

Action taken under delegated powers (i.e. at Clerk's initiative)		Details (bold indicates new developments since last report)	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update (bold = new)	Date closed or ratified
	Jul/Aug/Sep t	Planning enforcement issue	Possible breach of planning consents - construction does not match approved plans. To report to UDC.	03-Sep-26	see planning tracker for updates
		Solar panels assessment for hall	Researched contractors and approached 3 - response from one saying hall roof not suitable. To chase others.	20-Aug-26	
		Reports of diverted traffic using Brick End Road/Pledgdon Green Road	Emailed county councillor and Henham PC to support points made and refer to application for weight limit/speed limit under Local Highways Panel scheme	02-Sep-26	
		National pay review	Implementing rate rise in payroll	02-Sep-26	02 September 2026
		National auditor requiring online submissions from 2027	Setting up online account for parish council	10-Aug-26	10 August 2026
		Disposal of pool table from hall	Donated to Army Cadets - collected	03-Aug-26	03 August 2026
		Website accessibility audit	Auditor recommends. To be carried out in October.	09-Jul-26	
	June/July 2026	Remembrance Day wreath	Ordered. To approve in meeting (£137 LGA 72 payment)	06-Jul-26	Agenda 10 Sept 25
	May/June 26	Find accounting software. A sector-specific accounting system will be required within the next 2 years under national guidance.	Comparing options. To be reported to council meeting in due course. Currently a generic cashbook provider is used, which is free of charge but means e.g. a spreadsheet has to be prepared to reclaim VAT.	01-Jun-26	
		First registration of Village Hall at Land Registry	Land Registry has raised queries which solicitor needs to consider. Have chased several times and have been promised response but not received.	04-Sep-26	
Action taken under delegated powers (i.e. at Clerk's initiative)		Details (bold indicates new developments since last report)	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update (bold = new)	Date closed or ratified

		Trees on common	See also 26/07-7.4 below. Tree defect report advises felling one tree (roots damaged by putting in a fence) and surgery on others. 3 quotes obtained for felling. To consider speaking to property owner about the damage.	02-Aug-26	Agenda 10 Sept 25
	Mar/Apr 26	VAT	Hall spending on VAT is currently claimed by council and transferred to Hall charity - lawfully but using the wrong procedure. Separate VAT account now set up. To make claim.	22-Jun-26	
		Website	IT policy added. Advice received from auditor that a single page should cover all the public rights to transparency and access to documents. To be set up.	11-Jun-26	
Meeting date	Most recent and oldest Minute ref		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
09-Jul-26	26/07-5.3	Road issues near Church Hall Barn	To report to Highways and follow up. Cllr Davis alerted. Some work done 3 August 26.	03-Aug-26	
	26/07-6.3, 26/07-8.0	Planning Enforcement	To follow up breaches already reported. See Planning Tracker.	10-Aug-26	
	26/07-7.3	Bus shelter condition and quotes	Inspected Church End shelter - also needs painting. Quotes requested, one in hand, one declined to quote.	02-Sep-26	Agenda 10 Sept 26
	26/07-7.4	Tree surgery quotes	Third quote received. To be circulated before meeting	02-Aug-26	Agenda 10 Sept 2026
	26/07-7.5	Commemorative bench	Engraving to be decided/checked	17-Aug-26	Agenda 10 Sept 2026
	26/07-8.0	Work on website	In hand. Aerial photos being obtained.	22-Jul-26	
11-Jun-26	26/06-8.3	Essex Highways road salt scheme	Have advised the county council that no supplies are needed.	06-Jul-26	17 July 2026
Meeting date	Most recent and oldest Minute ref		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed

	26/06-8.4	Quotes for various purchases and work	Hall survey: one quote received, others to be sought. Bus shelter repair/painting: Quote for repair received, second quote for painting both being sought. New bench: Plaque appearance to be finalised - sample circulated. Tree surgery: see agenda	02-Sep-26	Agenda 10 September 26
	26/02-8.1	Set up internet contract with Gigaclear	Now being paid by direct debit by PC - as donation to the hall charity. Work on cable-routing is complete and new ethernet points installed. See agenda for network name change proposal.	31-Aug-26	see agenda 10 Sept 26
08-Jan-26	26/01/8.4, 26/05-9.4	To move beacon off inaccessible land	Pub owner has agreed to move beacon to a central position in the pub car park and allow access but not yet done. No response to recent texts.	12-Jul-26	
10-Jul-25	25/07-7, 25/10-5, 26/07-8	UDC Planning Enforcement issues/complaint	Waiting for further info promised by Cllr Evans - to chase. New Enforcement policy adopted by UDC in April 2026 has been reviewed. Main change is to have officers acknowledge reports from public within 5 working dayss, and to update complainants every 3 months. No change to policy on closing a file when it is not expedient to pursue enforcement against a breach of planning rules.	10-Aug-26	

