

# **Minutes of the Meeting of Broxted Parish Council on 13 November 2025 at 7.30pm at Broxted Village Hall**

Present:

Cllr Vere Isham (chair), Cllr Wendy Adams, Cllr Tony Adams, Cllr Sarah Cousins, Cllr Adam Hume and Cllr Rachel Kesterton.

Kate Rixson (Clerk).

The meeting opened at 7.33 pm. The chair welcomed parish councillors and District Councillors Bagnall and Sutton.

## **25/11-1 Apologies for absence**

Cllr Van Haaren was unable to attend as he was on holiday abroad. The reason for absence was accepted.

## **25/11-2 Declarations of interest in matters on the agenda**

No interests were declared.

## **25/11-3 Public open forum**

No members of the public were present except for District Councillors Bagnall and Sutton.

## **25/11-4 District and County Councillors' reports.**

County Councillor Martin Foley had kindly sent a written report and apologies for not attending.

Cllr Bagnall noted that there would be a full district council meeting in January 2026 where Cllr Isham could speak concerning planning enforcement as discussed at previous parish council meetings.

A complaint made by a resident was discussed. It was agreed that the clerk would forward recent emails to Cllr Sutton, who was working with the portfolio holder at Uttlesford DC to resolve the problem. The council agreed that the error should be corrected so that the resident would be in the position he should have been in if the council had acted on his request at the proper time. **Action: Clerk**

Cllr Sutton advised that grants for rural pubs were available and that this might be relevant to the Prince of Wales pub in Brick End. **Action; Clerk**

## **25/11-5 Approval of minutes of the previous Parish Council Meeting**

The minutes of the parish council meeting on 9 October 2025 were approved as an accurate record and signed by the chair.

## **25/11-6 Reports received**

### **25/11-6.1 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.

It was confirmed that the clerk should find out how to have road-signs put up on the road from Woodgates End to Brick End, warning of pedestrians in the road.

It was noted that two new councillor-signatories had been added to the council's current account.

### **25/11-6.2 Financial Reports**

#### **25/11-6.2.1 Balances on bank statements and reconciliation with cash books**

Bank statements were reviewed by councillors in the meeting and would be checked against the cashbook by Cllr T Adams at the end of the quarter.

The council noted that the balance on the bank statements matched those in the cashbook at the end of October 2025, at £11,929.98 in the current account and £19,715.99 in the deposit account – total £31,645.97. This includes £19,394.39 reserves brought forward from 2024-25, interest on the deposit account and the second half of the precept.

### **25/11-6.2.2 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 £337.16 paid in October, had been circulated and was tabled.

### **25/11-6.2.3 Timetable for setting the precept.**

It was noted that the principal authority Uttlesford District Council required the precept demand by 23rd January 2026 and would issue a ready-reckoner which included the tax base for 2026-27 on 5 December 2025. The clerk would circulate this and calculate the council tax arising from precept levels which would be discussed under item 8.1 of this Agenda.

### **25/11-6.3 Footpaths and highways issues**

No particular problems with footpaths were reported. Local speed limits were discussed.

### **25/11-6.4 Reports from councillors**

None not otherwise noted.

## **25/11-7 Planning decisions made and new planning matters to be considered**

### **25/11-7.1 Decisions made by Uttlesford District Council, local planning authority**

A note of decisions had been circulated and was tabled.

### **25/11-7.2 New applications, appeals and enforcement matters open for comment**

Application UTT/25/2856/HHF, at Wren's Nest, Chapel End, an application to demolish a garage, was discussed and the council decided not to provide comments to the planning authority (Uttlesford District Council). The application documents could be found on the [Uttlesford District Council website](#).

## **25/11-8 Decisions**

### **25/11-8.1 Approval of draft budget and consider reserves and precept**

A draft budget for the municipal year April 2026 to March 2027 had been circulated and was in the agenda pack on the website. This showed expenditure in the previous full year 2024-25, expenditure in the current financial year to 30 Sept 2025 and an estimate of the position at year-end (31 March 2026). The effect of varying levels of precept on the council's reserves at the end of 2026-27 was considered.

The council resolved to set up an ear-marked reserve for major projects for the Village Hall, initially allowing for £4,000 from April 2026.

It was agreed to wait for details of the tax base for the parish before deciding the budget and setting the precept at the next meeting.

### **25/11-8.2 Whether to request the transfer of land at Brick End to the parish council**

The parish council had been informed by the county council's land managers/advisers that it was not willing to release the land, therefore it would not be transferred. It was noted that the county council did not maintain the land or the tarmac footpath crossing it and that local residents currently kept the hedge growth in check. The parish council paid for the grass to be cut. It was agreed that cleaning and maintenance might be carried out on a voluntary basis in the Spring.

### **25/11-8.3 Payments were approved 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 for the supply of road salt from the county council – invoice 18 October 2025 number 2973 Lion Trading GB Ltd

£150 labour and materials for installing the new dog waste bin at Church End.

### **25/11-8.4 Donation to East Herts Citizens' Advice**

A donation of £400 was agreed. The council was grateful for the information on the number of Broxted parish residents who had been assisted by the advice service.

**Action: Clerk**

### **25/11-8.5 Information Technology policy**

The draft policy had been circulated and made available on the website. It was in the model form recommended by the National Association for Local Councils and was approved unamended. It would be added to the website in due course. **Action: Clerk**

### **25/11-9 Matters to note and/or for future consideration**

It was agreed that providing broadband for the Village Hall at the expense of the parish council should be considered for approval. Quotes should be obtained from all suppliers. **Action: Clerk**

### **25/11-10 Date of next meeting**

Confirmed as Thursday 8 January 2026 at 7.30pm in the Village Hall.

There being no further business the meeting closed at 8.45 pm.