

Minutes of the Meeting of Broxton Parish Council on Thursday 12 January 2023 at 7.30pm at Broxton Village Hall

Present were:

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

The meeting opened at 7.35 pm.

23/01-1 Apologies for Absence

It was resolved to accept apologies and the reasons for absence from Cllr Holt and Cllr Isham.

23/01-2 Declarations of interest

None.

23/01-3 Public Open Forum

No members of the public attended except for District Councillor Bagnall.

23/01-4 District Councillors' and County Councillor's reports

District Councillor Bagnall attended and provided a report focussing on planning matters. He confirmed that the Highway Rangers service would be disbanded following the withdrawal of county council funding from April 2023, despite offers of support from some parish councils.

23/01-5 Approval of minutes of the Meeting on 10 November 2022

It was resolved that the minutes of the meeting on 10 November 2022 were an accurate record and they were signed by the Chair.

23/01-6 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 the hard copy of these minutes.

23/01-6/2 Finance

23/01-6.2.1 Report on balances and bank reconciliation, and internal financial checks

The following report had been circulated and placed on the website:

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

Balances to 31 Dec 2022 (Month 9)

Receipts and payments	£	Notes and total
Receipts (i.e. income) to 31 December 2022	£ 20,051.94	Precept now paid in full = £20,000. Interest £1.94. Compensation from bank £50.
Expenditure to 31 December 2022	£ 16,724.70 including VAT	As recorded in cashbook

Receipts less expenditure in current year. Includes VAT which can be reclaimed.	£3,327.24	Amount of VAT paid is approx. £1,300 but some charged on items billed to clerk (e.g. stationery) may not be reclaimed.
Reconciliation of cash book with bank account		
Current account as per bank statement 31 December 2022	£ 7,896.03	
<i>Less</i> cheques issued before 31 December 22 but not yet presented (including VAT)	nil	
Current account as per cash book at 31 December 2022	£7,896.03	
Deposit account as per bank statement and cash book at 31 Dec 2022	£1,454.19	Interest rate 0.2% p.a. from 7 Sept, 0.15% from 21 Jul 22
Available funds	£7,896.03 + £1,454.19	£ 9,350.22

Cllr Holt would be carrying out the comparison of bank statements, cash books and cheque book for the period from July to December. **Action: Clerk, Cllr Holt**

23/01-6.2.2

Comparison of the council's actual income and spending up to the end of December 2022 compared with the budget:

A report had been circulated and placed on the website. It was noted that although spending by the end of the financial year was forecast to be £500 above the budget, income was forecast to be £2,500 greater than expected, resulting in the expectation of a small increase in reserves.

The clerk reported that Attwaters' solicitors had provided final invoices and refunded £420. This was the unused balance from the £1,500 deposited with them on account of costs in 2021-22. It was also noted that the grass had been cut seven times over the financial year.

23/01-6.2.3

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

Date	Purpose	£gross	£VAT	£net
Made:				
14.11.22	K Rixson salary Nov(Oct hrs)	547.85	0	547.85
14.11.22	Acer Tree surgery inv 867	624.00	104.00	520.00
18.11.22	DD NEST pension contribs	10.19	0	10.19
16.12.22	DD NEST pension contribs	21.21	0	21.21
29.12.22	Mythic Beasts inv 165832	96.00	16.00	80.00
29.12.22	K Rixson salary Dec	714.17	0	714.17

Date	Purpose	£gross	£VAT	£net
29.12.22	The Acorn Workshop (info bd)	1,572.00	262.00	1,310.00

To be made:

Date	Purpose	
12.01.2023	HMRC for PAYE (mths 7-9)	147.14
24.01.2023	K Rixson salary Jan (Dec hrs)	339.33

23/01-6.3 Footpaths and highways

It was reported that footpath Broxted 32 which runs across a large field near Bexham Barns had been ploughed and planted with crops. The line of the path could be seen from direction posts at the field edge but not easily on the ground. The Highways Authority's approach, of waiting 8 weeks after ploughing before investigating any breach on the part of the landowner, was noted and it was agreed to monitor to ensure that the path was reinstated.

23/01-6.4 Planning

A note of progress on current matters had been circulated and placed on the website.

23/01-6.5 Neighbourhood Plan Action Plan

As Cllrs Isham and Hume had not had the opportunity to meet, this was deferred until a later meeting. It was noted that consultation on a draft Local Plan had been postponed again.

23/01-6.6 Advice relating to use of common land

EALC had advised that the council needed legal advice from an independent legal expert on the specific question raised, rather than general advice on matters of principle such as EALC/NALC could provide, and this would involve paying legal fees of at least £400. District Cllr Bagnall asked to be sent details so that he could raise the question with the planning authority. It was agreed that clear advice was needed so that the council could be confident of its role in relation to the common land. **Action: Clerk**

23/01-7 Decisions made

23/01-7.1 Payments approved:

To The Acorn Workshop for the information board (paid December, the invoice was the same as the quote which had previously been approved): £1,310 plus £262 VAT, total £1,572

To The Hundred Parishes Society, £10 membership

To Mythic Beasts Ltd, invoice 165832, for email hosting (paid December 2022): £80 plus £16 VAT, Total £96 **Action: Clerk**

23/01-7.2 Budget

The revised draft budget was discussed and its effect on the precept considered using the ready-reckoner supplied by Uttlesford District Council in December. It was noted that setting a precept of £20,250 would reduce the amount due from a council tax payer very slightly. The precept demand was therefore agreed as £20,250 for 2023-24. This would allow for low but adequate reserves. The clerk would submit the demand by the deadline of 20 January 2023. **Action: Clerk**

23/01-7.3 Planning applications

UTT/22/3475 – land adjacent to Wren’s Nest, application for one dwelling with garage: After discussion it was decided not to lodge an objection.

UTT/22/3017/LB – Pear Tree Cottage, Cherry Green, listed building consent to add solar panels: It was agreed that the council had no objection.

23/01-7.4 Meeting of parish and town councils and the district council

Cllr Kesterton agreed to attend the next meeting on 20 February 2023

23/01 – 7.5 Affinity Water consultation

It was decided not to respond, because from previous engagement the council had concluded that comments would have no effect on decision-making.

23/01-8 Matters to be noted and/or for future consideration

The information board was now ready for installation. It was agreed that it should be fixed on posts set into the ground, on the grass verge of the Village Hall car park near the bench, within the Village Hall’s plot of land. The clerk would contact the owner of the land next to the village hall to let him know of this plan.

23/01-9 The date of the next meeting was confirmed as Thursday 9 February 2023 at 7.30pm.

There being no further business the meeting closed at 8.35pm.