

Minutes of the Meeting of Broxton Parish Council on Thursday 15 June 2023 at 8pm at Broxton Village Hall

Present were:

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

The meeting opened at 8.05pm.

23/06-1 Apologies for absence

It was resolved to accept apologies and the reasons for absence from Cllr Vere Isham and Cllr Adam Hume who were attending to family commitments.

23/06-2 Approval of minutes of the Annual Parish Council Meeting on 11 May 2023

It was resolved that the minutes of the annual meeting on 11 May 2023 were an accurate record and they were signed by the Chair.

23/06-3 Declarations of acceptance of office and of interest in matters on the agenda

Cllr Wendy Adams signed her acceptance of office. There were no declarations of interest in items on the agenda.

23/06-4 District and County Councillors' Reports

The county councillor could not attend due to commitments elsewhere. Cllrs Bagnall and Sutton attended and reported that they are both still members of the district council planning committee. Since the new council took office on 9 May there has been a full council meeting, a cabinet meeting and a planning committee meeting.

Councillors are pushing for illegal parking near the airport to be dealt with by UDC planning enforcement (illegal commercial parking) and the North Essex Parking Partnership (parking on prohibited/roadside areas). It has been agreed that after NEPP has issued 3 parking tickets to a vehicle they will inform the district council. The PC was encouraged to pass on details of illegally-parked vehicles which had been left longer than three days but had fewer than three tickets, to NEPP so they could visit again.

Preparation of the draft Local Plan was on schedule, with a team of 5 now working towards the consultation process (Reg 18) from October 2023. The Regulation 19 document drawing on that consultation would go to the Planning Inspector in early 2024.

Councillor Sutton announced the start of the TouchPoint Community Food Share and free exercise class, at Takeley Old School community centre every Thursday from 10-11am. All food items – fresh bread, vegetables, fruit, pastries etc – were supplied by local supermarkets and cafes and were free to collect. The first session had been very successful.

23/06-5 Decisions made

23/06-5.1 Payments approved:

The Parish Online invoice had not yet been received but was expected to be a maximum of £72 which was approved. **Action: Clerk**

23/06-5.2 To note the auditor's report, approve the Annual Governance and Accountability Return (AGAR) 2022/23, declare exemption and note public rights of access

23/06-5.2.1 The internally-appointed auditor's narrative report had been circulated and tabled, and was noted. His recommendations should be implemented by the clerk. The Annual Internal Audit Report 2022/23 on the AGAR Form 2 page 4 was noted.

Action: Clerk

23/06-5.2.2 The council confirmed that it was exempt from external audit as neither its gross income nor expenditure exceeded £25,000 in 2022/23. The certificate on the AGAR Form 2 page 3 was therefore signed by the Responsible Financial Officer (clerk) and Chair of the meeting. It should be sent to the external auditor by 30 June 2023 as required. **Action: Clerk**

23/06-5.2.3 The council considered the Annual Governance Statement 2022/23, Section 1 of the AGAR Form 2 page 5, and agreed that all assertions could be answered in the affirmative. The statement was signed by the Clerk and Chair of the meeting.

23/06-5.2.4 The council considered the Accounting Statements 2022/23, Section 2 of the AGAR Form 2 page 6, which had been certified by the RFO on 6 June 2023. They were approved by the council and signed by the Chair of the meeting.

23/06-5.2.5 The council noted that the clerk would set and give notice of the period for the exercise of public rights of access to the annual accounts and other council records, to include the first ten working days of July 2023 as required. **Action: Clerk**

23/06-5.3 To approve the fees estimate from Essex Legal Services to advise on the council's responsibilities and powers in relation to the common land at Cherry Green.

The emails from ELS had been circulated and the basis for the estimate provided. The estimate of £1,200 to £1,500 was accepted. The firm should therefore be instructed and the clerk was authorised to sign the terms of business and client care letter. **Action: Clerk**

23/06-5.4 To consider planning applications

23/06-5.4.1 UTT/23/0821/FUL The Carriage, Palegate Farm – replacement dwelling.

The council had no comments on this amended application. It was noted that the council had not commented on the earlier application, which had been approved.

23/06-5.4.2 UTT/23/1169/FUL Greenside, Cherry Green – amendment to the approved application 22/2999, extension to cattery. The council had no comments on this application, having not commented on 22/2999.

23/06-5.4.3 UTT/23/1306/FUL – land adjacent to Wren's Nest, Chapel End – amendment to the approved application 22/3475, 4-bedroomed house. The council had no comments on this application, having not commented on 22/3475.

23/06-6 Matters to be noted and/or for future consideration

None

23/06-7 The date of the next meeting was confirmed as Thursday 13 July 2023 at 7.30pm.

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