

Minutes of the Meeting of Broxton Parish Council on 11 June 2026 at 7.30pm at Broxton Village Hall

Present:

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

The meeting opened at 7.30 pm.

The chair welcomed District Councillor Coletta and Parish Councillors.

26/06-1 Apologies

Cllr Kesterton was unable to attend due to other responsibilities. The reason for absence was accepted.

26/06-2 Declarations of interest

No interests were declared.

26/06-3 District Councillors' reports and public open forum

These items were combined as only District Councillor Coletta was present. He invited questions on district matters from councillors.

26/06-4 Approval of minutes of the previous Parish Council Meeting

The minutes of the annual parish council meeting on 14 May 2026 were approved as an accurate record and signed by the chair.

26/06-5 Reports received

26/06-5.1 Clerk's Report

The clerk's written report had been circulated and made available on the website and the contents noted. **Action: Clerk**

26/06-5.2 Financial Reports

26/06-5.2.1 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 at 31 May 2026 was reported as follows:

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

Expenditure £4,454.89 plus VAT of £251.12 (total £4,706.01). The increase in reserves since 1 April 2026 was therefore £5,923.99.

Bank balances matched the cashbook with £19,918.11 in the deposit account and £11,803.76 in the current account. Total reserves were £31,721.87.

26/06-5.2.2 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 £437.59 paid in May, had been circulated and was tabled.

Payments previously agreed and/or due before the next meeting included salary for May hours (to be paid in June) of £484.72.

26/06-5.3 Footpaths and highways issues

There were no new matters to report although councillors noted that the worst defect, at the junction outside Church Hall Barn, had not been dealt with.

26/06-5.4 Reports from councillors

None.

26/06-6 Planning decisions made and new planning matters to be considered

26/06-6.1 Decisions made by Uttlesford District Council and outcome of appeals

A list of decisions on applications had been circulated and was in the agenda pack online and in the meeting.

26/06-6.2 New applications, appeals and enforcement matters open for comment

UTT/26/1272/FUL – Happy Days, Chapel End – one self/custom-build dwelling.

The clerk was asked to establish if this property already had consent for a similar application so the council could consider commenting. **Action: Clerk**

UTT/26/1135/HHF and 1136/LB -4 Woodgates End – single storey rear extension and internal alterations. The council had no objection to this.

26/06-7 Auditor's report, Annual Return 2025-26 and publication of 2025-26 accounts

The clerk reported that the internal auditor had provided her report, which confirmed compliance with all objectives, but that this had been received too late to be circulated in good time for tonight's meeting. The chair therefore proposed deferring consideration of the audit report and Annual Return until the next meeting on a date to be fixed, and this was approved unanimously. **Action: Clerk**

26/06-8 Decisions to be made

26/06-8.1 Ratification of payment for materials to repair the Brick End noticeboard and for Eco Tree Care's survey fee

The clerk expressed her appreciation for the quality of the repair which had made it much easier to use the noticeboard. Reimbursement of £50 to Cllr and Mr Kesterton was ratified and they were thanked for donating this to the Essex Men's Shed project.

Payment of the fee of £463.68 to Eco Tree Care for the tree safety/defect survey was also ratified.

26/06-8.2 Transfer of £5,000 to the council deposit account

This was approved. **Action: Clerk**

26/06-8.3 To decide whether the council should request road salt for 2026-27 under the Essex County Council Salt-bag scheme

It was agreed that no additional supplies would be needed for the coming winter.

Action: Clerk

26/06-8.4 To consider approving work on the following, if quotes were available:

26/06-8.4.1 Structural survey and valuation of the Village Hall

The clerk was making enquiries with suitable professionals and would report further.

26/06-8.4.2 Level the concrete in the Brick End bus shelter

Cllr Van Haaren kindly agreed to meet the chosen contractor towards the end of June to discuss the issue on site. It was noted that the work could not be carried out by this contractor until August. Contact details should be passed on. **Action: Clerk**

26/06-8.4.3 Purchase of a commemorative bench for Jenny and John Oliveira

It was noted that there were a large number of suppliers of similar benches at a cost of between £400 and £600. The council expressed a preference for a bench made of recycled materials from the social enterprise Realise Eco Futures in Suffolk, which had previously supplied maintenance-free benches to the council. The clerk would obtain further details and discuss wording for a plaque (or engraving directly onto the bench) with the family. **Action: Clerk**

26/06-8.4.4 Felling, tree surgery and associated work

Suitable tree surgeons were discussed. The clerk would obtain quotes for work as laid out in the Eco Tree Care report of 21 May 2026. **Action: Clerk**

26/06-9 Matters to note and/or for future consideration

An extra meeting would need to take place before 30 June 2026 to comply with the legal requirement to complete the Annual Governance and Accountability Return 2025-26. Dates would be circulated. **Action: Clerk**

26/06-10 Date of next meeting

In addition to the proposed extra meeting before 30 June, the council would next meet on Thursday 9th July 2026 at 7.30pm in the Village Hall.

There being no further business the meeting closed at 8.30 pm.