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BROXTED PARISH COUNCIL

**Councillors are summoned to the Meeting of the Parish Council
at Broxted Village Hall on Thursday 9 October 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. PCSO Alexander Stewart attending to discuss new "DNA" property marking kits and other matters**
- 5. District Councillors' and County Councillor's reports to be heard, if attending**
- 6. Approval of minutes of the Parish Council Meeting on 11 September 2025**
To confirm that the minutes of the last meeting are an accurate record.*
- 7. Reports to be received, as available**
 - 7.1 Clerk's report* including any decisions made under delegated powers.
 - 7.2 Finance*
 - 7.2.1 To note balances on bank statements and reconciliation with cash book entries.
 - 7.2.2 To note payments and transfers made since the last meeting of the council and due before the next council meeting (previously approved, statutory payments and payable contractually).
 - 7.2.3 To note spending and income compared with the budget.
 - 7.3 Planning update*
 - 7.4 Footpaths and highways
 - 7.5 Reports from Councillors if any
- 8. To consider information received from Uttlesford District Council concerning steps taken on enforcement matters and decide next steps**
- 9. To consider whether to request a transfer of land opposite the Prince of Wales pub from Essex County Council to the ownership of the parish council.***
- 10. Decisions to be made**
 - 10.1 To transfer the second half of the precept to the council's deposit account
 - 10.2 To approve payment of the invoice from Essex Legal Services - £837.90 plus VAT.

10.3 *This is not an agenda item and is subject to change after service of the summons and publication of the agenda.*

To consider commenting on new planning matters* including

UTT/25/2416/HHF and 25/2417/LB - 7 The Maltings, Muscombs Lane. To convert garage to annexe. Comments by 15 October 2025.

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

12. To confirm the date of the next meeting of the parish council as Thursday 13th November 2025 at 7.30pm at Broxted Village Hall.

*Items have supporting documents – see website www.broxted-pc.gov.uk, scan QR code above or phone 01371 870711

Prepared by *Kate Rixson*, Clerk to Broxted Parish Council, and issued on 1 October 2025