

Minutes of the Meeting of Broxton Parish Council on 13 March 2025 at 7.30pm at Broxton Village Hall

Present:

Cllr Vere Isham (Chair), Cllr Sarah Cousins, Cllr Adam Hume, Cllr Rachel Kesterton and Cllr Van Haaren.

Kate Rixson (Clerk).

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

25/03-1 Apologies for absence

Cllrs Wendy Adams and Tony Adams were unable to attend due to work commitments. The reasons for apologies were accepted.

25/03-2 Declarations of interest in matters on the agenda

No declarations of interest were made.

25/03-3 Public open forum

The owner of land in Church End, Broxton, advised the council that his development agent would soon be making a second “details following outline” planning application. The first application had recently been withdrawn and plans were being revised.

The developer requested comments from the council to assist in the changes to the previous application, relating to the position of a new tarmac footpath. He also asked for comments on donating an area of undeveloped land next to the development to the council for community use. He hoped this could be a village green of similar size to the existing grass on the other side of the junction opposite the Old Vicarage.

These issues were explored in detail but the council declined to provide comments at this stage, before seeing the application. The council asked for the plans to be published as soon as possible so that all residents could comment. The developer was asked to give notice to the clerk when the plans were available to the public. The matter would then be on the agenda to enable residents to attend the council meeting and give their views. The council would take the preferences of residents into account when supplying comments to the planning authority during the consultation period.

25/03-4 District and County Councillors’ reports.

Cllr Bagnall had advised that he would be away and could not attend. He was thanked in his absence for responding to questions and supplying information since the last meeting.

Cllr Foley was thanked, in his absence through other council commitments, for his written report and recent updates concerning devolution and local government reorganisation in Essex.

25/03-5 Approval of minutes of the previous Parish Council Meeting

It was resolved that the minutes of the council meeting on 13 February 2025 were an accurate record and they were signed by the Chair.

25/03-6 Reports received

25/03-6.1 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. Outstanding items were noted as well as resolved issues.

25/03-6.2 Financial Reports

Bank statements had been reviewed by councillors and were available in the meeting. A bank reconciliation dated 28 February and a list of payments made since the last meeting had been circulated and made available on the website.

Cllr T Adams would check the bank statements and reconciliation against with the cashbooks and report to the council, to assist the council's internal financial controls.

25/03-6.2.1 Bank balances and reconciliation between the cash books and bank statements for 1 April to 28 February 2025

Cash book records:

Income: 1 April 2024 to 28 February 2025: **£21,266.46**

Made up of Precept £20,250, £345.63 bank interest and £670.83 VAT refund

Spending: 1 April 2024 to 28 February 2025 (not including transfers between bank accounts): **£18,348.81**

Made up of £18,120.49 and £228.32 VAT. VAT is normally recoverable.

Reconciliation of cashbook with bank account:

- **Unity Current** account as per bank statement 28 February 2025 **£10,543.47**
- **Unity Current** account as per cash book at 28 February 2025: **£10,543.47**. Bank statements match cashbook.
- **Unity Deposit** account as per bank statement and cashbook at 28 February 2025: **£9,382.70**
- **Available funds (current plus deposit account balances less any unprocessed transactions), £19,926.17.** This includes £17,008.52 reserves brought forward from 2023-24.

25/03-6.2.2 Payments made since last meeting and those due before the next meeting

A list of payments made and due (contractual, statutory and previously approved), including salary of £404.52 and bank charges of £6 for March, had been circulated and was tabled.

25/03-6.3 Planning update

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.

25/03-6.4 Footpaths and highways issues

The worsening potholes at Broadwater Bridge (B1051) would be reported again and Cllr Foley would be asked to press for urgent repairs. **Action: Clerk**

Serious damage had been noted to a footbridge across the stream on Broxted footpath 19. This would be reported. **Action: Clerk**

25/03-7 Decisions

25/03-7.1 Approval of payments:

The council approved a payment to Essex Association of Local Councils of £80 plus £16 VAT for training by the Open Spaces Society attended by Cllr Kesterton.

25/03-7.2 Approval of updated Risk Register

The updated Risk Register including systems of financial control was reviewed and approved. The need for a contingency plan was noted. **Action: Clerk**

25/03-7.3 Broxton Directory 2025 for distribution

Amendments were advised by councillors as required. It was noted that this would be distributed in the Five Parishes magazine as soon as possible. **Action: Clerk**

25/03-7.4 New position for memorial bench and next steps

After discussion and hearing of the family's preferences, the council decided to position the Dick Knowles Memorial bench on the grass between the Village Hall car park and the field, near the existing bench. The landowner of the adjoining farmland would be contacted.

Action: Clerk

25/03-7.5 Planning matters

New application: UTT/25/0365/FUL for a new 4-bedroom detached self-build dwelling and detached 2 bay cart-shed on land at Church Hall Farm, Church End was considered. After discussion it was decided that no objections would be raised.

25/03-8 Matters to be noted and/or for future consideration

Cllr Sarah Cousins signed the Declaration of Acceptance of Office at the start of the meeting.

Dates for the Annual Parish Assembly and the Annual Parish Council meeting were considered. These would be arranged for the same evening, Thursday 8 May 2025. **Action: Clerk**

25/03-9 Next meeting date

The next meeting will be on Thursday 10 April 2025 at 7.30pm in the Village Hall.

There being no further business the meeting closed at 9.05 pm.