

Minutes of the Meeting of Broxton Parish Council on 9 July 2026 at 7.30pm at Broxton Village Hall

Present:

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

The meeting opened at 8.05 pm following the AGM for the Village Hall charity.

The chair welcomed Parish Councillors.

26/07-1 Apologies

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

26/07-2 Declarations of interest

No interests were declared.

26/07-3 District Councillors' reports and public open forum

District Councillors were unable to attend due to a important training course which all were attending. No members of the public were present.

26/07-4 Approval of minutes of the previous Parish Council Meetings on 11 and 24 June 2026

The minutes of the parish council meetings on 11 and 24 June 2026 were approved as an accurate record and signed by the chair.

26/07-5 Reports received

26/07-5.1 Clerk's Report

The clerk's written report had been circulated and made available on the website and the contents noted. The clerk reported orally on the discussion at the Parish Forum meeting on 29 June 2026. This included:

- changes in Uttlesford's waste management such as starting roadside collections of plastic film in April 2027 and the new national scheme for deposits and refunds on plastic bottles and cans, starting in October 2027.
- UDC is discussing with Epping Forest District Council how to match up their procedures and working practices in time for the transition to unitary authorities in April 2028. Harlow Council has decided not to participate in the discussions but will follow the legal requirements when the new unitary authorities come into being.
- On planning, UDC has produced a revised Design Code to be part of the Local Plan. A new National Scheme of Delegation will come into force from 1 November 2026 which will mean that UDC is no longer able to set its own criteria for whether a planning application can be called in to the planning committee. Instead, the National Scheme will determine this. See 26/07-6.2 below for details.

The clerk advised that the annual audit process had now been completed. Electors were able to raise queries with the auditor, and interested people could see the

council's accounts in full, until 10 August 2026. Notices were on the boards and website as required.

26/07-5.2 Financial Reports

26/07-5.2.1 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 30 June 2026 was reported as follows:

Funds received £10,729.24 - the first half of the precept and quarterly bank interest paid.

Expenditure £5,106.76 plus VAT of £282.02, total £5,388.78. The increase in reserves since 1 April 2026 was therefore £5,340.78.

Bank balances matched the cashbook with £25,017.35 in the deposit account and £6,120.99 in the current account. Total reserves were £31,138.34 including an earmarked reserve of £4,000 for the Village Hall.

26/07-5.2.2 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 £484.72 paid in June, had been circulated and was tabled.

Payments previously agreed and/or due before the next meeting included salary for June hours (to be paid in July) of £491.37.

26/07-5.2.3 To compare actual income and spending with the budget for 2026-27

An analysis had been included in the agenda pack to show budget and actual spending by category. Overall the annual budget for expenditure was £24,000 for the financial year (set in January 2026, see minutes) and expenditure for the first quarter of 2026-27 was £5,388 (rounded). It was noted that the council should anticipate expenditure on repairing the bus shelters and tree surgery, depending on the council's decisions.

26/07-5.3 Footpaths and highways issues

Councillors noted that some field paths in Pledgdon Green appeared to have been mown recently, which was a welcome step. The clerk was asked to report the drainage and road surface issues at the junction outside Church Hall Barn. **Action: Clerk**

26/07-5.4 Reports from councillors

None, except for the above.

26/07-6 Planning decisions made and new planning matters to be considered

26/07-6.1 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. The clerk advised that since the date of the list,

UDC/26/1135 and 36, relating to an extension at 4 Woodgates End, had been refused.

In addition the planning committee meeting on 8 July 2026 had approved

UDC/26/0488/DFO so that 3 houses (2 semi-detached and a detached house) could be built on to land opposite the Old Vicarage in Church End. This site already had outline permission for seven houses.

26/07-6.2 Changes to the calling-in procedure at Uttlesford District Council

The clerk reported that a national scheme of delegation would be coming into effect on 1 November 2026 which would displace UDC's policy on calling in planning applications to the planning committee. It would no longer be possible to call in applications involving fewer than 10 houses, or most householder applications. Most reserved matters could no longer be called in, i.e. where there was outline permission on the site already.

There would be a "gateway" test, to allow exceptional matters to be called in, but only if the planning officer and the committee agreed. This might apply if the application raised major issues of policy. Full details are given in the National Scheme of Delegation on the gov.uk website.

As a result of this change, nearly all applications would have to be decided by the planning officer and could not be referred to the planning committee.

It was noted that from 1 November 2026, written comments on the application would become more important as the decision would be made by the officer and there would be no opportunity for district councillors or residents to attend or address the planning committee.

26/07-6.3 New applications, appeals and enforcement matters open for comment

UTT/26/1525/FUL -Chestnut Lodge, 6 St Mary's Mews, Church End – adding a dormer and changes to windows. The council had no objection to this.

The clerk was asked to pursue the enforcement matter relating to "Dunwell" in Chapel End, where airport-related parking was continuing. **Action: Clerk**

26/07-7 Decisions to be made

26/07-7.1 Donation to Essex Men's Sheds project

A donation of £50 was agreed. **Action: Clerk**

26/07-7.2 Consideration of the internal auditor's narrative report and any steps to take

The clerk noted the following comments, which had been circulated and in the agenda pack, and advised on next steps:

- A VAT claim is due this year – this would be made as soon as possible
- Whether the council had complied with Pensions Regulator requirements – the clerk had completed the re-declaration and re-enrolment processes (due every three years)
- Why the council was insuring the Village Hall as well as council bus shelters – the clerk advised that the premium for the hall could be considered a donation to the Hall Charity, and noted that the council had recently considered insuring the hall separately. The clerk had advised that separate insurance would duplicate some heads of cover such as professional and public indemnity so would be more expensive than a combined policy for the council and hall charity.
- Website accessibility under legislation affecting public bodies – a test would be carried out in 2026 as advised.

26/07-7.3 To decide next steps in relation to repairs and painting the bus shelters

The quotation for relaying the concrete ground surface of £745 and for painting the Brick End shelter woodwork of £645 were considered. It was agreed that Cllr Adams would review these and advise at the next meeting, and that the clerk would check the condition of the woodwork at the Church End shelter. **Action: Cllr Adams, Clerk**

26/07-7.4 To consider quotes for tree surgery

The clerk had requested three quotes from suitable tree surgeons and received two widely-varying quotes. Her recommendation to await the third quote was accepted, so that a decision could be taken at the next meeting. **Action: Clerk**

26/07-7.5 Purchase of a commemorative bench for Jenny and John Oliveira

The approximate cost of a bench was confirmed to be £450 to £500 and the cost of a plaque and engraving to be allowed for in addition. Cllr Kesterton will contact the family to agree wording and would advise the clerk. **Action: Cllr Kesterton, Clerk**

26/07-8 Matters to note and/or for future consideration

It was noted that the district council now had an updated Enforcement Policy which should be checked. The clerk was asked to follow up existing planning enforcement matters and the untidy site at the Prince of Wales car park. **Action: Clerk**

It was agreed that the clerk should spend some time improving the website, e.g. by adding pictures, over the summer. **Action: Clerk**

26/07-9 Date of next meeting

It was agreed that the council would next meet on Thursday 10 September 2026 at 7.30pm in the Village Hall.

There being no further business the meeting closed at 9.30 pm.