

## **Minutes of the Meeting of Broxton Parish Council on Thursday 11 July 2024 at 7.30pm at Broxton Village Hall**

### *Present:*

Cllr Vere Isham (Chair), Cllr Wendy Adams (from 8.45pm), Cllr Andy Cousins, Cllr Rachel Kesterton and Cllr David van Haaren. Kate Rixson (Clerk).

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

### **24/07-1 Apologies for absence**

Cllr Hume could not attend due to family commitments. Cllr Tony Adams was unable to attend because of travel delays and Cllr Wendy Adams was delayed by work commitments. The reasons for apologies were accepted.

### **24/07-2 Declarations of interest in matters on the agenda**

No declarations of interest were made.

### **24/07-3 Public open forum**

The council considered agenda Item 7.4.1, planning application UTT/24/0323/FUL, at this point as a member of the public wished to comment and hear the council's views. After discussion the council decided to object to the application as it was too close to listed buildings and would affect their setting adversely, there was poor road access (although noting that Highways would comment on that), the site was not sustainable under policies applied by the Planning Inspectorate to other applications and the NPPF and it was unclear whether there could be proper foul water disposal. It was noted that the matter would be decided by the planning committee, not under officers' delegated powers. Comments would be drafted and lodged. **Action: Clerk**

It was noted that there was outline permission to build up to seven dwellings at Church End. The council considered future discussions with the developer on design and layout. **Action: Clerk**

### **24/07-4 District Councillor's report**

Cllr Bagnall reported on recent council activity including publication this week of the draft Local Plan for Regulation 19 consultation. He remained concerned about the evidential base and allocation of housing to the Takeley ward. Much of this was within the Countryside Protection Zone (CPZ). There had been no assessment of the effect on the local B roads or any recent study on the CPZ. The draft Plan may not be accepted by the government examiner.

Lack of progress on planning breaches in the parish, and remedies for this, were discussed and it was agreed that following the meeting with the Development Manager representations would be put to a full council meeting. **Action: Clerk, Chair**

### **24/07-5 Approval of minutes of the previous Parish Council Meeting**

It was resolved that the minutes of the council meeting on 13 June 2024 were an accurate record and they were signed by the Chair.

## 24/07-6 Reports received

### 24/07-6.1 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.

### 24/07-6.2 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.

#### 24/07-6.2.1 Bank balances and reconciliation between the cash books and bank statements for 1 April to 30 June 2024

Receipts and payments	£	Notes and total
Receipts (i.e. income) 1 April to 30 June 2024	£10,209.03	First half of precept paid plus £84.03 bank interest
Expenditure* 1 April to 30 June 2024 *not including transfers between bank accounts.	£ 3,755.31+ 44.50 VAT £3,799.81	As recorded in cashbook.
Receipts less expenditure in current year. Includes any VAT.	£6,409.22	This is the increase in reserves since 1 April 2024
<b>Reconciliation of cash book with bank account</b>		
<b>Unity Current</b> account as per bank statement 30 June 2024	<b>£9,296.64</b>	See statement no. 12
Less unprocessed payment requests at 30 June 2024	None	
<b>Unity Current</b> account as per cash book at 30 June 2024	<b>£9,296.64</b>	Bank statements match cashbook
<b>Unity Deposit</b> account as per bank statement and cash book at 30 June 2024	<b>£14,121.10</b>	See statement no. 9
<b>Available funds (current plus deposit account balances less any unprocessed transactions)</b>	<b>£23,417.74</b>	Includes £17,008.52 reserves brought forward from 2023-24.

#### 24/07-6.2.2 Comparison of actual and budgeted spending and income

An analysis had been circulated and was tabled. At the end of the first quarter, spending was £3,800 which was less than budgeted although it was expected that a donation to the Village Hall Trust would be made later in the year.

### **24/07-6.2.3 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. Salary payments of £514.61 in June (paid) and £451.50 in July (due) were noted. The clerk reported that HMRC had advised that there was a credit of about £100 on the PAYE account which would be offset against future liabilities and/or repaid. **Action: Clerk**

### **24/07-6.3 Planning update including conservation area**

**24/07-6.3.1 Conservation area** – Place Services’ study report had been received earlier that day and had not yet been fully considered by councillors. However it did not recommend having the Brick End part of the study area formally assessed. It raised the possibility of a new study of a wider area of Brick End. It was noted that the report had been forwarded to Henham Parish Council and that the invoice for the work was awaited from Place Services.

(Cllr Wendy Adams arrived at 8.45pm before the following item.)

**24/07-6.3.2 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. It was reported that surface water had collected at the Brick End crossroads during recent rain, which had not happened before.

### **24/07-6.4 Footpaths and highways issues**

Councillors thanked landowners for recent cutting of paths, which were generally in a good state now.

### **24/07-6.5 Reports from councillors**

Cllr Kesterton reported on the interesting recent Local Council Forum meeting where work on wetlands in Newport parish had been viewed.

## **24/07-7 Decisions**

### **24/07-7.1 Maintenance of council benches**

After discussion it was agreed that Cllrs Van Haaren and Cousins would clean up the metal bench in Brick End and Cllr Isham would clean up the wooden bench at Church End. Cllr Kesterton will monitor the condition of Jenny’s Bench and report as required. A request would be made to place the Dick Knowles memorial bench on a footpath on Broxted Hill Farm land. **Action: Clerk**

Cllr Hume’s opinion would be requested on suitable repair of the windows in the Brick End bus shelter. **Action: Clerk**

### **24/07-7.2 To adopt the revised NALC standard Financial Regulations**

It was agreed that the NALC model would be adopted with any adaptations required (as advised by NALC) to reflect the council’s practice. A draft would be prepared and considered as soon as possible, the auditor having advised at least one change was needed. **Action: Clerk**

### **24/07-7.3 Financial decisions**

#### **24/07-7.3.1 To consider and approve payments**

**7.3.1.1 Remembrance Day wreath:** It was agreed to donate £25 for a Type C wreath. **Action: Clerk**

**7.3.1.2 Donation to East Herts Citizens' Advice:** The information received from this service (which is based in Bishop's Stortford but does not restrict its advice to East Herts residents) indicated a great need for funds and the council decided to donate £150. **Action: Clerk**

**24/07-7.3.2 To approve a transfer between council bank accounts:** a transfer of £7,000 from the current account to the instant access account was approved. It was noted that interest of £84 approximately had been received in the last quarter at a rate of 2.75% p.a. on the Instant Access account. **Action: Clerk**

#### **24/07-7.4 Response to new planning applications**

UTT/24/0323/FUL was the only new application – see 24/07-3 above.

### **24/07-8 Matters to be noted and/or for future consideration**

None raised.

#### **24/07-9 Next meeting date**

The next meeting will be on Thursday 12 September 2024 at 7.30pm in the Village Hall.

There being no further business the meeting closed at 9.35 pm.