

Minutes of the Meeting of Broxton Parish Council on Thursday 9 February 2023 at 7.30pm at Broxton Village Hall

Present were:

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

Twelve members of the public attended including District Councillor Geoff Bagnall and County Councillor Martin Foley.

The meeting opened at 7.30 pm.

23/02-1 Apologies for Absence

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

23/02-2 Declarations of interest

None.

23/02-3 Public Open Forum

Members of the public commented on a planning application for change of use and referred to possible breaches of planning consents. It was noted that the decision on the new application would disregard any allegations of breaches of the current planning consents on the site.

Cllr Bagnall agreed that he would ask that application UTT/22/2391/FUL be called in for a decision to be made by the planning committee, if the officers recommended approval of the application. If the officers decided to refuse the application under their delegated powers it would not be necessary for the committee to consider it. The Chair confirmed that the parish council had been notified of the application for change of use and had the opportunity to comment. However the district council as planning authority would take the decision on the application.

The Chair confirmed that the Planning Enforcement team at Uttlesford District Council had been notified of the possible breaches. Cllr Bagnall kindly agreed to check on progress. these.

Concerns about the condition of Pledgdon Green lane were raised, particularly regarding flooding. Problems logged with Essex Highways are allocated a reference number. Cllr Foley kindly agreed to check on progress if residents will supply the references.

23/02-4 District Councillors' and County Councillor's reports

District Councillor Bagnall reported on progress with the Local Plan, which is being delayed by the pre-election period (starting 22 March) during which the district council should not make major or controversial decisions. There were staff shortages at the district council and also at the Planning Inspectorate which were delaying decisions on planning matters. Cllr Bagnall confirmed also that he was checking with the county council regarding the parish council's responsibilities for common land at Cherry Green.

County Councillor Foley advised that there was opposition to the pre-booking system for visiting waste and recycling sites which was being introduced on a trial basis on 13 March

throughout the county. A petition was being prepared to ask the council to withdraw the plan.

The district and county councillors left at 8.50pm together with all but two members of the public.

23/02-5 Approval of minutes of the Meeting on 12 January 2023

It was resolved that the minutes of the meeting on 12 January 2023 were an accurate record and they were signed by the Chair.

23/02-6 Reports received.

23/02-6.1 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.

23/02-6/2 Finance

23/02-6.2.1 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 Jan 2023 (financial year to date)

Balances to 31 Jan 2023 (Month 10)

| Receipts and payments | £ | Notes and total |
|---|---------------------------|---|
| Receipts (i.e. income) to 31 January 2023 | £ 21,551.94 | Precept now paid in full = £20,000. Interest £1.94. Compensation from bank £50. Grant for Interpretation Board £1,500. Balance carried forward from 2021-22 not included. |
| Expenditure to 31 January 2023 | £ 17,360.25 including VAT | As recorded in cashbook |
| Receipts less expenditure in current year. Includes VAT which can be reclaimed. | £4,191.69 | 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 January 2023 | £ 8,750.86 | |
| <i>Less</i> cheques issued before 31 January 2023 but not yet presented (including VAT) | nil | |
| Current account as per cash book at 31 January 2023 | £8,750.86 | |

| | | |
|--|------------------------------|-------------------------|
| Deposit account as per bank statement and cash book at 31 Jan 2023 | £1,454.19 | Interest rate 0.6% p.a. |
| Available funds | £8,750.86 + £1,454.19 | £ 10,205.05 |

23/02-6.2.2

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

| Date | Purpose | £ |
|-------------|--------------------------------|----------|
| Made: | | |
| 12.01.23 | HMRC for PAYE mths 7-9 | 147.14 |
| 26.01.23 | The Hundred Parishes Soc mship | 10.00 |
| 26.01.23 | CPRE membership to 20.12.23 | 36.00 |
| 26.01.23 | K Rixson salary Jan (Dec hrs) | 339.33 |

To be made:

| Date | Purpose | £ |
|-------------|-------------------------------|----------|
| 24.02.2023 | K Rixson salary Feb (Jan hrs) | 671.22 |

A variable direct debit request was signed to make quarterly PAYE payments to HMRC.

23/02-6.3 Procedures for elections in May 2023

The clerk would circulate a timetable for preparations for the elections on 4 May 2023 and the links to attend the online briefings offered by UDC for candidates on 22 February and 13 March. Nomination packs would be available to download from the Uttlesford District Council website from 22 February and a template from UDC showing how to complete the nomination paperwork would be circulated by the clerk. The deadline for hand-delivery of the nomination papers was 4pm on 4 April 2023 at the UDC offices in Saffron Walden. An appointment should be made at the council offices for this and parking on site would be available. Cllr Kesterton kindly offered to take nomination papers for other councillors if required. **Action: Clerk, Cllr Kesterton**

23/02-6.4 Footpaths and highways

There were no new issues or progress to report.

