

Action taken under delegated powers (i.e. at Clerk's initiative)		Details (bold indicates new developments since last report)	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update (bold = new)	Date closed or ratified
	Sep-25	Footpath 32 and 50,Brick End (between Broxted Hall and Brick End cottages)	Ploughed. Route not visible. Landowner contacted. No response as yet.	06.10.25	
	Jul - Sept 25	Contact from residents	Summary: 1. potholes near church. See 25/09-6.1 below. Now "made safe" with repair (temporary?) . 2. Arrangements for payment for Cranham Road repairs by owner-occupiers. Cllr Sutton persuaded UDC to offer payment by installments and refund lump sum which had been paid after aggressive chasing letters sent - resolved . 3. Complaint from resident about drones near house - EHO/anti-social behaviour team not helpful. To report back to resident with advice to call police.	30-Sep-25	
	Jun-25	Prince of Wales pub/car park sale	Moratorium ends 29 Nov 25. UDC has issued notice of intention to remove the part of the car park which has planning permission from the ACV designation. This will take effect on 8 Oct unless objections raised and will lift the moratorium on a sale from that part of the land. Agent very pleased. Pub being repaired (finished). Clerk in touch with potential buyers but does not know of progress.	06.10.25	
	Sep-24	New gate opposite Ivy Cottage	To be inspected by UDC. No comment yet but gate believed to be an old access. Also reported to Highways ref 2942913 for inspection, as at 1 Oct 24. No change.	checked Highways map 11 June 2025	

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11-Sep-25	25/09-6.1	Potholes B1051 Church End	refs 2995858/2993695 near church now filled (temporary repair?) following intervention by Martin Foley and possibly Roy Gooding (CC for Stansted/Henham). Others (reported) still waiting.	29.09.25	
	25/09-6.3	Planning enforcement at Dunwell, Chapel End	Query answered in response noted 25/07-7 ie enforcement will "recommence".	30.09.25	Agenda 9 Oct 25
		Planning consents at Happy Days/Poppys Cottage	Confirmed, for 2 dwellings.	29.09.25	29.09.25
	25/09-10.1	Update on tree inspection	Quote accepted. Will be carried out as soon as possible.	27.09.25	
	25/09-10.2	Installation of dog waste bin	Delay due to chosen contractor being unavailable until end Oct.	29.09.25	
	25/09-10.3	Donation to Hall	To cover weeding and hedgecutting. Paid to contractor.	15.09.25	15.09.25
Meeting date	Most recent and oldest Minute ref		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
10-Jul-25	25/07-7	UDC Planning Enforcement issues/complaint	Request for update on the 8 open files in the parish now sent - report provided to councillors and Cllr Bagnall.	30.09.25	agenda 9 Oct 25
	25/07-9	Add new bank signatories	To complete forms for bank	09-Sep-25	
	25/07-10.1	Order road salt from ECC	Received, 40 bags x 25kg on pallet at hall. New (green-coloured) grit bin installed at The Maltings and filled.	27.09.25	27.09.25
	25/07-10.2.3	Order poppy wreath for Remembrance Day service	Clerk to collect - now available.		

Meeting date	Most recent and oldest Minute ref		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
	25/06-9.2.2	Insurance renewal	Renewed with Clear Insurance with effect from 1 June 2025. Change of renewal date agreed - now 28 February 2026. Refund for 3 months March-May 2026 now due. Not received yet - to chase.	06-Oct-25	
08-May-25	25/05-6	Transfer of Highways land to PC	To look into transfer of the triangle at the Brick End/Prince of Wales pub junction from ECC to the PC. Identified and ECC approached. See policy. Waiting for more info from ECC. See agenda Oct 2025	30.09.25	Agenda 9 Oct 25
	25/05-8.1	Refrigerator unit in field at Woodgates End	Land Reg search - new owners now registered so names available. Chased Environmental Health at UDC. No response - they had said they couldn't take action.	31-Jul-25	31 July 2025
10-Apr-25	25/04-5	Draft further letter re formal complaint to UDC	Request to go to Stage 2 of complaints process made 2 June.CEO upheld complaint of failure to communicate and out-of-date enforcement policy. Request for update on the 8 open files in the parish now sent, see above.	26-Aug-25	See agendas.
	25/04-8.4	To ask Martin Foley to follow up re condition of Pledgdon Gn Road/Brick End Road	Emailed. He has chased Highways. No reply yet. Cllr Foley unwell and unable to respond as yet.	11-Jun-25	
11-Jul-24	24/07-6.2.3	Request refund of credit from HMRC	Requested by letter from HMRC. Clerk notes that with the increased NI conts the credit may be used up in 2025-26 but refund requested even so. Received £41.11 26 Sept 2025	Chased 7 March 25	26.09.2025
11-Jan-24	24/01-7.8	Repairs and maintenance of council's physical assets following annual inspection	Bus shelter window frames to be replaced Oct 2025. Bin emptied.	01-Sep-25	