Meeting date	Most recent and oldest Minute ref		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
10-Apr-25	25/04-8.4	To ask Martin Foley to follow up re condition of Pledgdon Gn Road/Brick End Road	Repairs not yet planned. Interactive map (June 2026) shows a number of road defects from The Rise to Wood Farm - all marked for inspection. Most were last updated in March 2026. New county councillor from May 26. Condition, and repeated use as a diversion, raised with Highways and CC by Henham PC August 2026. See delegated actions above (Jul/Aug/Sept 26).	02-Sep-26	
10-Nov-22	22/11-7.3	Amend clerk's contract	To amend contract with new holiday entitlement under local councils agreements and to propose set hours as zero-hours contracts not lawful.	15-Nov-22	for agenda
10 Nov-22, 11/11/2021	22/11-6.3, 21/11-8.5	Propose a Local Highways Scheme - speed restriction to 30mph and HGV advisory sign and road markings on Brick End Rd. Scheme was submitted 5 Dec 21 to Cllr Foley and endorsed by him.	Scheme LUTT212037 (speed limit) and LUTT242013 (road markings and HGV advisory signs. 242013 now in "validation" with design team. A speed survey is needed for LUTT212037 and no funds for this. Neither scheme was recommended for funding before LHP suspended May 2025. Email from Cllr Foley 4 July 2025 not optimistic. LHP now meeting again but has no funds to implement any schemes. Scheme(s) cannot now be implemented as this process has been closed off. See 10 April 2025 25/04-8.4 above for progress on issues of road condition and use.	10-Mar-26	10 Mar 26 but see item 25/04-8.4 above
06-May-21	21/5-9.1	Report damage to road sign	ref 3330627 "sign damaged" also 3623689 - "repair will be undertaken with non-specified timescale" according to Highways website. No change (in 5 years). Checked on 4 Jan 2026 - still noted for repair	04-Jan-26	

Item 6.2.1**Meeting 10 Sept 2026****Year 2026-27****Financial report for meeting on 10 Sept 2026****Summary and bank reconciliation****Receipts and payments for 1 April to 31 August 2026****Balances on 31 August 2026**

Receipts and payments	£	Notes and total
Receipts (i.e. income) 1 April to 31 August 2026	10,729.24	First half of precept plus interest on deposit account
Expenditure 1 April to 31 August 2026 (not including transfers between bank accounts).	£7,052.74 + 364.85 VAT £7,417.59	As recorded in cashbooks.
Receipts less expenditure to 31 August 2026 - Includes any VAT paid.	£3,311.65	This is the increase in reserves since 1 April 2026
Reconciliation of cash book with bank account		
Unity Current account as per bank statement and cash book 31 August 2026	£4,092.18	Bank statement matches cashbook
Unity Deposit account as per bank statement and cash book at 31 August 2026	£25,017.35	Bank statements matches cashbook
Available funds (current plus deposit account balances less any unprocessed transactions)	£4,000 earmarked reserve £25,109.53 free reserve Total £29,109.53	Includes reserves of £25,797.88 carried forward from 2025-26

Broxted Parish Council
Bank: Unity Trust current
From 01/07/26 to 30/09/26

Date	Reference	N	Details	A	Receipts	Payments	Balance
01/07/26			Balance brought forward				6,120.99
13/07/26	PAY 101578		DDR to Gigaclear G14306667 03.07.26	§		36.00	
13/07/26	PAY 101579		Thornwood Garden Mtce Ltd inv1143 02.07.26	§		185.40	
13/07/26	PAY 101580		K Rixson Salary July (June hours)	§		491.37	
13/07/26	PAY 101581		Per Pro Ltd J Lawson audit 10.06.2026	§		180.00	
21/07/26	PAY 101582		DDR NEST pension contribs emplr and empee April sal	§		0.10	
21/07/26	PAY 101583		reimburse K Rixson Cartridge Save inv ZDD2KG 17.07.26	§		167.56	
21/07/26	PAY 101584		Geosphere Ltd Parish Online 22UQ007-0006 15.07.26 sub	§		72.00	
21/07/26	PAY 101585		Donation to Men's Shed Little Canfield LGA72 s111 or s142 p	§		50.00	
23/07/26	PAY 101586		DDR HMRC PAYE mths 1-3	§		427.83	
31/07/26	PAY 101587		Bank charges for month	§		7.00	4,503.73
07/08/26	PAY 101588		K Rixson salary August for July hours	§		365.40	
12/08/26	PAY 101589		DDR Gigaclear inv July G14665598 03.08.26	§		36.00	
18/08/26	PAY 101590		DDR to NEST pension scheme empr and empee contribs May	§		3.15	
31/08/26	PAY 101591		Bank charges for month	§		7.00	4,092.18
30/09/26			Balance carried forward				<u>4,092.18</u>

