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## **BROXTED PARISH COUNCIL**

**Councillors are summoned to the Meeting of the Parish Council  
at Broxted Village Hall on Thursday 13 November 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 Parish Council Meeting on 9 October 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 previously-approved payments due before the next council meeting
    - 6.2.3 To note the timetable for receiving the tax base from the principal authority and setting the precept.
  - 6.3 Footpaths and highways
  - 6.4 Reports from Councillors if any
- 7. To consider planning decisions made and decide whether to comment on new planning applications**
  - 7.1 Report of planning decisions made\*
  - 7.2 New applications, appeals and enforcement matters open for comment:  
UTT/25/2856/HHF – Wren's Nest, Chapel End, demolition of garage. Comments due by 21 November 2025.  
Additional matters may be considered in the meeting, if the parish council is notified of them after publication of the agenda.  
The application documents can be found on the [Uttlesford District Council website](#).
- 8. Decisions to be made**

- 8.1 To consider and approve budget 2026-27, review reserves and consider precept\*
- 8.2 Whether to request the transfer of land at Brick End to the parish council, and to approve the terms offered, if further information has been received from the county council
- 8.3 To approve payments as follows:
- £20 for poppy wreath from Royal British Legion, using s137 Local Government Act 1972 by reimbursement to the clerk for her payment in October 2025.\* .
  - £14 plus VAT, total £16.80, to reimburse the clerk for the purchase of a pallet cover – invoice 18 October 2025 number 2973 Lion Trading GB Ltd
  - £150 labour and materials for installing dog waste bin at Church End
- 8.4 To consider a donation to East Herts Citizens' Advice\*
- 8.5 To consider draft Information Technology policy\*

**9. Matters to be noted and/or for future consideration**

**10. To confirm the date of the next meeting of the parish council as Thursday 8<sup>th</sup> January 2026 at 7.30pm at Broxted Village Hall.**

\*Items have supporting documents – see website [www.broxted-pc.gov.uk](http://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 6th November 2025