23/02-6.5 Planning

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

23/02-6.6 Installing the Interpretation Board

The clerk had sent the owner of land next to the hall a photo of the proposed site of the board, which was on the hall side of the line of wooden posts installed last year. Cllr T Adams will make contact and check the position of the board supports with the landowner.

Action: Cllr T Adams

23/02- 6.7 Broxted Directory

This was complete except for the new phone number for the Prince of Wales pub, which was supplied to the clerk. It would be printed and distributed with the March edition of the Five Parishes magazine. **Action: Clerk**

23/02-6.8 Neighbourhood Plan

Cllrs Isham and Hume will be arranging to meet and would report in due course. It was noted that progress on a draft Local Plan had stalled. **Action: Cllrs Isham and Hume**

23/02-7 Decisions made

23/02-7.1 Payments approved:

To The Community Heartbeat Trust for invoice 15370 for new defibrillator pads (paid 26 Jan 2023), £48.80 plus VAT £9.62, total £57.70

To S Smith for invoice dated 24 Jan 2023 for moving road salt, £55

To K Rixson to reimburse expenses for Land Registry title entries (£6), share of cost of textbook and share of SLCC annual membership as itemised at £124.94, total £130.94.

Action: Clerk

23/02-7.2 To adopt the updated Code of Conduct for councillors

The updated Code adopted by Uttlesford District Council had been circulated. The district council recommended that parish councils should adopt it also. It was unanimously agreed that Broxted Parish Council would adopt the updated Code.

23/02-7.3 To consider Risk Assessment

A revised and updated risk assessment document had been circulated and was reviewed. Changes from the previous edition were marked in bold. The assessment of risk as set out in the document was approved.

23/02-7.4 To consider donations and grants

Grants made in previous years were reviewed. The budget of £1,300 was noted (taking account of the virement of £1,500 to the budget for professional fees, which had been used in relation to the planning appeal). It was agreed to make the same grants using s137 Local Government Act 1972 as in 2022 namely:

| | |
|---|------|
| Five Parishes Magazine* | £100 |
| St Clare Hospice | £100 |
| Essex and Herts Air Ambulance | £200 |
| Home-Start Essex – for work in Uttlesford | £100 |
| Support 4 Sight | £100 |
| EACH (East Anglia's Children's Hospice) | £100 |
| Friends of Historic Essex (made April 22) | £12 |
| Poppy wreath (made Nov 22) | £20 |

It was also agreed to use other powers to make the following grants as in 2022:

| | |
|--|------|
| Broxted with Chickney Church Committee towards upkeep of the open churchyard – s9 Open Spaces Act 1906 | £200 |
|--|------|

| | |
|--|------|
| Citizens' Advice Uttlesford s142(2A) LGA 1972 – power to assist in asserting individuals' rights | £200 |
| Citizens' Advice East Herts s142 (2A) LGA 1972 | £100 |
| Uttlesford Community Travel ss22-23 and 106A Transport Act 1985 | £100 |

Total grants under s137 were £732 for the year, and an additional £600 under other powers.

23/02-7.5 To confirm dates for the Annual Parish Council Meeting and decide the date for the Annual Assembly

It was agreed to hold both on Thursday 11 May 2023 starting with the assembly which should have a social emphasis.

23/02-7.6 To respond to Planning applications

23/02-7.6.1 UTT/22/2931/FUL –The Warehouse, Pledgdon Green, change of use to hire of storage, storage and parking: After discussion it was decided to object on the grounds that the proposals did not comply with local planning policies relating to traffic, design, good neighbourliness and development in the countryside. It was noted that local residents strongly objected and that the neighbouring parish council was lodging an objection also. The clerk would circulate a draft for comments. **Action: Clerk**

23/02- 7.6.2 UTT/22/3207/FUL– Land opposite the Prince of Wales PH, subdividing to build two dwellings and garages: After discussion taking account of local views, the scale, size and position of the proposed development, it was decided that no valid planning objections could be raised and it was agreed that the council would make no comment.

23/02-7.6.3 UTT/23/0180/HHF – 5 Browns End Road single storey extension and front canopy: Noting that this was a new application after refusal of a similar proposal to which the council had not objected, the council agreed to make no comment.

23/02-8 Matters to be noted and/or for future consideration

None

23/02-9 The date of the next meeting was confirmed as Thursday 9 March 2023 at 7.30pm.

There being no further business the meeting closed at 9.30pm.