

BROXTED PARISH COUNCIL

Councillors are summoned to the Meeting of the Parish Council at Broxted Village Hall on Thursday 12 June 2025 at 7.30 p.m. Notice and Agenda

- 1. Apologies for Absence** and, if accepted, the reason to be approved by resolution
- 2. Declarations of interest**

Note that any pecuniary interest, or non-pecuniary interest which might be seen as likely to influence a councillor's decision, in any agenda item, should be declared at the start of the meeting and when the item is discussed. If a councillor becomes aware, during the meeting, of any interest which they have not previously declared, they should declare it immediately.
- 3. Public Open Forum**
- 4. District Councillors' and County Councillor's reports to be heard, if attending**
- 5. Approval of minutes of the Annual Parish Council Meeting on 8 May 2025**

To confirm that the minutes of the last meeting are an accurate record.*
- 6. Reports to be received, as available**
 - 6.1 Clerk's report* including any decisions made under delegated powers.
 - 6.2 Finance*
 - 6.2.1 To note balances on bank statements and reconciliation with cash book entries.
 - 6.2.2 To note payments and transfers made since the last meeting of the council and due before the next council meeting including staff costs £371.64.
 - 6.3 Planning update*
 - 6.4 Footpaths and highways
 - 6.5 Reports from Councillors
- 7. To decide steps in relation to the proposed sale of the Prince of Wales pub and car park**

including whether a community interest group should make a written request to be treated as a potential bidder before 10 July 2025.*
- 8. To note the Pledgdon Green Conservation Area consultation** and decide comments to be submitted
- 9. Decisions to be made**
 - 9.1 To consider the internal audit, Annual Governance and Accounting Report 2024/5 and publication of accounts
 - 9.1.1 To receive and note the internal audit report
 - 9.1.2 To review and complete the Annual Governance Statement and authorise the clerk and chairman to sign and date Section 1
 - 9.1.3 To review and agree the Annual Accounting Statement and authorise the chairman to sign and date Section 2
 - 9.1.4 To review and approve the Certificate of Exemption from external audit and authorise the chairman to sign
 - 9.1.5 To approve the dates for the period during which electors may exercise their rights, a period of 30 working days which shall include the first 10 working days of July.
 - 9.1.6 To note the variances in spending, income and reserves between 2023-24 and 2024-25 and to note the asset register
 - 9.2 To approve payments as follows:
 - 9.2.1 To reimburse the clerk for payment of £4.59 to Mythic Beasts Ltd for email/web hosting, for 22 May to 22 August 2025. (Note that the annual cost for the increased storage will be £51, payable August 2025.)

9.2.2 To ratify payment of the insurance premium of £1,319.05 (maximum), including insurance premium tax and administration charges, for 1 June 2025 to 31 May 2026.

9.2.3 To meet invoices for grass-cutting in May: £150 + VAT.

9.3 *This is not an agenda item and is subject to change after service of the summons and publication of the agenda if the council is notified of new planning applications.*

To consider commenting on new planning matters* including

UTT/25/1352/HHF Mitsu, 3 Browns End Rd – demolish front bay window and garage, construct front, side and rear extensions. Comments due by 19 June 2025.

UTT/25/1427/LB Cherry Green Farm, Cherry Green – listed building consent to remove and replace render, repair timber framing and insulate. Comments due by 24 June 2025.

[Planning information here.](#) Type the reference (e.g. 25 1352) into the search box.

10. Matters to be noted and/or for future consideration

11. To confirm the date of the next meeting of the parish council as Thursday 10 July 2025 at 7.30pm at Broxted Village Hall.

*Items have supporting documents – see website www.broxted-pc.gov.uk or phone 01371 870711

Prepared by *Kate Rixson* Clerk to Broxted Parish Council and issued on 6 June 2025