Broxton Parish Council
Bank: Unity Trust deposit Instant Access
From 01/07/26 to 30/09/26

Date	Reference	N	Details	A	Receipts	Payments	Balance
01/07/26			Balance brought forward				25,017.35
30/09/26			Balance carried forward				25,017.35

Item 6.2.2 Meeting 10 Sept 2026

Broxted Parish Council

Payments from current account - due and to note or already approved

From 10 Sept 2026

Invoice date	Item/payee	£	£	£	Budget category
		Net	VAT	Total	
	Mythic Beasts inv 282341 23 August 2026	50.00	10.00	60.00	Office exps/web
	Thornwood grass cutting in Jul+Aug 26	TBC	TBC		Hedges, grass
12-Sep-26	Sept salary (Aug hrs plus hol pay 25-26 and backpay)	450.15	0.00	491.37	Staff costs
12-Sep-26	Gigaclear direct debit	30.00	6.00	36.00	Internet in hall
30-Jul-26	Bank charges	7.00	0.00	7.00	bank charges
	TOTAL	537.15	16.00	594.37	



Mythic Beasts Ltd.
PO Box 1363
Cambridge
CB1 0FJ

<https://www.mythic-beasts.com/>

To:
Kate Rixson
Broxted Parish Council
6 The Maltings, Broxted
Dunmow
CM6 2EJ
GB

INVOICE

Invoice date	Sun 23-Aug-2026
Invoice number	282341
Customer number	24036
Account created	Thu 12-Dec-2019
Contact email	<i>council@broxted.io</i>

Ref	Date	Description	VAT	Amount
1242750	2026-08-23	Hosting, Web 50 [15GB disk, 250G/month] ocelot:broxted2 2026-08-23 to 2027-08-22	£10.00	£50.00
Subtotal				£50.00
VAT (United Kingdom)				£10.00
Total				£60.00

VAT registration numbers: GB890086605 (UK sales) and EU372014680 (EU sales)

To pay this invoice by credit or debit card, please use the following link:

<https://www.mythic-beasts.com/customer/pay?s=65bf95c08280e607314a245176365b5b&i=282341> Payment by BACS transfer is also accepted. Our account name is "Mythic Beasts Ltd", our account number is 29521599, and our sort code is 52-10-46. International customers may need our SWIFT BIC code which is NWBKGB2L, and our IBAN code is GB65NWBK52104629521599. Please quote the invoice number in the reference field when making a BACS transfer. Payment is due within 30 days. Non-payment will result in suspension of your account as per the Acceptable Use Policy.

If any of the contact details on this invoice are incorrect, you can change them using the Customer Control Panel at:

<https://www.mythic-beasts.com/customer>

If you have any queries, please contact us at support@mythic-beasts.com.

Your Monthly Bill

Broxton Parish Council
Browns End Road
Broxton
CM6 2BQ

Account Number

C1995610

Bill Number

G15036896

At a glance

Your Bill Date	02 Sep 2026
Your Direct Debit Date	12 Sep 2026
Total charges for this month	£36.00
Balance from your previous bills	£0.00
Balance outstanding (including this month's charge)	£36.00

Payment will be collected by Direct Debit on or just after the date on this bill.



We're here to help

If you have any questions about your bill, please contact our billing team at billing@gigaclear.com.

Your bill broken down

	Billing Period	Net Amount
Broadband		
Business 100 Unlimited	02/09/2026-01/10/2026	£85.50
Discount		
Broadband Service Discount for 24 Months	02/09/2026-01/10/2026	-£55.50

Net	£30.00
VAT	£6.00
Total	£36.00

If this is your first bill there may have been one off activation and installation charges applied. (See one off charges)
Your future bills will only have your standard monthly cost plus any usage or other charges incurred outside of your package.

Useful Information

Help and support

If you need to get in touch, you can contact us via:

Phone

Customer Service – 01865 591131

Online chat

Our team are here to support via online chat at

gigaclear.com/chat

Email

Support@gigaclear.com

Opening hours:

Monday-Friday – 8am – 7 pm

Saturday – 10am – 5:30 pm

Sunday – 10am – 3 pm (Live chat only)

Bank Holidays – 10am – 5 pm (Live chat only)

By post

You can write to us at Building One, Wyndyke Furlong,
Abingdon OX14 1UQ

Making changes to your account?

If you would like to amend your contact details or change your Direct Debit details you can do this in your [Customer Portal](#).

For any further information regarding your bill, please contact billing@gigaclear.com

See a minus in front of your outstanding balance?