Meeting date	Most recent and oldest Minute ref		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
	24/01-8	Faded 30mph signs	Brick End signs reported to Highways, ref 2894631, 22 Jan 24. To monitor replacement. Still on list for attention - to be inspected. Still no Highways update since 22 Jan 24. Temp signs installed.	01-Sep-25	
11-May-23	23/05-8	Invite PCSO to a PC meeting	New PCSO Alexander Stewart is Broxted's PCSO. Attg Oct 2025 meeting.	22-Apr-24	Agenda 9 Oct 25
10-Nov-22	22/11-7.3	Amend clerk's contract	To amend contract with new holiday entitlement under local councils agreements and to propose set hours as zero-hours contracts not lawful.	15-Nov-22	for agenda
10 Nov 22, 11/11/2021	22/11-6.3, 21/11-8.5	Propose a Local Highways Scheme - speed restriction to 30mph and HGV advisory sign and road markings on Brick End Rd. Scheme was submitted 5 Dec 21 to Cllr Foley and endorsed by him.	Scheme LUTT212037 (speed limit) and LUTT242013 (road markings and HGV advisory signs. 242013 now in "validation" with design team. A speed survey is needed for LUTT212037 and no funds for this. Neither scheme was recommended for funding before LHP suspended May 2025. Email from Cllr Foley 4 July 2025 not optimistic. LHP now meeting again. No mention of scheme at Sept mtg.	02.10.25	
10-Mar-22	22/03-7.3	Risk assessment shows that revised documents are needed in a number of areas, as specified in the assessment.	Clerk has started on prep of contingency/business continuity plan; clerk to update emergency plan as addresses etc have changed.	03-Feb-25	
06-May-21	21/5-9.1	Report damage to roadsign	ref 3330627 "sign damaged" - "repair will be undertaken with non-specified timescale" according to Highways website. No change (in 3 years). Checked on 26 June 25	26-Jun-25	

Year 2025-26

Financial report for meeting on 9 Oct 2025

Summary and bank reconciliation

Receipts and payments for 1 April 2025 to 30 September 2025

Balances on 30 September 2025

Receipts and payments	£	Notes and total
Receipts (i.e. income) 1 April to 30 Sept 2025	20,359.55	Precept and bank interest
Expenditure* 1 April to 30 Sept 2025 *not including transfers between bank accounts.	£ 6,422.99 + 331.84 VAT £6,754.83	As recorded in cashbook.
Receipts less expenditure to 30 Sept 2025. Includes any VAT paid.	£13,604.72	This is the increase in reserves since 1 April 2025
Reconciliation of cash book with bank account		
Unity Current account as per bank statement 30 Sept 2025	£23,408.12	
Less unprocessed payment requests at 30 Sept 2025	None	
Unity Current account as per cash book at 30 Sept 2025	£23,408.12	Bank statements match cashbook
Unity Deposit account as per bank statement and cash book at 30 Sept 2025	£9,590.99	
Available funds (current plus deposit account balances less any unprocessed transactions)	£32,999.11	Includes £19,394.39 reserves brought forward from 2024-25.

