

Minutes of the Meeting of Broxted Parish Council on Thursday 9 November 2023 at 7.30pm at Broxted Village Hall

Present were:

Cllr Vere Isham (Chair), Cllr Andy Cousins and Cllr Rachel Kesterton, and from item 3 Cllr Van Haaren took office. Kate Rixson (Clerk).

The meeting opened at 7.30pm.

23/11-1 Apologies for absence

It was resolved to accept apologies and the reasons for absence from Cllr Tony Adams, Cllr Wendy Adams and Cllr Adam Hume.

23/11-2 Declarations of interest in matters on the agenda

None were made.

23/11-3 Co-option of candidate to the council

The co-option of Mr Van Haaren to the council was proposed and the resolution passed unanimously. The council resolved that Cllr Van Haaren's declaration of acceptance of office would be made at the earliest opportunity as it could not be made at this meeting.

23/11-4 Public open forum

No members of the public attended other than District Councillor Bagnall.

23/11-5 District and County Councillors' Reports

Cllr Sutton's report was conveyed to the council and concerned the draft Local Plan and Takeley Parish Council's response to it.

Cllr Bagnall reported on the draft Local Plan ("dLP"):

- The area of the countryside protection zone (current policy S8) was greatly reduced in the dLP so that the A120 was a boundary without, in his view, a clear rationale.
- The evidential basis for the draft is still weak and communities have been treated inconsistently
- Local residents' views are now being sought on the dLP and changes can be made. The consultation period has been extended to 5pm on 18 December.
- Once amended after this consultation the dLP will be submitted to the Planning Inspectorate and UDC will not be able to make further changes
- Comments on different sections or aspects of the dLP each need to be on a separate email or form, so that officers can easily allocate the comment to the policy it relates to.
- UDC is running exhibitions/open sessions in four locations including Takeley and Dunmow in the week beginning 13 November.

Cllr Bagnall further reported that the three district councillors' grants were being made to Broxted Village Hall this year, to replace the external noticeboard.

Cllr Bagnall was thanked for attending and for his support and advice. He left the meeting at this point (approx. 8pm).

23/11-6 Approval of minutes of the previous Parish Council Meeting

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

23/11-7 Reports received

23/11-7.1 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.

23/11-7.2 Report on condition and value of physical assets

The report from the clerk was noted. The valuation policy and values were approved.

23/11-7.3 Financial Reports

These had been circulated and made available on the website.

23/11-7.3.1

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

Receipts and payments	£	Notes and total
Receipts (i.e. income) to 31 October 2023	£ 20,328.79	Precept £20,250 paid in full. £8.79 interest. £70 expenditure on hall reimbursed
Expenditure to 31 October 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.	£13,037.14	This is the increase in reserves since 1 April 2023
Reconciliation of cash book with bank account		
Unity Current account as per bank statement 31 October 2023	£4,554.02	Includes balance carried forward from 2022-23
Unity Current account as per cash book at 31 October 2023	£4,554.02	
Barclays Current account as per bank statement and cash book 24 October 2023	£0	Account now closed
Barclays Deposit account (Barclays) as per bank statement and cash book 31 October 2023	£18,464.78	Interest rate 1.4% p.a. currently. Account to be closed and balance transferred to Unity Current
Available funds as at 31 October 2023	£18,464.78 + £4,554.02	£23,018.80 Includes £9,981.66 reserves brought forward from 2022-23

23/11-7.3.2 Payments made since last meeting and those due under contractual or statutory obligations

No payments had been made. A copy of the cashbook for each account had been circulated. These were taken as read. The clerk's salary payment for November was noted.

23/11-7.4 Planning update

23/11-7.4.1 Report on the airport-related parking summit on 2 November 2023 (convened and chaired by Uttlesford District Council)

Cllr Van Haaren had attended and reported as follows:

- attendees had included representatives of the North Essex Parking Partnership (contractors to UDC to enforce parking rules), the airport site managers, Uttlesford police, airport police, UDC planning enforcement, the Stansted Airport Transport Forum, Essex trading standards, taxi-licensing and parish councils.

