

Minutes of the Meeting of Broxton Parish Council on Thursday 14 March 2024 at 7.30pm at Broxton Village Hall

Present were:

Cllr Rachel Kesterton (Chair), Cllr Andy Cousins and Cllr Adam Hume. Kate Rixson (Clerk). Three members of the public attended including ward District Councillors.

The meeting opened at 7.30pm. The chair welcomed councillors and members of the public.

24/03-1 Apologies for absence

Apologies and the reason for absence were accepted from Cllr T Adams, Cllr W Adams, Cllr Isham and Cllr Van Haaren who all had other longstanding commitments.

24/03-2 Declarations of interest in matters on the agenda and declaration of acceptance of office

No declarations of interest were made.

24/03-3 Public open forum

A local landowner asked if the council would consider discussing potential housing and other development on his land in an informal group. The council responded to raise issues of transparency and accountability, and whether the views of all local residents could be fairly represented if such discussions took place, concluding that such a group would not be helpful. The landowner was asked to consider providing information for example through an exhibition which all residents could see.

The condition of Brick End Road/Pledgdon Green Lane was discussed and a number of steps to reduce or control flooding from ditches were suggested.

24/04-4 District Councillors' Reports

District Councillor Coletta reported that waste collections were now back to normal and a report was being prepared into how this failure of service had occurred. The report was likely to be published in June or July and would be considered by the Scrutiny Committee of Uttlesford District Council.

District Councillor Bagnall commented on the planning application 24/0558/FUL to create an airport-related car park on former agricultural land in Woodgates End. It was against UDC planning policy (adopted Local Plan 2005) to allow airport-related car parking facilities outside the airport perimeter and all previous applications had been refused. However the applicant always had a right of appeal against refusal. The Planning Inspector hearing such an appeal should dismiss it if the development was clearly against local policy.

Cllr Bagnall would be able to call in the application to the planning committee at the request of the parish council, within four weeks of the application being validated. See also below at 24/03-7.7.

Members of the public including district councillors left at this point.

24/03-5 Approval of minutes of the previous Parish Council Meeting

It was resolved that the minutes of the meeting on 8 February 2024 were an accurate record and they were signed by the Chair.

24/03-6 Reports received

24/03-6.1 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. Since preparing the report the clerk had arranged to speak to the Community Payback programme leader on 15 March about cleaning road signs and litter picking. The clerk would remind the bank about the query raised in relation to charges.

24/03-6.2 Financial Reports

These had been circulated and made available on the website. Bank statements had been sent to the councillors to review.

24/03-6.2.1

Bank balances and reconciliation between the cash books and bank statements

Receipts and payments		Notes and total
Receipts (i.e. income) to 29 February 2024	£20,386.01	Precept £20,250 paid in full. £66.01 interest, £70 expenditure on hall reimbursed.
Expenditure* to 29 February 2024 *not including transfers between bank accounts.	£ 12,261.14 plus 483.18 VAT £ 12,744.32	As recorded in cashbook.
Receipts less expenditure in current financial year. Includes VAT.	£7,641.69	This is the increase in reserves since 1 April 2023.
Reconciliation		
Unity Current account as per bank statement 29 February 2024	£5,623.35	Matches cash book – no unprocessed payments or receipts
Unity Current account as per cash book at 29 February 2024	£5,623.35	Matches bank account
Unity Deposit account as per bank statement and cash book at 29 February 2024	£12,000.00	
Available funds	£17,623.35	Includes £9,981.66 reserves brought forward from 2022-23.

24/03-6.2.2 Payments made since last meeting and those due under contractual or statutory obligations

Payments as approved at the 8 February 2024 meeting had been made. £10,000 had been transferred from the current to deposit (instant access) account. A list of payments made and due (contractual, statutory and previously approved) had been circulated and was tabled.

24/03-6.3 Planning update including conservation area

24/03-6.3.1 Conservation area - Henham Parish Council was thanked for offering to meet half the expected invoice from Place Services, for the study of Brick End Road/Pledgdon Green Lane. Place Services would be carrying out the study in April and reporting in May. The formal assessment which would be needed after that must be undertaken on Uttlesford District Council's instructions to Place Services. The clerk should ask for a separate invoice for each of the parish councils funding the study. **Action: Clerk**

24/03-6.3.2 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.

24/03-6.3.3 Quarrying consultation – The consultation period had been extended to 5pm on 9 April 2024. Comments and analysis had been helpfully supplied by Henham residents and parish council and the clerk would draft a response to the consultation as soon as possible. **Action: Clerk**

24/03-6.4 Footpaths and highways issues

Residents of Pledgdon Green Lane/Brick End Road had emailed the cabinet member for highways at Essex County Council. The initial answer had said that no resurfacing was planned and the overflowing ditches were the landowners' responsibility. A more constructive response was now hoped for.

Cllr Kesterton would contact the landowner about a well-used footpath which had been ploughed over but not reinstated.

24/03-6.5 Reports from councillors

None save as 24/03-6.4 above.

24/03-7 Decisions

24/03-7.1 Payments for approval

None. All payments made and due had been noted under 24/03-6.2.2 above.

24/03-7.2 Appointment of new auditor

The council's former auditor had passed away suddenly last month. Per Pro Services Ltd had agreed to carry out the annual audit remotely for a fee based on £30 per hour for three hours. They had agreed also to inspect the Village Hall accounts. Their appointment was approved unanimously.

24/03-7.3 Review of risk and approve risk assessment document

The updated document was tabled, having been circulated and placed on the website. Risks were considered and it was noted that legal advice on the council's ownership of

common land was still outstanding. The risk assessment document was approved.

Action: Clerk

24/03-7.4 A petition to Uttlesford District Council on highways matters

This item was deferred to the next appropriate meeting as District and County Cllr Foley was absent and no further information was available.

24/03-7.5 Approval of Broxted Directory 2024

A draft had been circulated and tabled. An additional phone number for the police was added. **Action: Clerk**

24/03-7.6 Reports of dangerous dogs roaming in Church End

The clerk had received a report from a resident who was unable to attend the meeting. It was noted that a Royal Mail employee had been bitten and it was assumed Royal Mail would be taking the appropriate steps. No further information was available. The council agreed it could take no action currently.

24/03-7.7 Response to new planning applications

UTT/24/0086/FUL Wren's Nest – revisions to approved application 23/1306. The council decided not to comment.

UTT/24/0558/FUL Land at Woodgates End - change of use to airport-related parking and associated offices and facilities. After discussion it was decided to object on the basis that the site was outside the perimeter of the airport and in the Countryside Protection Zone, therefore car parking facilities were contrary to the adopted Local Plan, that such development was unsuitable for a rural area. It would involve a loss of agricultural land and loss of amenity locally and the local roads were not suitable or safe for increased traffic volumes. **Action: Clerk**

24/03-8 Matters to be noted and/or for future consideration

None raised.

24/03-9 Next meeting date

The next meeting will be on Thursday 11 April 2024. A list of meetings in 2024 was now on the noticeboards and website.

There being no further business the meeting closed at 8.30 pm.