Good news, that means your balance is in credit and your next bill will be credited by the relevant amount. If this is your final bill we will refund you within 10 working days of receiving this bill. If we don't have your payment details or you are unsure, please contact us at billing@gigaclear.com and the team can assist you.

Home Phone

If you're a Home Phone customer, you can access your itemised call history and costs through the Home Phone section in your [Customer Portal](#).

You can also make changes to your inclusive call package. Full details of standard call rates can be found in the Home Phone information page on our website.

If you reach the £50 out of bundle call spend limit, your outbound calling will be suspended except for calls to the emergency services numbers 999 and 112. To resume your ability to make outbound calls, you will need to contact our Customer Service team on **01865 591131**.

Extra help for those who need it

At Gigaclear we are committed to treating all customers fairly and understand that there are many life events that can impact on a customer's vulnerability, these can be long-term or temporary.

There are several support services available for vulnerable customers and end-users with disabilities, including free access to directory enquiries, a text relay service, free emergency video relay service using British Sign Language, third party bill management, a free battery backup device for their broadband and phone service, priority for fault repair in the event of an issue with their broadband service and receive documentation in accessible formats.

Full details of the services available can be found in our [Vulnerable Customers Policy](#).

If you're not happy, we're not happy

Why? We're on a mission to provide broadband bliss to our rural customers with a fast and reliable connection. If you're not happy then please let us know.

If your query has not been resolved to your satisfaction and you would like to raise a complaint, please visit gigaclear.com/customer-complaints-code for more information on our complaints procedure and how to get in touch with the relevant department.

What we'll do and when

We will acknowledge your complaint within 5 working days and get started on finding a solution.

We aim to resolve all service complaints within 28 days of the case being opened.

Making a payment

If you have an overdue payment on your account, this can be made in your [Customer Portal](#).

	New items for discussion highlighted in green						case officer/contact	Position at 3 Sept 2026 (changes since last report in bold)
Pre-application Consultations	None currently							
New applications which are open for consultation		Appln	consult end date	issues/notes	council view			
None currently								
Previous applications - consultation ended (bold indicates new outcome since last meeting)								
26/1525/FUL	Chestnut Lodge, 6 St Marys Mews	retrospective appln to add dormer and change windows	23.7.26	Enfcmnt file opened - s73 appln to regularise				Approved
26/1135 and 36	4 Woodgates End	listed building and planning consent for extension	16.06.2026					Refused
26/1272/FUL	Happy Days, Chapel End	1 self/custom-build house	26.06.2026	Consent for two houses granted on appeal				Approved
25/3238/FUL	land east of Springfield House, Henham	Traveller site with 6 plots, 12 pitches (retrospective appln)	23.4.26	outside parish. Henham PC has requested support. Committee decision	Opposed	not yet on committee agenda		awaiting decision
26/0488/DFO	land east of Goodacres Church End	details of plots 1-3 following outline permission	29.3.26	committee decision. Officer recs approval		Committee 8 July 2026	Mark Sawyers	Approved

Appeals	Property	Application	Date of refusal	Date of appeal	Appeal validated	Start letter issued	Deadline	Summary
INV/25/0048/C appeal ref 25/00056/ENFNO T, PINs appeal ref APP/C1570/C/25 /3372127	Land at New Farm, Stansted Rd, Elsenham	Appeal against enforcement notice 15 August 2026 - unauthorised parking and storage, hardstanding and shipping containers		01.09.25 (against enforcement notice)	23.09.25. Elsenham parish council has commented as a third party.	23.09.25	26.11. 2025	Written representations procedure. Decision awaited - Pins site says "in progress".
Enforcement	Property	Date file opened		Issue				Position at (date)
ENF/INV								3.9.2026
INV/26/0148/C	Woodgates Fm	21.07.26		airport pkg				not known
INV/26/0128/C	Prince of Wales former car park, now development site	18.06.26		untidy site				will be closed shortly
INV/25/0140/C	Boreham Hall Farm	06.08.25		shipping containers used commercially, new building				status not known.
INV/25/0132/B	Wood Farm, Pledgdon Gn	15.07.25		Change to entrance/gate of listed bldg				not known
INV/24/0081/C	Dunwell, Chapel End	opened 16 April 2024		Commercial airport-related parking				Actively proceeding
INV 24 0018 C	land opp Water Hall/ formerly Garrolds Farm	opened 24 Jan 2024		caravan, water treatment plant, groundworks, entrance to road, without PP				Have asked for update

Enforcement	Property			Issue				Position at (date)
ENF/INV								5.7.26
23/0013/C and INV/22/0239/C	The Warehouse	opened 31 Jan 2023 and 23 Nov 22		breach of consents				further work on vehicles outside building reported. File still open. Further complaints made Sept 2024 and March 2025