The following issues had been discussed:

- Parking restrictions in residential streets, particularly a prohibition on parking for one hour in every 24 (preventing continuous parking) – this would affect residents who may need parking permits and face extra costs and limits on parking space. NEPP has limited staff to enforce parking restrictions.
- The airport reducing its parking charges – the airport rejected this on the grounds that this would stimulate demand, its parking capacity is already full in the peak summer period, fewer people would travel by public transport (target is 50%), and parking on residential streets is free so a reduced charge would not induce people parking there to switch to the airport.
- Improving footpaths around the airport – the airport believed this would increase fly-parking
- Trading Standards reported receiving no complaints about “meet and greet” operators
- Taxi-licensing/taxi firms were concerned about unlicensed local residents operating informal parking (e.g. on their drives) combined with providing transport to the airport.
- The airport pointed to its £200,000 community fund and suggested it be used for road signage to discourage parking.

The meeting did not agree on any measures but Uttlesford and NEPP will set up a committee to produce suggestions.

Cllr Van Haaren was thanked for attending and the outcome was noted.

23/11-7.4.2 The effect of the draft Local Plan

It was noted that Broxted had not been allocated any development in the draft and under the “settlement hierarchy” was classed as open countryside. It was noted that there could still be applications for infill and ad hoc development and that the Neighbourhood Plan could include these. Cllr Bagnall's comments were noted. It was agreed the clerk and possibly Cllr Isham would attend Takeley Parish Council's meeting on 13 November to which the council had been invited.

23/11-7.5 Footpaths and highways issues

There had been no recent issues.

23/11-8 Decisions made

23/11-8.1 Payments approved

Details	£	Budget heading
To Great Easton and Tilty Parish Council, contribution to cost of toner cartridge (pro rata to clerk's working hours) (ex VAT)	67.08	Office expenses
To K Rixson – postage	2.60	Office expenses

23/11- 8.2 To consider/approve the draft budget for 2024-25

The clerk had circulated a draft with explanatory notes and these had been placed on the website.

After discussion the draft was approved, on the basis that if the council was ultimately advised that it was the legal owner of the commons in the parish the budget would need to be amended.

23/11-8.3 To provisionally decide the precept demand

The tax basis for the parish would not be available until December so the council lacked information. This was deferred to the January meeting. **Action: Clerk**

23/11-8.4 To consider instructing Place Services (Essex County Council in-house conservation advisers) to survey Brick End and advise on creating a Conservation Area at a cost of £1,000 to £1,500

It was agreed to engage Place Services. It was decided also to ask Henham Parish Council if they would like Place Services to include Pledgdon Green in the survey, on a shared-instructions basis. **Action: Clerk**

23/11-8.5 Attendance at Thaxted area Parish council forum/liaison with Uttlesford District Council

It was agreed that Cllr Van Haaren and the clerk would attend this Zoom meeting on 20 November. **Action: Clerk**

23/11-8.6 To respond to new planning applications

23/2664/FUL – Sun Rise, Chapel End – amendment to a previously-approved plan to build two houses. After discussion the council decided not to comment.

23/2598/AG – proposed metal-frame barn on land at Garrolds Farm (Elsenham parish) – it was noted that the site was landlocked and proposed a new vehicle access along public footpaths Broxted 41 and 40, starting in Woodgates End and crossing three fields. The clerk would check and pass details to councillors so lodging comments could be considered. **Action: Clerk**

23/11-8.7 Response to draft Local Plan

After discussion the council, noting that no development had been allocated to Broxted parish area in the draft, concluded that no single council response should be given. Councillors would comment in their private capacity as they wished.

23/11-8.8 Recommendations for replacement or repair of the council's physical assets

This was deferred to the January meeting. **Action: Clerk**

23/11-9 Matters to be noted and/or for future consideration

None except as referred to above.

23/11-10 The date of the next meeting was confirmed as Thursday 11th January 2024 at 7.30pm.

There being no further business the meeting was closed at 9.25pm.