

## **Minutes of the Annual Meeting of Broxted Parish Council on 14 May 2026 at 7.30pm at Broxted Village Hall**

Present:

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

The meeting opened at 7.50 pm following the Annual Parish Meeting/Assembly. The chair welcomed District Councillor Bagnall, District Councillor Sutton and Parish Councillors.

### **26/05-1 Election of chair**

Cllr Cousins proposed and Cllr Hume seconded the proposal to elect Cllr Isham. The council resolved unanimously to elect Cllr Isham who duly made a declaration of acceptance of office.

### **26/05-2 Election of vice-chair**

Cllr Hume proposed and Cllr Van Haaren seconded the proposal to elect Cllr Kesterton as vice-chair. The council resolved unanimously to elect her.

### **26/05-3 Apologies**

Cllr Wendy Adams and Cllr Tony Adams were unable to attend due to work commitments. The reasons for absence were accepted.

### **26/05-4 Declarations of interest**

No interests were declared.

### **26/05-5 District Councillors' reports and public open forum**

No members of the public were present other than District Councillors so these items were combined. District Councillor Sutton encouraged the council to support the development of a friendship group for people aged over 70, the "Wellbeloved", which had started in Sawbridgeworth and was now expanding to Takeley. The Broxted Community Association's work on bringing the community together was noted.

### **26/05-6 Approval of minutes of the previous Parish Council Meeting**

The minutes of the parish council meeting on 9 April 2026 were approved as an accurate record and signed by the chair.

### **26/05-7 Reports received**

#### **26/05-7.1 Clerk's Report**

The clerk provided an oral report, advising that she was following up the awaited tree health and safety report and progress with registration of the Village Hall at the Land Registry. Arrangements were being made to

meet Gigaclear's requirements before a broadband connection could be installed at the hall (costs and bills to be met by the parish council).

**Action: Clerk**

## **26/05-7.2 Financial Reports**

### **26/05-7.2.1 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 first month of the new financial year, i.e. at 30 April 2026, was reported as follows:

Funds received £10,630 (the first half of the precept).

Expenditure £2,018.51 plus VAT of £77.52 (total £2,096.03). The increase in reserves since 1 April 2026 was therefore £8,533.97.

Bank balances matched the cashbook with £19,918.11 in the deposit account and £14,413.74 in the current account. Total reserves were £34,331.85.

### **26/05-7.2.2 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 £512.36 paid in April, had been circulated and was tabled.

Payments previously agreed and/or due before the next meeting included salary for April hours (to be paid in May) of £437.59.

## **26/05-7.3 Footpaths and highways issues**

Councillors were pleased to note that footpaths through crops had been marked this year.

Potholes have re-emerged on the B1051 between the church and Chaureth Hall Farm with particular problems at the T-junction at Church Hall Farm. It appeared there was water overflowing from the ditch at the junction and possibly also a mains water leak. As a result the road had been in poor condition since 2025. The problem had been reported several times to the Highways Authority and raised by County Cllr Foley. Cllr Isham would supply some photos to the clerk and/or the new county councillor so the matter could be investigated. **Action: Clerk**

## **26/05-7.4 Reports from councillors**

Councillors thanked the neighbouring resident for his work on mending flower troughs at Brick End. Vegetation had been cut back so it was no longer overhanging the footpaths.

## **26/05-8 Planning decisions made and new planning matters to be considered**

### **26/05-8.1 Decisions made by Uttlesford District Council and outcome of appeals**

No decisions on applications had been made since the last report.

### **26/05-8.2 New applications, appeals and enforcement matters open for comment**

No new applications had been notified to the council since the last report.

**Enforcement matters INV/24/0018/C – land at Woodgates End – and INV/24/0081/C - Dunwell, Chapel End.** No information on these matters had been received despite recent enquiries. See also 26/05-9.3 below. **Action: Clerk to raise with Planning Enforcement**

## **26/05-9 Decisions**

### **26/05-9.1 Review of insurance cover and increased premium**

Councillors were concerned that the insurer had decided to increase the premium after renewing the policy on agreed terms but noted that this resulted from its request for more information about the hall's construction. Two comparable quotes had been obtained although one insurer had requested a structural survey and in the meantime its quote was not on the same basis as the others.

It was decided to remain with the existing insurer Ecclesiastical to avoid wasteful duplication of cover and minimise administrative complications (the quotes being very close). Payment of the additional premium and fee (£25) of £874.33 was approved. **Action: Clerk**

After discussion it was agreed that a structural survey and valuation for insurance/reinstatement should be obtained. The council would consider quotes from suitable surveyors or structural engineers. **Action: Clerk**

### **26/05-9.2 To decide whether to set up a Speedwatch group**

After discussion it was concluded regretfully that a Speedwatch group would be too small to be supported by the police. However this would be reviewed in future if circumstances changed.

### **26/05-9.3 Review of progress with Uttlesford District Council concerning planning enforcement**

The clerk reported that no information had been supplied and emails had received only an automated acknowledgment. It was agreed she should follow up with phone calls and via district councillors if necessary. The planning authority should be asked whether a stop notice had been issued in relation to unlawful commercial parking at Dunwell in Chapel End. **Action: Clerk**

#### **26/05-9.4 Consideration of moving the Village beacon**

It was noted that the beacon remained inaccessible. The clerk would contact the landowner again, as he had previously agreed to move it to the open area of the former pub car park. **Action: Clerk**

#### **26/05-9.6 Work on the Brick End bus shelter**

It was agreed that the clerk should obtain a quote to level the concrete base. **Action: Clerk**

#### **26/05-9.7 Review of reserves including ear-marked reserve**

The clerk advised that the council now had good reserves, having started the year with enough funds to cover more than one year's budgeted expenditure. The council confirmed an earmarked reserve of £4,000 to support the Village Hall.

#### **26/05-9.8 Approval of payments**

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

- Purchase of a dogwaste bin from Glasdon - £392.50 including VAT
- labour and materials to install dog waste bin at the Village Hall - £165

**Action: Clerk**

#### **26/05-10 Matters to note and/or for future consideration**

The council asked the clerk to investigate costs and options for a new bench dedicated to John and Jenny Oliveira. The family, who were now moving out of the village, had kindly offered to contribute. **Action: Clerk**

#### **26/04-10 Date of next meeting**

The council would next meet on Thursday 11 June 2026 at 7.30pm in the Village Hall.

There being no further business the meeting closed at 9.25 pm.