

Minutes of the Annual Meeting of Broxton Parish Council on Thursday 11 May 2023 at 7.30pm at Broxton Village Hall

Present were:

Cllr Vere Isham, Cllr Andy Cousins, Cllr Adam Hume and Cllr Rachel Kesterton, and Kate Rixson (Clerk). Following item 23/05-11.1, Cllr Tony Adams joined the meeting.

The retiring chair Cllr Isham opened the meeting at 7.35 pm.

23/05-1 Election of Council Chairman

Cllr Isham was proposed by Cllr Kesterton and seconded by Cllr Hume. He was elected unanimously and made a declaration of acceptance of office. Cllr Isham remained in the chair for the meeting.

23/05-2 Election of Council Vice-chair

Cllr Kesterton was proposed by Cllr Hume and seconded by Cllr Cousins. She was elected unanimously.

23/05-3 Declarations of acceptance of office

All elected councillors were present and declared their acceptance of office.

The meeting was adjourned to hold the Annual Parish Assembly – see separate minutes – and then reconvened.

23/05-4 Apologies for absence

None.

23/05-5 Declarations of interest on matters on the agenda

None. It was noted that councillors needed to complete a Register of Interests form and supply this to Uttlesford District Council within 28 days of taking office on 9 May.

23/05-6 Public Open Forum and item 11.7 Planning applications

The chair brought forward item 11.7 on the agenda (planning applications) to this point in the meeting as a member of the public wished to comment.

23/05-6.1 UTT/23/0493/OP, land east of Goodacres: amended outline application now for seven dwellings.

A member of the public conveyed the views of neighbours on this application. Their comments have been submitted to the planning authority and are on the portal. A number of strong objections were raised. The council noted the changes to the original application and welcomed the opportunity to revisit the issue. After discussion it was decided to object to the application.

The current untidiness of the site of the proposed development was noted. The clerk should check whether the district council could take any action. **Action: Clerk**

23/05-6.2 UTT/23/0698/OP Ivy Cottage, Brick End, outline application to build two dwellings. After discussion the council decided to make no comment/objection.

23/05-6.3 UTT/23/0919/HHF, Fernleigh, 5 St Mary's Mews, single-storey rear and side extensions. After discussion the council decided to make no comment/objection.

23/05-7 Chair's report

None

23/05-8 District and County Councillors' Reports

The county councillor could not attend due to commitments elsewhere. Cllr Sutton (district council) reported that illicit airport-related parking was proliferating in the parish and neighbouring Takeley. The Community Safety Partnership at UDC had been called on to deal with straying dogs in Church End. It was recommended that the local Police Community Support Officer be invited to a parish council meeting. **Action: Clerk**

23/05-9 Approval of minutes of the Parish Council Meeting on 13 April 2023

It was resolved that the minutes of the meeting on 13 April were an accurate record and they were signed by the Chair.

23/05-10 Reports received.

23/04-10.1 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.

23/05-10.2 Finance

23/05-10.2.1 Report on balances and bank reconciliation

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

Receipts and payments for 1 to 30 April 2023 and balances to 30 April 2023 (Month 1)

Receipts and payments	£	Notes and total
Receipts (i.e. income) to 30 April 2023	£ 10,125.00	Precept £20,250. 50% paid on 20 April 2023 Balance carried forward from 2022-23 not included.
Expenditure to 30 April 2023	£ 741.44 (no VAT paid as yet)	As recorded in cashbook
Receipts less expenditure in current year. Includes VAT.	£9,383.56	This is the increase in reserves since 1 April 2023
Reconciliation of cash book with bank account		
Current account as per bank statement 28 April 2023	£18,009.23	Includes balance carried forward from 2022-23
<i>Less</i> cheque issued before 30 April 2023 but not yet presented (including VAT)	£100.00	Donation to Home-Start Essex. By cheque as bank details not verified.
Current account as per cash book at 30 April 2023	£17,909.23	