Broxted Parish Council**Bank: Unity Trust current T1****From 01/09/25 to 30/09/25 statement no 028**

Date	Reference	Details	Receipts £	Payments £	Balance £
01/09/2025		Balance brought forward			<u>14,523.87</u>
	15/09/2025 PAY 101504	Kate Rixson salary Sept 25 (Aug hrs)		243.73	
	15/09/2025 PAY 101505	S Parker hall weeding and hedge cut		270.00	
	15/09/2025 PAY 101506	Mythic Beasts inv#244723 23.08.25		60.00	
	15/09/2025 PAY 101507	Thornwood Garden Mtce Ltd inv0947 02 09 2025		180.00	
	15/09/2025 PAY 101508	Glasdon UK Ltd inv51920537 09.09.2025		522.13	
	25/09/2025 REC 000060	Uttlesford District Council 2025 precept second half	10,125.00		
	26/09/2025 REC 000061	HMRC PAYE refund	41.11		
	30/09/2025 PAY 101509	Bank charges for month		6.00	
		TOTAL	10,166.11	1,281.86	
30/09/2025		Balance carried forward			<u>23,408.12</u>

Broxted Parish Council**Bank: Unity Trust instant access****From 01/09/25 to 30/09/25**

Date	Reference	Details	Receipts £	Payments £	Balance £
31/08/2025		Balance carried forward			9,536.90
30/09/2025	REC 000062	Interest credited	54.09		
30/09/2025		Balance carried forward			<u>9,590.99</u>

Item 7.2.2

Meeting 9 Oct 2025

Broxted Parish Council

Payments due and to note - already approved

From 9 Oct 2025

Invoice/rcpt date	Item	£	£	£	Budget category	
		Receipt	Payments			
			Net	VAT	Total	
not known	Credit on insurance premium (renewal date now 28 Feb 26)	310.78		0.00		Insurance
by 1 Nov 25	Thornwood Grounds maintenance - grass cutting Sept		150.00	30.00	180.00	hedges, weeding, grass
20-Oct-25	Oct salary (Sept hours)		412.44	0.00	412.44	Staff costs
31-Oct-25	Bank charges		6.00	0.00	6.00	bank charges
	TOTAL	310.78	568.44	30.00	598.44	

Broxted Parish Council		
Budget 2025-2026	£	£
Comparison of spending and income with budget - second quarter of 2025-26 (halfway through the year)	Received/Spent to 30 Sept 25	Budget 2025-26 whole year
Figures are rounded to nearest £1		
Figures exclude VAT		
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INCOME EXCLUDING PRECEPT		
Refund of VAT paid		0
Bank Interest	110	200
Bursary for clerk's training		100
Grants towards projects eg from district councillors		
Reimbursement of expenditure on Village Hall		
Precept received and due	20,250	
Total Income	20,360	300
EXPENDITURE		
Grants made under s137 Local Government Act 1972		
Uttlesford Home Start		
Five Parishes Magazine		
St Clare Hospice		
Essex Air Ambulance		
East Anglia's Children's Hospice		
Support 4 Sight		
Poppy wreath		
Friends of Historic Essex		
Other grants and donations (non-s137)		
Friends of Historic Essex		
Uttlesford Citizens Advice Bureau		
Maintenance of open churchyard		
East Herts Citizens Advice Service		
Uttlesford Community Travel		
Stansted Airport Watch		
Mole Hill Green Cricket Club		
Buffy Bus	100	
Training for use of defibrillators		
Five Parishes baby and toddler group	100	
Total grants and donations incl s137	200	1,500
Subscriptions and memberships(gen admin)		
Friends of Historic Essex		14
Local Council Review magazine		0
E.A.L.C., NALC and UALC	197	195
C.P.R.E.		38
Rural Community Council of Essex	88	75
Society of Local Council Clerks		84
The Hundred Parishes Society		11
Total subs and memberships	285	417
Regular bills and fees		
Bank charges	36	75
Insurance	1,270	1,500
Office expenses (incl equipment, website fees, gen admin)	203	420
Total regular bills and fees	1,509	1,995

