

## **Minutes of the Meeting of Broxton Parish Council on Thursday 8 February 2024 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 Cllr Van Haaren. Kate Rixson (Clerk).

The meeting opened at 7.30pm.

### **24/02-1 Apologies for absence**

No absences.

### **24/02-2 Declarations of interest in matters on the agenda and declaration of acceptance of office**

No declarations of interest were made.

### **24/02-3 Public open forum/District Councillor's Report**

District Councillor Maggie Sutton attended. She confirmed that the district councillors are pursuing the planning enforcement issues raised recently. A new chair has been elected for the Uttlesford Local Plan Panel (a cabinet working group) which was meeting tonight and reviewing the responses to the Local Plan consultation in November/December 2023. Residents can attend or watch this meeting but not speak at it. A number of applications for housing developments are being made to Uttlesford or direct to the Planning Inspectorate.

Household waste collections had been delayed by the revocation of Uttlesford's vehicle operator licence in the week beginning 22 January 2024. A new application for a licence had been made and in the meantime the district council had arranged for other operators to collect waste. An interim operator's licence had been granted on 7 February so local council vehicles could now start collecting bins again. They would gradually catch up.

### **24/02-4 Approval of minutes of the previous Parish Council Meeting**

It was resolved that the minutes of the meeting on 11 January 2024 were an accurate record and they were signed by the Chair.

### **24/02-5 Reports received**

#### **24/02-5.1 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. In relation to planning enforcement issues (also see item 24/02-5.3.2 below) the clerk was asked to report the newly-created field entrance opposite Water Hall (Woodgates End) to Uttlesford DC and Essex Highways, and to remind Uttlesford about the report of an untidy site in Church End.

#### **24/02-5.2 Financial Reports**

These had been circulated and made available on the website.

### 24/02-5.2.1

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

Cllr Tony Adams kindly agreed to carry out internal financial checks. The clerk will supply bank statements, cashbooks and minutes for comparison.

<b>Receipts and payments</b>		Notes and total
Receipts (i.e. income) to 31 January 2024	£20,386.01	Precept £20,250 paid in full. £66.01 interest, £70 expenditure on hall reimbursed.
Expenditure* to 31 January 2024 *not including transfers between bank accounts.	£ 10,445.40 plus 483.18 VAT £ 10,928.58	As recorded in cashbook.
Receipts less expenditure in current financial year. Includes VAT.	£9,457.43	This is the increase in reserves since 1 April 2023.
<b>Reconciliation of cash book with bank account</b>		
<b>Unity Current</b> account as per bank statement 31 January 2024	<b>£17,439.09</b>	Matches cash book – no unprocessed payments or receipts
<b>Unity Current</b> account as per cash book at 31 January 2024	<b>£17,439.09</b>	Matches bank account
<b>Unity Deposit</b> account as per bank statement and cash book at 31 January 2024	<b>£2,000.00</b>	
<b>Available funds</b>	<b>£19,439.09</b>	Includes £9,981.66 reserves brought forward from 2022-23.

### 24/02-5.2.2 Payments made since last meeting and those due under contractual or statutory obligations

Payments as approved at the 11 January 2024 had been made. £2,000 had been transferred between the council's bank accounts. A copy of the cash books had been circulated and was tabled.

## **24/02-5.3 Planning update including conservation area and consideration of response to new applications (Item 7.4)**

**24/02-5.3.1 Conservation area** - It was noted that Henham Parish Council had kindly agreed to collaborate with Broxted in the assessment of Brick End Road/Pledgdon Green Lane as a conservation area. The clerk should now proceed with instructing Place Services as previously decided, and respond to Henham PC's clerk.

**24/02-5.3.2 Planning tracker** - A schedule of outstanding and decided planning applications and progress on enforcement matters had been circulated and put on the website. This was taken as read.

**24/02-5.3.3 Quarrying consultation** - On 6 February the county council had started a 6-week consultation on the expansion of quarrying, including at Elsenham quarry in Henham parish (closely bordering Elsenham and Broxted). It was agreed to support Henham PC which was known to be objecting to such expansion and the clerk would contact them. It was noted that no application had been made as yet but that the sites mentioned in the consultation all wished to expand. **Action: Clerk**

**24/02-5.3.4 New planning application UTT/24/0117/FUL – proposal to build a 2-bedroom bungalow at Walnut Tree Cottage, Brick End** - It was noted that this replaced the withdrawn application UTT/23/0122/FUL to build two semi-detached houses on the same site, and that councillors had been made aware that local residents objected. Cllr Cousins declared a non-pecuniary interest.

After discussion it was unanimously agreed to object on the grounds of negative impact on neighbouring listed buildings, the lack of an archaeological report, the imminent assessment of Brick End as a conservation area, and that the site was in the Countryside Protection Zone and within the 57dB 16hr LEQ contour for airport-related noise. Most comments made in relation to UTT/23/0122/FUL were also relevant, e.g. that the site is on a protected lane. The clerk would draft an objection and circulate it for comments. **Action: Clerk**

## **24/02-5.4 Footpaths and highways issues**

Cllr Foley had followed up complaints about the condition of Pledgdon Green Lane/Brick End Road with Essex Highways. Areas of long-term flooding, dangerous potholes and damaged verges had all been correctly reported on the Essex Highways website and would be checked frequently. **Action: Clerk**

## **24/02-5.5 Report from Cllr Kesterton**

Cllr Kesterton had attended the AGM of Uttlesford Citizen's Advice service and had reported to the council by email. The service had described a high level of hidden need in Uttlesford and that many public services were no longer responding adequately. The CA service depended on a number of funding sources, as a voluntary-sector organisation, and was grateful for contributions from the parish councils.

## **24/02-6 Decisions made**

**See 24/02-5.3.4 above for decision on planning application Agenda Item 24/02-7.4**

### **24/02-6.1 Transfer between bank accounts approved**

There were no payments to approve (but see 24/02-6.2 below). A transfer of £10,000 from the Unity current account to deposit account was approved. **Action: Clerk**

### **24/02-6.2 Grants and donations under s137 LGA 1972 and otherwise**

Grants made last year were reviewed and the council's resources considered. It was noted that following a legislative change it was now clear that parish councils could contribute to the cost of the maintenance of church buildings and open churchyards.

Donations were approved as follows:

<b>Made under s137 of the Local Government Act 1972</b>	<b>£</b>
Five Parishes Magazine	100
St Clare Hospice	150
Essex and Herts Air Ambulance	200
Home-Start Essex for work in Uttlesford	100
Support 4 Sight	100
East Anglia's Children's Hospice	150
Friends of Historic Essex	12
(Note: previous spending under s137 this year £20 for poppy wreath)	
<b>Total under s137 to date:</b>	<b>832</b>
<b>Made under other powers</b>	<b>£</b>
Broxted with Chickney Church Committee towards upkeep of the open churchyard	200
Citizen's Advice Uttlesford	250
Citizen's Advice East Herts	150
Uttlesford Community Travel – minibus/car transport by volunteers	100

### **24/02-7 Matters to be noted and/or for future consideration**

None raised.

### **24/02-8 Next meeting date**

The next meeting will be on Thursday 14 March 2024. It was noted that a list of meetings in 2024 would be placed on the noticeboards and website.

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