

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

*Present were:*

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

A member of the public attended. The meeting opened at 7.30pm.

## **23/10-1 Apologies for absence**

It was resolved to accept apologies and the reasons for absence from Cllr Vere Isham who was away on business.

## **23/10-2 Declarations of interest in matters on the agenda**

None were made.

## **23/10-3 Public open forum**

Comments were made regarding item 7.6 (planning applications) on the agenda.

## **23/10-4 District and County Councillors' Reports**

Councillors were unable to attend but reports had been received and had been circulated.

Cllr Foley was thanked for updating the council on a number of important county council issues. Cllr Sutton was thanked for arranging for removal (by the district council) of a large pile of builder's waste which had been dumped next to the road near Church Hall.

## **23/10-5 Approval of minutes of the previous Parish Council Meeting**

It was resolved that the minutes of the meeting on 14 September 2023 were an accurate record and they were signed by the Chair.

## **23/10-6 Reports received**

### **23/10-6.1 Clerk's Report**

This had been circulated and made available on the website so was taken as read. A copy is annexed to the hard copy of these minutes. No questions were raised. The clerk reported also that the council's Unity Trust bank account was now open and that the sum of £15,000 had been transferred from the Barclays current account to the Barclays deposit account on 26 September. For balances see 23/09-6.2.1 below.

### **23/10-6.2 Financial Reports**

These had been circulated and made available on the website.

#### **23/10-6.2.1**

#### **Bank balances and reconciliation between the cash books and bank statements:**

<b>Receipts and payments</b>	<b>£</b>	<b>Notes and total</b>
Receipts (i.e. income) to 30 September 2023	£ 20,258.79	Precept £20,250 paid in full. £8.79 interest.
Expenditure to 30 September 2023	£7,030.85 <u>Plus VAT £260.80</u> £ 7,291.65	As recorded in cashbook

Receipts less expenditure in current year. Includes VAT.	£12,967.14	This is the increase in reserves since 1 April 2023
<b>Reconciliation of cash book with bank account</b>		
<b>Current</b> account as per bank statement 30 September 2023	£4,504.02	Includes balance carried forward from 2022-23
<b>Less</b> cheques issued before 30 Sept 23 but not yet presented (including VAT)	£520.00	To Unity Trust bank – deposit to open account: £500 To Royal British Legion for wreath: £20
<b>Current account</b> as per cash book at 30 September 2023 <b>Barclays:</b> <b>Unity Trust:</b>	£3,984.02 £500.00	
<b>Deposit</b> account (Barclays) as per bank statement and cash book 30 September 2023	£18,464.78	Interest rate 1.4% p.a. currently
<b>Available funds as at 30 September 2023</b>	<b>£18,464.78 + £500+ £3,984.02</b>	<b>£22,948.80</b>

### 23/10-6.2.2 Payments made since last meeting and those due under contractual or statutory obligations

Payments were reported as a list which had been circulated and placed on the website. This was taken as read. A copy is annexed to the hard copy of these minutes.

### 23/10-6.2.3 Quarterly report on spending and income as compared with budget

An analysis was presented showing areas of underspending and overspending. It was noted that most recurring items were well within budget, at the halfway point in the year, with the exception of hedge- and grass-cutting. It was noted that these were seasonal however. Additional spending for tree surgery had been needed. Some one-off items would fall in the second half of the year but were included in the budget. The council's reserves were now much healthier. The total budget for expenditure for the year was £20,616, of which £7,291 had been spent, an underspend of about 25% to date.

### 23/10-6.3 Planning update

A report ("planning tracker") on current applications and decisions had been circulated and placed on the website. This was taken as read.

In addition it was agreed to attend Uttlesford District Council's airport parking "summit" on 2 November.

It was reported that one of the sites in Brick End, which had been involved in airport-related parking, now appeared to have stopped operating while the other was still being developed

despite the district council's enforcement action. As requested by Uttlesford, councillors had kept the planning enforcement team updated and were disappointed to have had no acknowledgement or response to emails. It was understood that the authority could not keep the council informed of every step but it was considered that a failure to respond was unprofessional and discourteous. The clerk was asked to raise this with the enforcement team. **Action: Clerk**

#### **23/10-6.4 Footpaths and highways issues**

There had been no recent issues although a horse lorry had been parked alongside the footpath running from School Villas into the field behind, for many weeks. The clerk should report this to Highways. **Action: Clerk**

#### **23/10-6.5 Neighbourhood plan, Village Design plan and alternatives**

It was noted that the draft Local Plan was about to be sent for public consultation, so the parish's neighbourhood plan was therefore on hold.

### **23/10-7 Decisions made**

#### **23/10-7.1 Payments approved**

<b>Details</b>	<b>£</b>	<b>Budget heading</b>
Weeding and tidying around Jenny's bench	30.00	Repairs/maintenance Work at Hall to be
Weeding hall car park *now reimbursed	70.00*	reimbursed*
Membership of Campaign for Protection of Rural England (annual)	36	Subs/memberships

#### **23/10-7.2 To consider/approve the salary budget for 2024-25**

The clerk provided a draft and noted that this year's budget was likely to be underspent. The proposed budget was approved unanimously by resolution and would be included in the draft total budget to be considered at the November meeting.

**Action: Clerk**

#### **23/10-7.3 To make arrangements for internal financial controls**

Cllr Tony Adams, as a non-signatory to the council bank accounts, kindly agreed to check cash book entries against bank statements at a time to be fixed. **Action: Clerk/Cllr T Adams**

#### **23/10-7.4 To consider items for a draft budget for 2024-25**

It was agreed that current categories should continue to be used. A reasonable contingency allowance should be made for unexpected calls on the council's resources. **Action: Clerk**

#### **23/10-7.5 Arrangements for placing a wreath for Remembrance Sunday**

If Cllr Kesterton is able to attend the service on 12 November, she will place the wreath. If not, a member of the community will be approached or the wreath can be left in the church near the War Memorial before the service. **Action: Clerk, Cllr Kesterton, Cllrs Adams.**

#### **23/10-7.6 To respond to new planning applications**

**23/2464/DOC – The Rise, Brick End** - to discharge conditions 10, 11, 12, 14, 16 and 17 attached to 21/0247/OP (related to 23/2268/DFO previously considered).

After discussion it was agreed to endorse comments in relation to biodiversity and ecology which were particularly relevant to the lighting plans.

**23/2210/OP – land east of Pear Trees, Brick End** – to build three dwellings. After discussion it was felt that the planning authority should be reminded of a recent decision to refuse development on the grounds of a lack of sustainability (poor transport and facilities) at Ivy Cottage. The council was also concerned that three dwellings on the plot would represent overdevelopment/high density housing which was inappropriate. An objection should be lodged. **Action: Clerk**

**23/2458/FUL Toad Hall, Chapel End** – 4 semi-detached houses. After discussion the council decided not to comment on this application.

### **23/10-8 Matters to be noted and/or for future consideration**

The next meeting would consider the draft budget for 2024-25 and whether to obtain advice on creating a conservation area.

**23/10-9 The date of the next meeting was confirmed as Thursday 9 November 2023 at 7.30pm.**

There being no further business the meeting was closed at 8.15pm.