

Minutes of the Annual Meeting of Broxton Parish Council on 8 May 2025 at 7.40pm at Broxton Village Hall

Present:

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

Kate Rixson (Clerk).

The meeting opened at 7.40 pm following the Annual Assembly. The chair welcomed councillors and District Councillor Bagnall.

25/05-1 Election of Chair of the Council and chair's declaration of acceptance of office

Cllr Hume nominated Cllr Isham and this was seconded by Cllr Adams. He was elected unanimously and signed the declaration of office.

25/05-2 Election of Vice-Chair of the Council

Cllr Cousins nominated Cllr Kesterton and this was seconded by Cllr Van Haaren. She was elected unanimously.

25/05-3 Apologies for absence

Cllr Tony Adams was unable to attend due to work commitments. The reason for absence was accepted.

25/05-4 Declarations of interest in matters on the agenda

No declarations of interest were made.

25/05-5 Public open forum

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

25/05-6 District and County Councillors' reports.

Enforcement of planning restrictions on airport-related commercial parking ventures had been discussed at the district council. The parish council was aware of householders renting out driveways for this purpose and considered making residents aware of the income tax and insurance liabilities, and of possible terms in mortgages which might affect such arrangements.

The ward members had the power to make small grants to the parish council for capital projects and the council was encouraged to put forward a request as it had not received funds previously.

As part of the local government reorganisation which was now starting, the parish council might ask the district or county council to transfer assets in the parish to Parish Council ownership. This could apply to the tarmac path across the grass between Brick End Road and the bus shelter opposite the Prince of Wales. As the tarmac was cracked and uneven the council could report the safety issues to the current owner, the county council. It was noted that the path was not maintained by the county council according to the "assets" map on the Essex CC website. The clerk had been told that the land had been acquired for a highways scheme at the junction but was no longer needed. **Action: Clerk to report, applications for grant to be considered.**

25/05-7 Approval of minutes of the previous Parish Council Meeting

The minutes of the meeting on 10 April 2025 were approved as an accurate record and signed by the chair.

25/05-8 Reports received

25/05-8.1 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.

The council thanked the resident who had updated the website.

The clerk was asked to follow up any steps which could be taken regarding the refrigerator unit (from a lorry) on land near Garrolds Farm, including establishing the owner of the land if possible and involving Planning Enforcement.

25/05-8.2 Financial Reports

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

A bank reconciliation dated 30 April 2025 and a list of payments made since the last meeting had been circulated and made available on the website.

25/05-8.2.1 Bank balances and reconciliation between the cash books and bank statements for the first month of the new financial year 1 April 2025 to 30 April 2025.

Cash book records: £28,792.26

Income: 1 April 2025 to 30 April 2025: **£10,125.00**

Made up of first half of Precept £10,125

Spending: 1 April 2025 to 30 April 2025 (not including transfers between bank accounts): **£727.13**

Made up of £693.63 and £33.50 VAT. VAT is normally recoverable.

Reconciliation of cashbook with bank account:

- **Unity Current** account as per bank statement 30 April 2025: **£19,310.82**
- **Unity Current** account as per cash book 30 April 2025: **£19,310.82**. Bank statements match cashbook.
- **Unity Deposit** account as per bank statement and cashbook at 30 April 2025: **£9,481.44**
- **Available funds (current plus deposit account balances less any unprocessed transactions), £28,792.26.** This includes £19,394.39 reserves brought forward from 2024-25.

25/05-8.2.2 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 £467.85 paid in April and £652.85 due in May, had been circulated and was tabled. Membership of RCCE for the Village Hall and parish council had been renewed and the Information Commissioner's fee of £47 p.a. had been paid.

25/05-8.3 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.

New planning applications were considered at this point in the meeting:

UTT/25/0815/FUL – to build one dwelling on land adjacent to Goodacres House, Church End: This was noted to be very similar to the previous application to build on the site, to which the council had objected and which had been refused by the planning committee. An appeal to the Planning Inspector was under way. It was agreed that objections should be raised. **Action: Clerk**

UTT/25/1004/FUL – Chestnut Lodge, St Marys Mews, Church End, to build and extension: the council had no comments to make.

UTT/25/1017/FUL – Toad Hall, Chapel End, to demolish and build 6 dwellings: Councillors were not aware of any objections from nearby residents and could see no planning reasons for objecting to the application. The clerk was asked to report any neighbours' comments received by the planning authority before the deadline for comments. **Action: Clerk**

UTT/24/1116/FUL – Walnut Tree Cottage, Brick End, appeal against refusal. It was noted that this would proceed by written representations and any comments submitted previously would be forwarded to the Inspector by the planning authority. It was decided not to add any further points.

25/05-8.4 Footpaths and highways issues

Cllr Kesterton reported a broken footbridge and would note the footpath number so this could be reported. **Action: Cllr Kesterton, Clerk**

25/05-8.5 Reports from councillors

Cllr Van Haaren noted that a Planning Enforcement officer had overseen work on the Prince of Wales car park today and that some waste had been removed.

Councillors thanked residents and Cllr Cousins for re-planting the five flower troughs at Brick End.

25/05-9 Decisions

25/05-9.1 Approve list of regular, contractual and statutory payments

A list had been circulated and was tabled. It was approved and is annexed to the minutes.

25/05-9.2 Insurance renewal

A renewal from Clear Insurance was awaited and other quotes would be obtained. The clerk was authorised to renew on the best available terms. **Action: Clerk**

25/04-9.3 Approval of payments

The council approved payments as follows:

25/05-9.3.1 Annual subscription for Barn2 document library software for the council website (the previous free software having become obsolete): £89 plus £17.80 VAT, total £106.80. The clerk would be reimbursed for this website purchase made by card.

25/05-9.3.2 Annual subscription to Essex Association of Local Councils and national Association of Local Councils: £196.69 (no VAT).

25/05-9.3.3 To reimburse residents £70.50 for plants and compost for the flower troughs at Brick End.

25/05-9.3.4 To meet invoices for weed treatment at the Village Hall £20 plus VAT and for parish grass-cutting in April £210 plus VAT – total £288.

25/05-9.4 New planning matters

See item 25/05-8.3 above

25/05-10 Matters to note and/or for future consideration

The clerk noted that the condition of assets needed to be checked and that she was in touch with the UDC street-cleaning team about adding another dog waste bin in Church End. She would report at the next meeting.

25/05-11 Date of next meeting Thursday 12 June 2025 at 7.30pm in the Village Hall.

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