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BROXTED PARISH COUNCIL

**Councillors are summoned to the Meeting of the Parish Council
at Broxted Village Hall on Thursday 12 March 2026 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**
- 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 12 February 2026**
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
 - 6.3 Footpaths and highways
 - 6.4 Reports from Councillors including on the Parish Forum with Uttlesford District Council
- 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/26/0488/DFO– Land east of Goodacres Church End – details following outline permission UTT/23/0493/OP for a development of up to 7 dwellings, This application is for details of appearance, landscaping, layout and scale for plots 1-3 and will be decided by the Uttlesford Planning Committee.

Deadline for initial comments 27 March 2026. Further comments can be submitted to the Planning Committee when it appears on the agenda (date currently not known). Previous applications include UTT/24/3230/DFO (withdrawn), UTT/24/2490/PAQ3, and UTT/24/0996/PAQ3.

UTT/26/0388/FUL – Land east of Pear Trees, Brick End – two detached dwellings with access and parking – deadline for comments 19 March 2026. Previous applications for the site include 23/2210/OP and 21/3200/OP.

Additional planning 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 renewing the existing grass-cutting contract*
- 8.2 To consider subscribing to Council Wise at a cost of £150 for benefits shown in supporting document*.
- 8.3 To consider a donation to the Five Parishes Magazine
- 8.4 To approve payments as follows and as notified in the meeting:
 - 8.4.1 a fee of £60 to CouncilWise for the clerk to attend a training course on councils managing charities, on 2 April 2026 (also open to councillors).
 - 8.4.2 ratify payment of Per Pro Ltd's invoice for £60 for the examination of the Village Hall accounts for 2024-25 (as a donation to the Village Hall charity).

9. To review the council's Risk Assessment document

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

11. To confirm the date of the next meeting of the parish council as Thursday 9 April 2026 at 7.30pm at Broxted Village Hall.

*Items have supporting documents – see website www.broxted-pc.gov.uk or phone 01371 870711. You can reach the right section of the website by scanning the QR code at the top of this agenda or entering the code <https://bit.ly/4u9BgHJ> in your web browser.

Prepared by *Kate Rixson*, Clerk to Broxted Parish Council, and issued on 6 March 2026