

Minutes of the Meeting of Broxted Parish Council on 9 April 2026 at 7.30pm at Broxted Village Hall

Present:

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

The clerk was absent so Cllr Kesterton took a note of the meeting.

The meeting opened at 7.30 pm. The chair welcomed District Councillor Coletta, District Councillor Sutton and Parish Councillors.

26/04-1 Apologies for absence

Cllr Wendy Adams gave apologies due to other longstanding commitments.

The reason for absence was accepted.

26/04-2 Declarations of interest in matters on the agenda

No interests were declared.

26/04-3 Public open forum

No members of the public were present other than District Councillors.

26/04-4 District Councillors' reports.

District Councillors were asked to comment on:

- Delays in applying double red lines to roads in Takeley to create "red routes" as agreed with Essex Highways
- Road damage from heavy vehicles between Armiger's Farm and Mole Hill Green, which Highways had not dealt with
- Procedures for dealing with planning applications which appeared to duplicate previous refused applications.

26/04-5 Approval of minutes of the previous Parish Council Meeting

The minutes of the parish council meeting on 12 March 2026 were approved as an accurate record and signed by the chair.

26/04-6 Reports received

26/03-6.1 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 noted that a reply had been received from Cllr Evans concerning outstanding planning enforcement issues, but only that afternoon. It had been circulated to councillors. The lack of information in that reply concerning progress on the flower farm development at Woodgates End (enforcement matter INV/24/0018 C) was noted.

26/04-6.2 Financial Reports

26/04-6.2.1 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.

The position for the full financial year ending 31 March 2026 was reported as follows: Funds received £20,561.67. Expenditure £13,562.86 plus VAT of £595.32 (total £14,158.18). The increase in reserves since 1 April 2025 (i.e. for the full year) was therefore £6,403.49.

Bank balances matched the cashbook with £19,918.11 in the deposit account and £5,879.77 in the current account, so total reserves being carried into the new financial year were £25,797.88.

26/04-6.2.2 Comparison between budgeted and actual expenditure and income in 2025-26

Spending had been less than budgeted in most areas, with savings on the cost of grass-cutting in 2025-26 and no major purchases or maintenance expenditure. Some of the reserves being carried forward to 2026-27 were earmarked for expenditure on the Village Hall (see budget 2026-27).

26/04-6.2.3 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 £369.26 paid in March, had been circulated and was tabled.

Payments previously agreed and/or due before the next meeting included salary for March hours (to be paid in April) of £512.35.

26/04-6.3 Footpaths and highways issues

Cllr Kesterton reported that the ditch across the route of Footpath 28, reported to the council in March, had now been repaired by the farmer.

26/04-6.4 Reports from councillors

None.

26/04-7 Planning decisions made and new planning matters to be considered

26/04-7.1 Decisions made by Uttlesford District Council and outcome of appeals

A note of planning decisions had been circulated and was tabled. It was noted that there had been no decisions on applications since the last council meeting.

26/04-7.2 New applications, appeals and enforcement matters open for comment

Application UTT/26/0512/FUL – Land rear of Tudor Hall, Brick End Road – change of use from paddock to residential, and construction of two self-build dwellings. The council discussed the application and agreed to ask the planning authority to refuse it. It was noted that the application was very similar to previous applications for the same site which had been refused, including on appeal to the Planning Inspectorate. The application will be decided by the planning committee if the officer recommends approval.

Application UTT/25/3238/FUL - land east of Springfield House, Henham Rd, Henham – change of use to a gypsy/traveller site (retrospective application). The development site was in the parish of Henham so Broxted PC had not been informed directly about the application, However at the request of Henham Parish Council the clerk had consulted Broxted councillors who had agreed that comments should be submitted on the application. The clerk had drafted a letter which would be submitted under her delegated powers after approval by councillors. The time for commenting had been extended from 23 March to 23 April 2026 and the decision would be made by the planning committee.

Enforcement matter INV/24/0018/C – land at Woodgates End
Councillors observed that the site was messy and that there seemed to have been no activity for months. **Action: Clerk to raise with Planning Enforcement**

26/04-8 Decisions

26/04-8.1 Review of the council's list of assets

The list and the values allocated, including a note of the valuation policy, had been circulated and was tabled. Its accuracy was considered and approved.

26/04-8.2 Consideration of the report on the condition of assets and repairs or replacements needed

The report had been circulated and was tabled. It was noted that the noticeboards and the Millenium bench needed an application of preservative. Cllr Hume kindly agreed to check the bench and confer regarding the noticeboards. A volunteer would be fixing cork tiles to the inside back panel of the Brick End noticeboard to replace the existing warped and damp surface. **Action: Cllr Hume**

26/04-8.3 Approval of a list of payments for the financial year 2026-27

A list of regular, contractual and statutory payments including variable direct debits had been circulated and was tabled. This was approved under Financial Regulation 6.6. A copy is attached to the hard copy of these minutes and available on the website.

26/04-8.4 Approval of payments

The following were approved, the invoices having been circulated and reviewed:

- Purchase of the new (14th) edition of “Arnold-Baker on Local Council Administration” at a cost of £149.50, payable to the Society for Local Council Clerks
- Renewal of membership, for the council and the Village Hall trust combined, of the Rural Community Council of Essex for 2026-27 at a cost of £107.40
- Renewal of the council’s membership of the Friends of Historic Essex for 2026-27 at a cost of £12 paid by standing order
(the two payments above having been previously approved with other regular payments on 8 May 2025)
- reimbursement to the clerk of £178.34 for toner cartridges and £106.80 for website software.

26/04-9 Matters to note and/or for future consideration

Replanting of the flowerboxes donated by residents was discussed. The council was grateful to residents at Brick End for their work to keep the boxes filled and attractive. It was noted that plants in the boxes towards Pledgdon Green had been eaten by deer and alternative planting was considered.

26/04-10 Date of next meeting

It was agreed the council would next meet on Thursday 14 May 2026 at 7.30pm in the Village Hall, for its annual meeting, to follow the Annual Assembly of parish electors on the same evening.

There being no further business the meeting closed at 9 pm.