

## **Minutes of the Meeting of Broxton Parish Council on Thursday 10 November 2022 at 7.30pm at Broxton Village Hall**

*Present were:*

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

The meeting opened at 7.30 pm.

### **22/11-1 Apologies for Absence**

It was resolved to accept apologies and the reason for absence from Cllr Wendy Adams, Cllr Holt and Cllr Kesterton.

### **22/11-2 Declarations of interest**

None.

### **22/11-3 Public Open Forum**

No members of the public attended.

### **22/11-4 District Councillors' and County Councillor's reports**

None

### **22/11-5 Approval of minutes of the Meeting on 20 October 2022**

The minutes of the meeting on 20 October 2022 were signed by the Chair, having been confirmed as an accurate record.

### **22/11-6 Reports received.**

#### **22/11-6.1 Clerk's report**

This had been circulated and placed on the website. It was taken as read and is annexed to these minutes. A consultation on rural mobility issues would be completed by Cllr Hume.

#### **22/11-6/2 Finance**

##### **22/11-6.2.1 Report on balances and bank reconciliation, and internal financial checks**

**The following report had been circulated:**

Receipts and payments from 1 April 2022 to 31 Oct 2022 (year to date)

Balances to 31 Oct 2022 (Month 7)

<b>Receipts and payments</b>	<b>£</b>	<b>Notes and total</b>
Receipts (i.e. income) to 31 October 2022	£ 20,051.13	Precept now paid in full = £20,000. Interest £1.13. Compensation from bank £50.
Expenditure to 31 October 2022	£ 13,521.28 including VAT	As recorded in cashbook (includes un-presented cheques)

Receipts less expenditure in current year. Includes VAT which can be reclaimed.	£6,529.85	Amount of VAT paid is approx. £1,000 but some charged on items billed to clerk (e.g. stationery) may not be reclaimed.
<b>Reconciliation of cash book with bank account</b>		
<b>Current</b> account as per bank statement 31 October 2022	£ 11,481.45	
<i>Less</i> cheques issued before 31 October 22 but not yet presented (including VAT)	nil	
<b>Current account available balance</b> at 31 October 2022	<b>£11,481.45</b>	
<b>Deposit</b> account as per bank statement at 31 Oct 2022	<b>£1,453.38</b>	Interest rate 0.2% p.a. from 7 Sept, 0.15% from 21 Jul 22
Available funds	£11,481.45 + £1,453.38	£ 12,934.83

## 22/11-6.2.2

Statutory and contractual payments made since the last meeting, and those due to be made before the next meeting, were noted as follows:

<b>Date</b>	<b>Purpose</b>	<b>£</b>
20/10/2022	HMRC PAYE Employer contributions and PAYE tax due for Q2	19.51
31/10/2022	Community Heartbeat Trust replacement defibrillator pads	60.00
31/10/2022	Steve Smith invoice 7, cutting grass in Oct	120.00
31/10/2022	K Rixson salary for Sept hours	690.28

Due to be made before next meeting (after 10 November 2022)

<b>Purpose</b>	<b>£</b>
K Rixson – November salary (October hours)	547.85
Contractual – Grass-cutting every 3 weeks	120.00
NEST pension scheme employee and employer contributions	31.40

Cllr Holt would be carrying out the comparison of bank statements, cash books and cheque book for the previous quarter. **Action: Clerk**

## 22/11-6.3 Footpaths and highways

It was noted that a number of issues had been resolved according to the Highways interactive map but that there were multiple reports of missing footpath signs.

## **22/11-6.4 Planning**

A note of progress on current matters had been circulated.

Item 7.4 on the agenda, new planning applications, was considered at this point.

### **22/11-6.4.1 Happy Days, Chapel End, ref 22/2927.**

It was agreed that the council should object as it proposed building in the Countryside Protection Zone where development would potentially contravene local policy S8. **Action: Clerk**

### **22/11-6.4.2 Brew House, 8 St Mary's Mews, ref 22/2955, loft conversion and 2956 (listed building consent for same work).**

It was agreed that there was no objection to this application

### **22/11-6.4.3 Greenside, Cherry Green, ref 22/2999, extension of cattery. It was agreed that there was no objection to this application.**

## **22/11-6.5 Neighbourhood Plan Action Plan**

As Cllrs Isham and Hume had not had the opportunity to meet, this was deferred until a later meeting.

## **22/11-6.6 Parish councils liaison meeting with District Council on 7 November 2022**

A summary had been circulated by email and formal minutes were expected in due course.

## **22/11-6.7 District Council procedures for licensing taxis and hire cars**

Uttlesford District Council's letter dated 20 October 2022, giving notice of intention to adopt s45 of Local Government (Misc Provns) Act 1976 concerning licensing, was tabled.

## **22/11-7 Decisions made**

### **22/11-7.1 Payments approved:**

To CPRE Countryside Charity £36 for the 2022 subscription (cheque).

To Acer Tree Surgery for work on trees on Cherry Green common, £624. **Action: Clerk**

### **22/11-7.2 Budget**

The draft budget was discussed and its effect on the precept considered (although the ready-reckoner showing the effect on council tax payers had not yet been published so the previous year's tax base was referred to). Contingencies allowed for tree surgery and other one-off expenses were considered. The draft was approved but it was agreed to review it at the next meeting before setting the precept. **Action: Clerk**

### **22/11-7.3 Amendment of the clerk's contract to incorporate updated pay scales.**

Following the national agreement reached on 1 November 2022 it was agreed to amend the hourly rate and holiday entitlement to reflect the national terms. **Action: Clerk**

### **22/11-7.4 Planning Applications notified**

See item 22/11-6.4.1 to 6.4.3 above.

## **22/11-8 Matters to be noted and/or for future consideration**

The budget would be reviewed and decided before the precept was set at the next meeting.

## **22/11-9 The date of the next meeting was confirmed as Thursday 12 January 2023 at 7.30pm.**

There being no further business the meeting closed at 8.45pm.