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Comparison of spending and income with budget - second quarter of 2025-26 (halfway through the year)	Received/Spent to 30 Sept 25	Budget 2025-26 whole year
Staff costs (incl employers' NI and pension)	2,652	6,402
Purchases		
Bench, plaque, street furniture, noticeboards, plants etc	494	3,000
Other except office expenses, see above		50
Pads/battery for defibrillator		450
Total purchases	494	3,500
Contribution to Village Hall costs (reimbursement not expected)		
Total Village Hall (including clerk's time not included in staff costs above)	270	750
Training, legal materials		
Clerk training		200
Councillors' training	80	200
Legal materials/textbooks		75
Total training, legal materials	80	475
Contingencies for legal liabilities		
Election costs (if casual vacancy arises and more than one candidate)		500
Insurance excess		0
Audit Fee	122	130
Information Commissioner - Registration as data holder	47	40
Total contingencies for legal liabilities	169	670
Professional fees (planning advice etc) and other contingencies		
Legal re planning		1,500
Tree surgery advice		2,000
General contingencies e.g. legal fees re common land		1,500
Total professional fees	0	5,000
Maintenance, repairs, work on assets		
Repairs/maintenance of assets		1,000
Hedge & Grass Cutting	745	1,850
Remedial work to trees on common land		750
Work at Village Hall to be reimbursed	20	150
Total maintenance, repairs, work on assets	765	3,750
Neighbourhood Plan support		
Office expenses	0	
Clerk's time (allow 10 hours)	0	
Total Neighbourhood Plan support	0	300
VAT	332	1,000
TOTAL EXPENDITURE	6,756	25,759
Percentage of budget spent	26%	
Income less expenditure to 30 June 2025	13,604	

ENFORCEMENT FILES September 2025

Enforcement	Property		Issue	Position as PC aware in August	Any UDC action NOT notified to PC shown in red
ENF/INV					
INV/25/0140/C	Boreham Hall Farm	06.08.25	shipping containers used commercially, new building		We were told of file being opened (nothing after that).
INV/25/0132/B	Wood Farm, Pledgdon Gn	15.07.25	Change to entrance/gate of listed bldg		We were told of file being opened (nothing after that).
INV 24/0208C	Prince of Wales car park	new file, same issue, opened 17 Dec 2024	Waste dumping, fire set	Improved but not cleared. Officer advises van and carparking can't be prevented.	That the file has been closed
INV/24/0081/C	Dunwell, Chapel End	opened 16 April 2024	Commercial airport-related parking	Retrospective planning application made (25/0320/FUL). Under investigation.	That enforcement action appears to have been paused after s73 app made and now has to be recommenced. Will the investigation have to start again? If so, community can assist.
INV 24 0070 C	Land south of Brick End		failure to comply with pre-commencement conditions	Delays in applying for discharge of conditions. UDC has asked agent to apply. No external lighting is allowed unless applied for.	Were advised 7 June that notice of breach of conditions had been served (ie not told at the time it was served). Not advised (after that) that all conditions had been discharged (some partially?) and not advised of file closure. External lighting is very bright and was mentioned to officer. Not advised if lighting does comply with conditions.

Enforcement	Property		Issue	Position as PC aware in August	Any UDC action NOT notified to PC shown in red
ENF/INV					
INV 24 0018 C	land opp Water Hall/ formerly Garrolds Farm	opened 24 Jan 24	caravan, water treatment plant, groundworks, entrance to road, without PP	No further information. Some activities may be covered by agricultural permitted development. Distr Cllr has requested visit.	Unaware of any steps, despite asking specifically what was happening - e.g not advised if file was still open. It is appreciated that we would not be told of pre-app discussions.
23/0145/B	Squirrels, Brick End	opened 8 August 2023	airport parking, breach of listed building regns	Stop notice served. Activity stopped. Appeal lodged against time allowed for compliance.	No steps taken. As activity has stopped there is no action for UDC to take.
23/0080/C	Land south of Goodacres, Church End		untidy site	Still open. Same officer as land east of Goodacres	s215 TCPA being considered [s215 = notice to owner that he must rectify the identified issues] We would like to know when this step is taken
23/0013/C and INV/22/0239/ C	The Warehouse	opened 31 Jan 2023 and 23 Nov 22	breach of consents	further work on vehicles outside building reported. File still open. Further complaints made Sept 2024 and March 2025	Matter is with legal dept for prosecution. We were not made aware of this. Has a decision to prosecute been taken, or is this still being decided?
INV 22 0121 C	Land south of Goodacres, Church End		tenants now left but land still not cleared	File open since June 2022. Site very untidy. Details passed to officer investigating INV 23/0080/C	s215 TCPA being considered[s215 = notice to owner that he must rectify the identified issues] We would like to know when this step is taken

