

# BROXTED PARISH COUNCIL

**Councillors are summoned to the Meeting of the Parish Council  
at Broxted Village Hall on Thursday 11 June 2026 at 7.30 p.m.**

Scan the QR code below or enter <https://bit.ly/43jG5Ci> in your browser to see the agenda  
and supporting documents on our website



## 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 Annual Parish Council Meeting on 14 May 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, income and expenditure in the year to date, and reconciliation with cash book entries.
    - 6.2.2 To note payments and transfers made since the last meeting of the council and due before the next council meeting (contractual, statutory or previously approved).
  - 6.3 Footpaths and highways
  - 6.4 Reports from Councillors
- 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/26/1272/FUL – Happy Days, Chapel End – for one self/custom build dwelling and associated works. Deadline for comments 26 June 2026.  
UTT/26/1135/HHF and 1136/LB – 4 Woodgates End – planning and listed building consent application for a single storey rear extension and internal alterations. Deadline for comments 16 June 2026.  
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. To consider the audit report, the Annual Governance and Accounting Report 2025/26 and publication of accounts\***
  - 8.1.1 To receive and note the internal audit report
  - 8.1.2 To review and complete the Annual Governance Statement and authorise the clerk and chairman to sign and date Section 1

- 8.1.3 To review and agree the Annual Accounting Statement and authorise the chairman to sign and date Section 2
- 8.1.4 To review and approve the Certificate of Exemption from external audit and authorise the chairman to sign the certificate
- 8.1.5 To approve the dates for the period during which electors may exercise their rights, a period of 30 working days which shall include the first 10 working days of July.
- 8.1.6 To note the variances in spending and income between 2024-25 and 2025-26

## **9. Decisions to be made**

- 9.1 To ratify payment of £50 to reimburse for materials to repair the Brick End noticeboard.  
Note: this will be donated to the Essex Sheds project.
- 9.2 To approve a transfer of £5,000 from the current account to deposit account
- 9.3 To decide whether to request bags of road salt from the Essex County Council salt-bag partnership for winter 2026-27.
- 9.4 If quotes are available in compliance with the council's financial regulations, to select contractors and approve work as follows:
  - 9.4.1 for a structural survey and reinstatement valuation of the Village Hall
  - 9.4.2 to level the concrete base of the Brick End bus shelter
  - 9.4.3 to purchase a commemorative bench for Jenny and John Oliveira
  - 9.4.4 for felling, tree surgery and associated work as recommended in Eco Tree Care's report dated 21 May 2026

## **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 July 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) or phone 01371 870711

Prepared by *Kate Rixson* Clerk to Broxted Parish Council and issued on 4 June 2026