Deposit account as per cash book at 30 April 2023 (no statement issued as no transactions recorded)	£1,455.99	Interest rate 0.8% p.a. from 9 March 23
Available funds	£17,909.23 + £1,455.99	£ 19,365.22

23/05-10.2.2 Payments made under contractual and statutory obligations, and following approval

Payments were noted as follows:

Made between 13 April and 11 May 2023:

Date	Purpose	£
13.04.23	Information Commissioner's Office fee (direct debit)	35.00
18.04.23	NEST pension contributions (direct debit)	10.88
20.04.23	Steve's Gdng Servs – grasscutting	135.00
20.04.23	EALC/NALC annual affiliation	184.01
20.04.23	K Rixson salary April (March hrs)	376.55

To be made from 11 May to 8 June (next meeting) 2023:

Date	Purpose	
25.05.23	K Rixson salary May (April hrs)	503.85
	Steve's Gdng Services – grasscutting	135.00

23/05-10.3 Footpaths and highways

See clerk's report for defects reported to or closed by Highways. Road closures for the RideLondon cycle event were noted.

It was noted that changes in local farming practices were making it harder to walk around a field edge instead of following the strict line of a path across the field. It was agreed that the clerk would ask the relevant land-owner if he would be available to discuss footpaths at a future council meeting. **Action: Clerk**

23/05-10.4 Planning

A note of progress on current matters had been circulated and placed on the website. For new applications see 23/05-6 above.

23/05-10.5 Internal audit and planned dates for public access to the council's accounts

The clerk reported that she was waiting for the auditor's report and expected this before the next council meeting. Dates for public access would be set to include the first 10 working days of July as required.

23/05-10.6 Neighbourhood Plan

As progress was not being made, the council agreed to consider alternatives such as a Design Statement for the parish. **Action: Clerk**

23/05-11 Decisions made

23/05-11.1 To co-opt to fill vacancies

There were two candidates for co-option. Tony Adams and Wendy Adams were proposed and seconded. It was resolved to co-opt both, to fill two of the three current vacancies. Tony

Adams signed a declaration of acceptance of office and it was resolved that Wendy Adams' declaration could be signed at the next appropriate meeting. It was agreed that councillors would actively seek out a candidate for the remaining vacancy. Notices of co-option would be sent to the District Council. **Action: Clerk**

23/05-11.2 Payments approved

Insurance renewal for 1 June 2023 to 31 May 2024 (year two of a 3-year commitment to insure with BHIB) - the premium of £1,055.43 was approved.

The Parish Online subscription was not due until July so would be decided at the next meeting.

The following regular contractual or statutory payments were approved for the coming financial year:

- the salary of the clerk (each payment to be reported to the next meeting)
- PAYE, income tax and National Insurance contributions
- Pension contributions
- Payments to Steve's Gardening Services for grass-cutting.

It was agreed to reimburse to Cllr Kesterton the cost of concrete/materials to install the interpretation board, amounting to £11.52. **Action: Clerk**

23/05-11.3 To suspend Financial Regulation 6.20 for the coming financial year

It was agreed to suspend 6.20 to enable the clerk to buy items for the Parish Council using a personal debit/credit card where no other suitable means of payment was available, subject to reporting this to the next appropriate meeting.

23/05-11.4 To choose a tree surgeon to remove the willow tree at Cherry Green

The council considered the four quotes obtained and decided to engage the tree surgeon offering the lowest price combined with grinding out the stump, as the tree needed complete removal. It was therefore agreed to ask Essex Tree Masters to carry out the work as soon as possible. **Action: Clerk**

23/05-11.5 To decide attendance at the Uttlesford District Council Local Councils' Liaison Forum on 5 June

It was agreed that the clerk would attend if no councillor was free, with details to be provided nearer the date. **Action: Clerk**

23/05-11.6 To decide on attendance at training offered by the district council on planning, standards and highways.

The council decided not to attend these sessions.

23/05-12 Matters to be noted and/or for future consideration

None

23/05-13 The date of the next meeting was confirmed as Thursday 8 June 2023 at 7.30pm.

There being no further business the meeting closed at 9.10pm.