

Minutes of the Meeting of Broxton Parish Council on 10 April 2025 at 7.30pm at Broxton Village Hall

Present:

Cllr Vere Isham (Chair), Cllr Tony Adams, Cllr Wendy Adams, Cllr Sarah Cousins, Cllr Adam Hume and Cllr Van Haaren.

Kate Rixson (Clerk).

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

25/04-1 Apologies for absence

Cllr Rachel Kesterton was unable to attend due to a pre-existing commitment. The reason for apologies was accepted.

25/04-2 Declarations of interest in matters on the agenda

No declarations of interest were made.

25/04-3 Public open forum

No members of the public attended except for Cllr Sutton whose report is below.

25/04-4 District and County Councillors' reports.

Councillors raised local planning enforcement and development issues with Cllr Sutton. It was noted that there was more than one site in Chapel End which appeared to be in use for commercial airport parking.

Cllr Foley was thanked, in his absence through other commitments, for his written report and emails concerning parish matters, especially relating to roads.

25/04-5 Uttlesford District Council's response to the parish council's formal complaint regarding planning enforcement – Agenda Item 7.3

The contents of the response were noted including the welcome acceptance of the need to review the planning authority's enforcement policy.

After discussion the clerk was asked to draft a response. **Action: Clerk**

25/04-6 Planning application UTT/25/0320/FUL Item 7.7 on agenda

This retrospective application to create a commercial car park at Dunwell in Chapel End had been notified to the council after publication of the agenda and was due to be considered under Item 7.7 below.

It was noted that investigation file number UTT/24/0081/C had been opened in March 2024 but the parish council had not been informed until enquiring about

the application in March 2025. It seemed that the planning authority had taken no steps to enforce despite the lack of planning approval.

The council also noted that Uttlesford's policy (Local Plan 2005) was to refuse permission for commercial car parks outside the airport perimeter and that it had been advised last year that preventing illicit airport parking was its highest enforcement priority. The council agreed to object strongly . **Action: Clerk**

25/04-7 Approval of minutes

The minutes of the meeting on 13 March 2025 were approved as an accurate record and signed by the chair

25/04-8 Reports received

25/04-8.1 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.

25/04-8.2 Financial Reports

Bank statements had been reviewed by councillors and were available in the meeting.

A bank reconciliation dated 31 March 2025 and a list of payments made since the last meeting had been circulated and made available on the website.

Cllr T Adams reported that the cash books and bank statements matched and payments made reflected the council's decisions to authorise for the previous three months.

25/04-8.2.1 Bank balances and reconciliation between the cash books and bank statements for 1 April 2024 to 31 March 2025 (year end).

Cash book records: £19,394.39

Income: 1 April 2024 to 31 March 2025 (full year):

£23,664.83

Made up of Precept £20,250, £444.37 bank interest and £2,900.46 VAT refund (note this is largely for Village Hall expenditure and the council claims as trustee)

Spending: 1 April 2024 to 31 March 2025 (not including transfers between bank accounts)(full year): **£21,278.96**

Made up of £21,035.14 and £243.82 VAT. VAT is normally recoverable.

Reconciliation of cashbook with bank account:

- **Unity Current** account as per bank statement year end 31 March 2025 **£9,912.95**
- **Unity Current** account as per cash book at year end 31 March 2025: **£9,912.95**. Bank statements match cashbook.
- **Unity Deposit** account as per bank statement and cashbook at 31 March 2025: **£9,481.44**

- **Available funds (current plus deposit account balances less any unprocessed transactions), £19,394.39.** This includes £17,008.52 reserves brought forward from 2023-24.

Comparison of actual income and spending with budget

- A variance analysis had been circulated and was taken as read.
- Income had exceeded expenditure by £2,385 in the financial year
- The budget had been underspent by £2,183 overall, particularly on purchasing, staff costs, professional fees/general contingencies and repairs. This had enabled a donation to the Village Hall trust for decoration and an increase in grants and donations to charities and local organisations.

25/04-8.2.2 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 paid in March and £467.85 due in April, had been circulated and was tabled.

25/04-8.3 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.

25/04-8.4 Footpaths and highways issues

The continuing deterioration of Pledgdon Green Road/Brick End Road was noted and it was hoped that the county councillor would be able to push for repairs. **Action: Clerk**

It was noted that the parish council's contractor would be treating weeds on the length of tarmac path across the grass opposite the Prince of Wales pub.

Cllr Hume left the meeting at 8.30pm after this item.

25/04-8.5 Reports from councillors

None

25/04-9 Decisions

25/04-9.1 Approve list of regular, contractual and statutory payments in 2025-26

Item 7.1 on the agenda was deferred as the list was not yet available. **Action: Clerk**

25/04-9.2 Approval of payments

The council approved payment to the Rural Community Council of Essex: £105 including VAT to renew membership for the council and Village Hall (combined) for 2025.

25/04-9.3 Consider Uttlesford District Council's response to the council's formal complaint

See item 25/04-5 above. **Action: Clerk**

25/04-9.4 Approval of revised Financial Regulations, Standing Orders and Scheme of Delegation to Clerk

These documents had been revised due to legislative changes to procurement processes resulting from the UK leaving the EU. There had also been a full review of recommended financial regulations by the National Association of Local Councils. A fully-updated NALC model standing orders was not yet available but the council's existing standing orders had been revised to refer to the new legislation. The clerk's delegated powers had been amended to reflect new financial limits in the regulations and standing orders.

The documents had been circulated and were tabled. After consideration the revised versions were approved and would be put on the website. **Action: Clerk**

25/04-9.5 Decide steps to move the Dick Knowles memorial bench to the grass between the village hall car park and the adjacent farmland

Cllr Adams kindly offered to collect the bench from storage and install it in its new position. **Action: Cllr Adams**

25/04-9.6 To consider a donation to the Buffy Bus Playbus service

After discussion it was agreed to donate £100 to this service and to obtain information on which villages were visited. **Action: Clerk**

25/04-9.7 To consider new planning applications

Three applications relating to Knowles Cottage on Browns End Road were considered:

UTT/25/0673/HHF to replace the existing extension, UTT/25/0674/LB listed building consent for a new porch, internal alterations and the replacement extension, and UTT/25/0675/HHF to add a new outbuilding and greenhouse.

After discussion the council supported the applications and decided not to comment as a consultee.

25/04-10 Matters to be noted and/or for future consideration

None

25/04-11 Next meeting date

The next meeting will be the combined Annual Parish Council Meeting and Annual Assembly of electors. It will take place on Thursday 8 May 2025 at 7.30pm in the Village Hall.

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