

Minutes of the Meeting of Broxted Parish Council on Thursday 10 October 2024 at 7.30pm at Broxted Village Hall

Present:

Cllr Vere Isham (Chair), Cllr Andy Cousins, Cllr Adam Hume and Cllr Van Haaren.

Kate Rixson (Clerk).

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

24/10-1 Apologies for absence

Cllr Kesterton was on holiday and unable to attend. Cllr Tony Adams and Cllr Wendy Adams were unable to attend due to work commitments. The reasons for apologies were accepted.

24/10-2 Declarations of interest in matters on the agenda

No declarations of interest were made.

24/10-3 Public open forum

In the absence of other members of the public, this item was combined with Item 24/10-4.

24/10-4 District and County Councillors' reports.

District Cllr Bagnall reported that the consultation period for the revised draft Local Plan was open until 14 October. Planning enforcement and airport parking issues were discussed.

County Councillor Martin Foley had supplied a written report which would be circulated.

24/10-5 Approval of minutes of the previous Parish Council Meeting

It was resolved that the minutes of the council meeting on 12 September 2024 were an accurate record and they were signed by the Chair.

24/10-6 Reports received

24/10-6.1 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.

Councillors asked the clerk to complete a contingency plan.

The clerk reported on the meetings of the Uttlesford DC planning committee on 18 September, a meeting to encourage councils to work with voluntary sector organisations, and the Local Councils Liaison Group which had focussed on "Net Zero" aims and UDC's waste management policies and long-term plan. It was noted that UDC's contractor Giles Tofield of Cultural Engine

had offered to help with community involvement in the future of the Prince of Wales pub. A decision had not yet been received on the nomination of the pub as a community asset but was awaited soon.

24/10-6.2 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.

24/10-6.2.1 Bank balances and reconciliation between the cash books and bank statements for 1 April to 30 September 2024

Receipts and payments	£	Notes and total
Receipts (i.e. income) 1 April to 30 September 2024	£20,462.35	Precept paid plus £212.35 bank interest
Expenditure* 1 April to 30 September 2024 *not including transfers between bank accounts.	£ 7,154.03+ 199.98 VAT £ 7,354.01	As recorded in cashbook.
Receipts less expenditure in current year to 30 September 2024. Includes any VAT.	£13,108.34	This is the increase in reserves since 1 April 2024
Reconciliation of cash book with bank account		
Unity Current account as per bank statement 30 September 2024	£10,867.44	See statement no.16
Less unprocessed payment requests at 30 September 2024	None	
Unity Current account as per cash book at 30 September 2024	£10,867.44	Bank statements match cashbook
Unity Deposit account as per bank statement and cash book at 30 September 2024	£19,249.42	See statement no.12
Available funds (current plus deposit account balances less any unprocessed transactions)	£30,116.86	Includes £17,008.52 reserves brought forward from 2023-24.

24/10-6.2.2 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), including salary of £532.04 for October, had been circulated and was tabled.

24/10-6.2.3 Spending and income in the year to date compared with the budget

A comparison had been circulated and placed on the website. Overall, income was slightly higher than expected due to a higher interest rate on funds in the deposit account. Expenditure was lower than expected, as funds set aside for contingencies had not yet been needed. It was noted however that the council had offered to meet the costs of redecorating the Village Hall in the current financial year.

24/10-6.3 Planning update

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.

Changes to agricultural permitted development – The clerk had circulated details of changes in the scope of this regime.

24/10-6.4 Footpaths and highways issues

It was noted that a footbridge had been repaired recently and that the resurfacing and repair of byway 42 between Woodgates End and Browns End Road had made this route accessible again, and a pleasure to use.

24/10-6.5 Reports from councillors

None.

24/10-7 Decisions

24/10-7.1 Payments for approval

None had been raised for the meeting.

24/10-7.2 Salary budget 2025-2026

The draft budget was circulated. It included allowance for forthcoming pay awards in 2024-25 and 2025-26 (2024-25 had not yet been agreed/implemented but would be backdated to 1 April 2024). A budget of £7,308.50 was approved.

24/10-7.3 Items for 2025-2026 council budget

A draft budget would be considered at the next meeting. It was noted that allowance should be made for expenditure on the Village Hall. **Action: Clerk**

24/10-7.4 To consider supporting the Five Parishes Baby and Toddler Group by paying the cost of hiring Great Easton Village Hall for their meetings

After discussion councillors confirmed they were in favour, in principle, of supporting the group but wished to know how many families from Broxted parish attended, and whether the group was taking steps to increase its income

generally. With further information the request could be reconsidered. **Action: Clerk**

24/10-7.5 To consider complaint to UDC concerning planning enforcement

The clerk reported that there had been no response from the planning authority Uttlesford District Council (UDC) to her email requesting an update on all current enforcement investigations in the parish, although information had been received about one file from the case officer. After discussion councillors decided to seek support from neighbouring parishes who were also known to have longstanding breaches of planning rules in their areas. A draft letter addressing Dean Hermitage at UDC should be circulated to other parish councils for endorsement and approval. **Action: Clerk**

In addition, arranging to have a motion on the agenda of a full council meeting and arranging local publicity for this were considered.

24/10-7.6 New Planning Applications

24/10-7.6.1 UTT/24/1803 - Dunwell, Chapel End – to extend house in multiple occupation and convert garage. The council did not wish to comment.

24/10-7.6.2 UTT/24/2460 – Shingle Cottage, Sucksted Green – rear extension and porch. The council had no objections.

24/10-7.6.3 UTT/24/2332 – Garrols Farm, Woodgates End – barn conversion. The council had no objections.

24/10-8 Matters to be noted and/or for future consideration

None.

24/10-9 Next meeting date

The next meeting will be on Thursday 14 November 2024 at 7.30pm in the Village Hall.

There being no further business the meeting closed at 9.30 pm.