

## **Minutes of the Meeting of Broxted Parish Council on 8 January 2026 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 David Van Haaren. Cllr Wendy Adams arrived at 8.32 pm during item 26/01-6.3 below.

Kate Rixson (Clerk).

The meeting opened at 7.32 pm. The chair welcomed parish councillors and District Councillor Bagnall.

### **26/01-1 Apologies for absence**

Cllr Kesterton was unable to attend due to a family commitment. The reason for absence was accepted.

### **26/01-2 Declarations of interest in matters on the agenda**

No interests were declared.

### **26/01-3 Public open forum**

No members of the public were present except for District Councillor Bagnall.

### **26/01-4 District and County Councillors' reports.**

County Councillor Martin Foley had kindly sent a written report and apologies for being unable to attend.

Cllr Bagnall advised that the next full district council meeting would be in February 2026 not January, and that the government consultation on plans for local government reorganisation would be closing on 11 January.

The Scrutiny Committee had asked the cabinet to review the value for money of refitting the council's London Road offices. This work was planned under the council's policy of "Net Zero" but costs had greatly increased over the course of the project.

Parish councillors raised recent matters including airport-related parking next to the M11 in Elsenham/Stansted and temporary buildings near the turn to Henham on the B1051. Further details would be supplied to Cllr Bagnall. **Action: Clerk**

### **26/01-5 Approval of minutes of the previous Parish Council Meeting**

It is noted that the next full district council meeting will be in February and not January (in relation to the district councillors' reports). The minutes of the parish council meeting on 13 November 2025 were approved as an accurate record and signed by the chair.

### **26/01-6 Reports received**

#### **26/01-6.1 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.

#### **26/01-6.2 Financial Reports**

### **26/01-6.2.1 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. Total expenditure and income are noted in item 26/01-6.2.3 below, having been presented as part of the report on the difference between the budget and actual figures for each category of expenditure.

### **26/01-6.2.2 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 November and £161.76 paid in December, had been circulated and was tabled. Payments previously agreed and/or due before the next meeting included salary for December hours of £274.98 including holiday pay from 2024-25, and PAYE for the third quarter of 2025-26 of £161.76.

### **26/01-6.2.3 Comparison of budgeted spending and income for the current year and the actual figures to 31 December 2025.**

An analysis showing the actual figures for the last complete financial year 2024-25, the current year to 31 December 2025 and the forecast to 31 March 2026 had been circulated. This was tabled and taken as read. The expenditure budget for the current year was £25,759. Actual spending to 31 December 2025 had been £9,308 so the council was well within its budget. Expenditure to 31 March 2026 was forecast to be £23,299 at the most, assuming that the full budget would be spent in most categories.

It was noted that the insurance premium for the year 2026-27 would be due before 31 March 2026 as the renewal date had been brought forward.

### **26/01-6.3 Footpaths and highways issues**

Councillors reported that the footpath from Woodgates End towards Pledgdon Green had been damaged by the wheels of heavy vehicles using the track, and a footpath marker post was missing (footpath Broxted 40). This could be reported to Essex Highways. **Action: Clerk**

It was noted that Brick End Road near The Rise in Pledgdon Green had been dug out and flooding had been reduced.

Cllr W Adams arrived at this point in the meeting.

### **26/01-6.4 Reports from councillors**

Cllr Van Haaren advised that his access to the council bank account, as a signatory/authoriser, had now been set up.

## **26/01-7 Planning decisions made and new planning matters to be considered**

### **26/01-7.1 Decisions made by Uttlesford District Council, local planning authority**

A note of planning decisions had been circulated and was tabled. The approval on 17 December 2025 of the airport's application to increase passenger throughput numbers to 51 million per year was noted.

### **26/01-7.2 New applications, appeals and enforcement matters open for comment**

Application UTT/25/3314/HHF, at Shingle Cottage, Sucksted Green, an application to alter the driveway and remove hedging and non-TPO trees, was discussed and the council decided not to comment. The application documents could be found on the [Uttlesford District Council website](#).

## **26/01-8 Decisions**

### **26/01-8.1 Approval of draft budget**

The council reviewed the draft budget circulated and tabled, and considered the effect of varying levels of precept on the council's reserves to the start of the year 2027-28. It was decided to increase the expenditure budget to £24,000. This would allow for adequate reserves under the financial standards applicable to small parish councils.

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. The draft budget was unanimously approved.

### **26/01-8.2 To set the precept for the municipal year 2026-2027**

The effect of varying levels of precept on the council tax payable by residents was considered. The tax base for the parish area had now been provided and showed a small increase.

A precept of £21,260 was unanimously agreed, to reflect the budget approved above. The increase in council tax was therefore 1.85% or £1.44 per year for a Band D taxpayer.

The precept demand was signed by the chair and clerk and would be submitted to Uttlesford District Council as soon as possible. **Action: Clerk**

### **26/01-8.3 Payments approved as follows:**

£10 to renew membership of the Hundred Parishes Society for 2026

£116 to renew the clerk's membership of the Society for Local Council Clerks

£80 plus VAT to meet invoice number 255214 dated 12 Dec 2025 from Mythic Beasts Ltd for email services

### **26/01-8.4 Progress regarding use of the Village Beacon**

The clerk reported she was waiting for a response from the selling agent for the pub, who was asking the owner to make arrangements to move the beacon to the main pub car park. **Action: Clerk**

### **26/01-8.5 Government consultation on the reorganisation of Essex local authorities into unitary authorities**

Councillors expressed concerns that creating larger authorities would reduce local accountability and damage communication between principal and parish

councils. It was important that the role of parish councils remained, or was enhanced. Comments could be added at gov.uk until 11 January 2026.

**26/01-8.6 Dates for the Annual Assembly and Annual Parish Council meeting 2026**

It was agreed that these events would both take place on Thursday 14 May 2026 starting at 7.30pm. **Action: Clerk to give notice**

**26/01-8.7 To re-appoint Per Pro Limited as the internal auditor**

The council appointed Per Pro Limited to carry out the 2025-26 audit  
**Action: Clerk**

**26/01-8.8 To consider broadband suppliers for the Village Hall**

This item was deferred until the next meeting to enable the clerk to provide a full report. **Action: Clerk**

**26/01-9 Matters to note and/or for future consideration**

It was agreed to consider donations and grants from the council at the next meeting. **Action: Clerk**

**26/01-10 Date of next meeting**

Confirmed as Thursday 12 February 2026 at 7.30pm in the Village Hall.

There being no further business the meeting closed at 9.15 pm.