

Minutes of the Meeting of Broxted Parish Council on Thursday 13 June 2024 at 7.30pm at Broxted Village Hall

Present were:

Cllr Vere Isham (Chair), Cllr Tony Adams, Cllr Wendy Adams, Cllr Andy Cousins, Cllr Adam Hume and Cllr David van Haaren. Kate Rixson (Clerk).

The meeting opened at 7.30pm. The chair welcomed councillors and District Councillor Bagnall.

24/06-1 Apologies for absence

Cllr Kesterton could not attend due to family commitments.

24/06-2 Declarations of interest in matters on the agenda and declaration of acceptance of office

No declarations of interest were made.

24/06-3 Public open forum

As no members of the public other than Cllr Bagnall were present, this item was not required.

24/06-4 District Councillor's report

Cllr Bagnall reported on recent council activity, which was limited by the restrictions of the pre-election period .

Lack of progress on planning breaches were discussed, including the condition of the Prince of Wales car park. Cllr Bagnall offered to raise enforcement issues with officers.

Action: Clerk to send file references.

Cllr Bagnall recommended attending a full District Council meeting and would advise on the next suitable meeting.

24/06-5 Approval of minutes of the previous Parish Council Meeting

It was resolved that the minutes of the annual council meeting on 9 May 2024 were an accurate record and they were signed by the Chair.

24/06-6 Reports received

24/06-6.1 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.

Using or disposing of damaged bags of road salt was discussed. The clerk will contact County Councillor Foley to see if the contents could be returned.

24/06-6.2 Financial Reports

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

24/06-6.2.1 Bank balances and reconciliation between the cash books and bank statements for 1 April to 31 May 2024

Receipts and payments	£	Notes and total
Receipts (i.e. income) 1 to 30 April 2024	£10,125	First half of precept paid
Expenditure* 1 April to 31 May 2024 *not including transfers between bank accounts.	£ 2,580.20	As recorded in cashbook. No VAT due or paid.
Receipts less expenditure in current year. Includes any VAT.	£7,544.80	This is the increase in reserves since 1 April 2024
Reconciliation of cash book with bank account		
Unity Current account as per bank statement 31 May 2024	£12,516.25	See statement no. 10
Less unprocessed payment requests at 31 May 2024	None	
Unity Current account as per cash book at 31 May 2024	£12,516.25	
Unity Deposit account as per bank statement and cash book at 31 May 2024	£12,037.07	See statement no. 8
Available funds	£24,553.32	Includes £17,008.52 reserves brought forward from 2023-24.

24/06-6.2.2 Payments made since last meeting and those due under contractual or statutory obligations

A list of payments made and due (contractual, statutory and previously approved) had been circulated and was tabled.

24/04-6.3 Planning update including conservation area

24/06-6.3.1 Conservation area – Place Services' study report was expected.

24/06-6.3.2 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.

24/06-6.4 Footpaths and highways issues

No new issues had arisen.

24/06-6.5 Reports from councillors

A report on the recent Parish Forum was deferred due to Cllr Kesterton's absence.

24/06-7 Decisions

24/06-7.1 Consideration and approval of the Annual Governance and Accountability Report Form 2

24/06-7.1.1 The internal auditor's report

The signed report on page 4 of Form 2 was noted.

24/06-7.1.2 Certificate of Exemption from external review

The council declared itself exempt. The certificate (page 3 of Form 2) was signed by the Responsible Financial Officer and the Chair and dated 13 June 2024. **Action: Clerk to send the Certificate to the external auditors as required.**

24/06-7.1.3 The Annual Governance Statement 2023/24

The council considered the questions in Section 1 Form 2 and agreed to answer “yes” to each. The Statement was duly signed by the Chair and the Clerk and dated 13 June 2024

24/06-7.1.4 The Annual Accounting Statements 2023/24

The council considered and agreed the Statements in Section 2 Form 2 which had been signed by the Responsible Financial Officer on 12 June 2024. The Statements were duly signed by the Chair.

24/06-7.1.5 Statement of Variance

The council noted the differences between spending in 2022-23 and 2023-24 shown in the Statement of Variance, and the reasons for these. The statement would be published.

24/06-7.1.6 Period to exercise public rights

The council approved a period of 30 working days (including the first ten working days of July) for the exercise of public rights of access to the accounts, starting on 19 June or another date as soon as possible after that. The council confirmed that a Notice of Public Rights in the prescribed form should be published by the day before the period of public rights began. **Action: Clerk to decide the period and publish as required.**

24/06-7.2 Approval of payments

A list of payments had been circulated and was tabled. A payment to the Community Heartbeat Trust of £267 including VAT for a new battery for the defibrillator at the village hall (formerly at the Prince of Wales pub) was approved. It was noted that batteries lasted about three years.

Contractual payments including salary of £514.61, cutting grass (cut 5) and £90 for the internal auditor were reported.

24/06-7.3 Placing the village beacon in a new location

It was noted that the beacon had not been lit on the 80th anniversary of D Day as it was in the car park of the closed Prince of Wales pub, therefore sited on private land.

Alternative positions were discussed including opposite the pub on the “triangle” where the metal commemorative bench stood, in the village hall car park, next to the noticeboard in Brick End, in the churchyard or on a triangle in Church End. It was considered that these sites were either too close to trees or did not have enough space for

people to safely gather around the beacon. Two places seemed possible: the wide grass verge opposite Broxted Hall (Essex Highways land) or a corner of the field next to the village hall. **Action: Clerk to discuss with hall managers and contact landowners to discuss.**

24/06-7.4 Response to new planning applications

The council had become aware of application **UTT/24/1434/FUL** which was on the edge of Tilty parish at Maltings Meadow, Maltings Bridge, therefore next to the boundary with Broxted parish. (S73A retrospective application for the permanent siting of a mobile home.) After discussion it was decided that an objection should be lodged on the basis that the building was already in breach of the consent to site a mobile home for three years only, and a further temporary consent would be more appropriate. The grounds for refusal of the appeal to build a house on the site should be brought to the attention of the planning officer. **Action: Clerk**

24/06-8 Matters to be noted and/or for future consideration

None raised.

24/06-9 Next meeting date

The next meeting will be on Thursday 11 July 2024.

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