Applications were being monitored.

## **22/07-6.7 Interpretation Board**

Cllr Kesterton reported that as yet she had not heard from any artists wishing to help with illustrations and she was looking further afield. She was awaiting a decision on a grant.

**Action: Cllr Kesterton**

## **22/07-6.8 Neighbourhood Plan Action Plan**

In Cllr Isham's absence on district council business, this was deferred until a later meeting.

## **22/07-8 Decisions made**

### **22/07-7.1 Payments were approved as follows:**

A list of regular contractual and statutory payments was signed by two councillors to ensure they could be paid as required, namely :

K Rixson for salary; HMRC for PAYE; NEST pension scheme for contributions; Steve's Gardening Services (Payee Steve Smith) for grass-cutting.

Cheques were written/signed for the above payments:

Salary: £873.43

HMRC: £19.26

In addition payments listed on the agenda were approved and cheques written/signed:

Subscription to the Rural Community Council of Essex £44 plus £8.80 VAT

K Rixson expenses for stationery: £13.25

Steve Smith – invoices 4 and 5: £240

### **22/07-7.2 Planning Applications**

**22/07-7.2.1 UTT/1602/HHF:** The Dip, Brick End Road, for two-storey extensions with windows and solar panels. Councillors discussed this application and had no objections.

**22/07-7.2.2 UTT/1646/FUL:** Elmswood, Brick End, new dwelling to replace an existing mobile home. Councillors discussed this application and had no objections.

### **22/07-7.3 Financial Regulations**

The unamended Financial Regulations, last reviewed and approved in February 2021, were considered and approved. **Action: Clerk**

### **22/07-7.4 Suspension of Financial Regulation 6.20**

After discussion it was resolved to suspend regulation 6.20 until 31 March 2022 to allow the clerk to make purchases on behalf of the council using a personal debit or credit card, up to a maximum of £200 per transaction.

### **22/07-7.5 Appointment of a Village Hall Committee**

On the basis of legal advice from the National Association of Local Councils it was resolved to appoint a Village Hall Committee and to approve the draft terms of reference which are annexed to these minutes.

Councillors Hume, Kesterton and Cousins were appointed to the committee, with Councillors Isham, Adams and Holt appointed as substitutes. It was noted that meetings would normally take place quarterly, immediately following the parish council meeting and publicised at the same time.

#### **22/07-7.6 Village Hall Working Group**

The terms of reference of the working group were amended as proposed and annexed to these minutes. Phyllis Clark and Roger Clark were re-appointed to the group.

#### **22/07-7.7 Scheme of Delegation amendment**

The Council approved a revised draft scheme allowing the clerk to prepare and submit comments and objections on planning applications after consultation with at least two councillors. It was noted that this would enable the council to respond to a request for comments on planning applications received too late to add to the agenda of a forthcoming meeting and/or received when no meeting could be arranged before the due date for comments. **Action: Clerk**

#### **22/07-7.8 Audited accounts of the Village Hall Trust**

The Council received, noted and approved the Village Hall Trust accounts for 2021-22. The council expressed its gratitude and thanks to Mrs Clark for managing the Hall Trust's finances and preparing the accounts.

#### **22/07-8 Matters to be noted and/or for future consideration**

The Clerk reported that Cllr Smith had submitted her resignation and she would be notifying the principal authority of the vacancy as required.

#### **22/07-9 The date of the next meeting was confirmed as Thursday 8 September 2022 at 7.30pm.**

There being no further business the meeting closed at 8.15 pm.