

**Minutes of the Meeting of the Broxted Parish Council
Thursday 14 May 2020 at 7pm via video-conferencing**

Present were:

Cllr Andy Cousins, Cllr Adam Hume, Cllr Vere Isham (Chair), Cllr Rachel Kesterton, Cllr Wendy Adams, Cllr Lesley Holt and Cllr Olivia Smith, and Kate Rixson (Clerk).

Two residents attended and spoke.

1 Apologies for Absence

None

2 Public Open Forum

See 3 below

3 Planning Matters

Members of the public were attending via videoconferencing to speak in relation to two new applications so this item was taken first.

3.1 Applications in Cherry Green, refs UTT/20/0890/OP (house east of Woodcocks) and UTT/20/0928/FUL (retrospective application for a manege at Boreham Hall Farm)

Details of the objections being lodged by residents had been made available and were outlined. After discussion it was agreed that the council would lodge objections to both these applications on the basis that both developments were inappropriate. It was also agreed that the planning committee would be asked to call in application UTT/20/0890/OP for consideration by the committee. **Action: Clerk, Chair.**

3.2 Appeals

An appeal had been lodged on 3 April 2020 (and confirmed as valid) against the refusal of permission for change of use on land south of Brick End – application UTT/19/1777/FUL. Details having been circulated, after discussion it was agreed that the same planning consultant who had prepared the objection on behalf of the parish council in 2019 would be approached for a cost estimate for advising on the appeal. **Action: Clerk, Cllr Cousins.**

A report on the progress of outstanding planning applications had been circulated. It was noted that the planning authority had been advised that they should proceed as normal despite the restrictions under the Coronavirus Act 2020.

4 Approval of the Minutes of the Meeting held on 12 March 2020.

The minutes had been circulated and were approved as accurate. They could not be physically signed but this would be arranged at a later date when the Covid-19 restrictions were lifted.

5 Finance

5.1 Verification of cashbook, balances and reconciliation of bank account.

The cashbook could not be verified physically but bank statements had been circulated electronically.

For the current financial year:

Receipts to 30.04.2020	£6,000 (half the precept)	
Expenditure to 30.04.2020	£303.84	
Bank Balances		
Current account	£9325.73	
Deposit account	£9447.08	
<i>Less</i> unrepresented cheques	(£ 168.99)	
Available funds		£18,603.82

A report on balances to the end of March 2020 (year-end) was also supplied:

Receipts to 31.03.2020	£13,151.65	
Expenditure to 31.03.2020	£14,606.44	
Bank Balances at 31 March 2020		
Current account	£4758.61	
Deposit account	£9447.08	
<i>Less</i> unrepresented cheques	(£ 1,298.03)	
Available funds		£12,907.66

It was noted that the annual accounts had been prepared and were to be audited and published within the timetable set by the national auditors Littlejohns. **Action: Clerk**

Approval of Payments

The following were approved, copy invoices having been circulated.

Cheques - Payee and purpose

NALC – for monthly magazine: £17.00

Zurich Insurance – cover renewal by 1 June 2020: £1,136.70

Friends of Historic Essex: £12.00

Garson's – grass-cutting invoice 76 - 24.4.20: £120.00

Clerk's salary for March 2020, net of tax and employee's pension contributions: £502.04

Total cheques to be issued: £1,787.74

Cheque issued between 12 March and 14 May 2020:

Garson's - for grass-cutting invoice 61 - 30.3.2020 120.00

Payments due at a later date:

To HMRC due at end of quarter (19 July) by cheque 129.20

Total cheques/payments authorised £2,036.74

5.2 Delegated powers

It was proposed and resolved that during any period of restricted activity declared by the government in respect of the Covid-19 virus, Council decisions are delegated to the Clerk, in consultation with the chairman and such other councillors as may be necessary, in all matters except those specifically reserved by statute for determination by the Parish Council, such delegation to enable the Council to fulfil its responsibilities to its residents.

6 Clerk's progress report on matters not listed separately

This had been circulated and no questions arose.

7 Date of next meeting

It was agreed that the normal programme of 10 meetings per year (omitting August and December) would be followed as all councillors were able to participate in videoconferencing via Zoom and members of the public had also been able to attend and speak without problems (one of them from outside the UK). Virtual meetings which were open to the press and public would comply with the current regulations.

It was agreed to amend the standing orders to limit the length of the meeting to one hour, the chair having discretion to extend this.

It was agreed that the annual parish assembly would not be called as it would not be lawful to do so under the Coronavirus Act 2020 and that the annual parish meeting would be postponed for the duration of the regulations passed under the Act.

The next parish council meeting will take place on Thursday 11 June at 8pm via Zoom. There being no other business the meeting closed at 8.45pm.