	New items for discussion highlighted in green						case officer/c ontact	Position at 4 Oct 2025 (changes since last report in bold)
Pre-application Consultations	None currently							
New applications which are open for consultation		Appln	consult end date	issues/notes	council view			
25/2423/HHF	Wood Farm, Pledgdon Gn, Brick End Rd	repair and extend flint wall, install electric gates	31-Oct-25	initially an enforcement file for proceeding without applying				
25/2417/LB and 2416/HHF	7 The Maltings, Broxton	convert garage (cartlodge) to annexe	15-Oct-25					
Previous applications - consultation ended (bold indicates new outcome since last meeting)								
25/2339/HHF	Shingle Cottage, Sucksted Gn	Change access, take out hedge/trees	02-Oct-25					Awaiting decision
25/2239/LB	Chaureth Cottage Cherry Green	Replace windows	23-Sep-25					Awaiting decision
25/1542/FUL	Stansted Airport	increase passenger numbers to 51mn pa + 2 new taxiway links to runway	21 July 2025 but committee decisions - Planning committee 17 September 25	transport infrastructure for extra passengers, noise, etc			Maria Shoesmith	Awaiting decision. Not yet on Planning Committee agenda.

Previous applications - consultation ended (bold indicates new outcome since last meeting)								
25/1970/FUL	Toad Hall, Chapel End	Demolish, build 6 dwellings	25-Aug-25					Awaiting decision
25/0320/FUL	Dunwell, Chapel End	retrospective for car parking	01-May-25	likely airport-related	objectn. Called in to planning committee	01-May-25	Natasha Vernal	refused. Appeal lodged, see below.
Appeals	Property	Application	Date of refusal	Date of appeal	Appeal validated	Start letter issued	Deadline	Summary
24/1116/FUL APP/C1570/W/25/3360352	Walnut Tree Cottage, Brick End	1 bungalow	4.10.24	7.2.25		29.4.25	3.6.25	appeal by written representations, with site visit if inspector decides it's necessary.
25/0320 FUL. UTT ref 25/00069. PINS ref	Dunwell, Chapel End	use of land for commercial car parking	9.09.2025	30.09.25	awaited			

Item 9, meeting 9 October 2025

The summary below, prepared by the clerk from the current but undated ECC community asset transfer policy, selects those terms which apply to Parish Councils and omits criteria or terms relating to community groups.

Essex County Council's policy on Community Asset Transfer (CAT), details eligibility, processes, and benefits for local community groups.

Community Asset Transfer (CAT) Overview

- CAT involves transferring ownership or management of land or buildings from the Council to Parish Councils [] often at low or no cost.
- The Council aims to empower communities, improve public services, and enhance local engagement through CAT.
- Benefits include increased local employment, improved skills, and [].

Transfer Terms

- Two types of transfers are available:
 - **Freehold Transfer:** Encouraged for Parish/Town Councils, subject to a satisfactory business case.
 - **Leasehold Transfer:** Offered to other community groups for up to 999 years, with standard terms published by ECC.
- No financial support or asset improvements will be provided by ECC prior to transfer.

Application Process

- Groups must submit an Expression of Interest and a high-level business case, detailing their organisation, intended use of the asset, and community benefits.
- Upon acceptance, a full business case is required, including financial sustainability, risk assessments, and operational plans.
- The Council commits to specific timelines for reviewing applications, though these may vary.

Review and Future Considerations

- ECC will review its CAT policy every three years and may maintain a publicly available list of assets suitable for transfer.
- The process aims to foster effective partnerships between the Council [Parish Councils] and community groups, enhancing local service delivery and engagement.