

Minutes of the Meeting of Broxton Parish Council on 10 September 2026 at 7.30pm at Broxton Village Hall

Present:

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

The meeting opened at 7.30 pm. The chair welcomed Parish Councillors, District Councillor Geoff Bagnall and two local residents.

26/09-1 Apologies

Cllr Vere Isham was unable to attend due to a major family event abroad. The reason for absence was accepted.

26/09-2 Declarations of interest

No interests were declared.

26/09-3 Public open forum

Clive Rixson reported on the work done on the hall cabling for the Gigaclear internet installation. The council conveyed its thanks to Mr Rixson for carrying out the work which had established power-over-internet connections for ethernet cables in the committee room and main hall. Mr Rixson advised that there were substantial areas of softened wood in the coving running around the hall at ceiling level.

Item 8.3 on the agenda was brought forward to this point in the meeting. The council agreed that the name of the guest wifi network in the hall should be changed from "Gigaclear_2341" to "Broxton Village Hall" which should make connection to the right network more straightforward for users. **Action: Clerk**

Footpaths across nearby farmland were discussed with the landowner who kindly agreed to review the walkable width of Broxton footpath 50 from its starting point opposite "Domus" in Brick End to the bend in the path behind 2 Brick End Cottages and spray out a usable width.

He advised the council that hedges across the parish were encroaching on the road, causing problems for agricultural and other vehicles as road signs and other roadside objects were hidden. In some cases he thought Essex Highways would be responsible for cutting back.

Action: Clerk

It was noted that the "Prince of Wales" pub had been withdrawn from an auction today but that it was likely to be listed for sale by auction again soon.

26/09-4 District Councillors' reports

District Councillor Bagnall referred to the "pause" in the plans for local government reorganisation, which in the case of Essex meant that the decision on how districts would be grouped into unitary authorities had been cancelled.

He advised that from 31 October district councillors would no longer be able to call in most planning applications to the planning committee, as the National Scheme of Delegation would be in force. Parish Councils and residents would need to include all their comments in their written submissions before the deadline, following the initial notification.

Decisions on applications would nearly always be delegated to officers so there would not usually be any opportunity to address the committee.

Cllr Bagnall said he was aware of strong objections to the major development in the Local Plan 2026 between Dunmow, Lindsell and Little Easton, and encouraged residents to attend consultation meetings and submit their comments as applications were made.

Cllr Bagnall knew there were outstanding planning enforcement matters in Broxted parish and hoped that with the increased head-count in the enforcement team there would be speedier action.

26/09-5 Approval of minutes of the previous Parish Council Meeting on 2026

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

26/09-6 Reports received

26/09-6.1 Clerk's Report

The clerk's written report had been circulated and made available on the website and the contents noted. It was taken as read. The national pay award for clerks was noted.

26/09-6.2 Financial Reports

26/09-6.2.1 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 at 31 August 2026 for the current financial year was reported as follows: Funds received: £10,729.24 - the first half of the precept and quarterly bank interest paid. The second half of the precept was due in late September.

Expenditure: £7,052.74 plus VAT of £364.85, total £7,417.59. The increase in reserves since 1 April 2026 was therefore £3,311.65.

Bank balances matched the cashbook with £25,017.35 in the deposit account and £4,092.18 in the current account. Total reserves were £29,109.53 including an earmarked reserve of £4,000 for the Village Hall.

26/09-6.2.2 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 £491.37 paid in July and £365.40 paid in August, had been circulated and was tabled.

Payments previously agreed and/or due before the next meeting included salary due in September (for August hours plus 2026-27 backdated pay and also holiday pay from 2025-26) of £450.15.

26/09-6.3 Footpaths and highways issues

It was reported that the "two-way traffic" road sign at Brick End had been damaged further and was badly bent. This should be reported. Concern was expressed at a recent road accident and the poor state of road signage generally in the parish. **Action:** Clerk

26/09-6.4 Reports from councillors

None, except for as noted above.

26/09-7 Planning decisions made and new planning matters to be considered

26/09-7.1 Decisions made by Uttlesford District Council and outcome of appeals

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

26/09-7.2 Clerk's report on planning enforcement matters

The clerk reported that Uttlesford had said they were progressing enforcement at “Dunwell” in Chapel End and monitoring other matters. No information had been received concerning the flower farm at Woodgates End, where Highways enforcement might also be expected to be concerned in relation to the position of the access gate. A district councillor had recently asked the clerk for details of any enforcement action successfully taken in the parish and the only example appeared to be the airport-related carparking at “Squirrels”. However councillors advised that even there the requirement to reinstate to the original condition had not been enforced. The Clerk was asked to contact Planning Enforcement concerning “Squirrels” and the flower farm accordingly, and to monitor responses on other matters including the untidy site near the Prince of Wales pub. **Action: Clerk**

26/09-7.3 New applications, appeals and enforcement matters open for comment

UTT/26/2208/HHF – Poppies Cottage, Chapel End – adding a single-storey extension and repairs to existing building. The council had been notified about this application after the agenda had been published and served. The deadline for comments was 5 October 2026. Councillors reviewed the plans and noted that the extension would be joined to the existing building via a link and would not impinge on the original structure. The modern style would not conflict with local building styles, which had no consistent pattern. They also noted that repairs were needed and the building was not viable as a home without the work applied for. The chair proposed a motion to comment in favour which was passed unanimously. **Action: Clerk**

26/09-8 Decisions to be made

26/09-8.1 To consider quote and next steps for assessing the Village Hall's suitability for installation of solar panels

It was noted that a professional energy assessment, and advice on whether solar panels would be possible or suitable at the hall, were needed before a quote for panels could be obtained or a grant application for the cost could be made. Quotes (all covering the same tasks) from three assessors specialising in village halls were presented, with information on how soon the report could be provided, and the council decided to engage Groundworks at a cost of £1,546 plus VAT. **Action: Clerk**

Cllr Kesterton would be attending a webinar on 14 Oct 26 concerning the Uttlesford Zero Carbon grant fund, which could provide funding for solar panels or other energy-saving measures at the hall. **Action: Cllr Kesterton**

26/09-8.2 Approval of purchase of a poppy wreath for Remembrance Sunday

The order for a circular Type B wreath was approved at a cost of £23 under s137 LGA 1972.

26/09-8.3 See minute 26/09-3 above

26/09-8.4 Decision on next steps in repairing and/or painting bus shelters

The clerk provided two quotes for painting and one for levelling the concrete floor in the Brick End shelter. Following discussion it was decided that a quote from Cllr T Adams for both areas of work should be considered (the council noting that he was a professional builder). **Action: Clerk, Cllr Adams**

26/09-8.5 Decision on engaging a tree surgeon to fell a tree at Cherry Green

Quotes and background information for three tree surgeons were provided and after discussion the council decided to engage HRJ Tree Services Ltd at a fee of £300 plus VAT. **Action: Clerk**

26/09-8.6 Purchase of a bench and plaque to commemorate Jenny and John Oliveira

A detailed quote and a mock-up of the proposed plaque were considered, A question had been raised with a councillor as to whether the bench was beyond repair. It was agreed that Cllr Hume (in an expert capacity) would inspect the bench and report, before a decision to purchase was made. **Action: Cllr Hume, Clerk**

26/09-9 Matters to note and/or for future consideration

The clerk advised that although the grass had not been cut in August due to drought conditions, weeds had been strimmed and she had requested the invoice. The clerk would be attending a course on using the Canva design application in November.

26/09-10 Date of next meeting

It was confirmed that the council would next meet on Thursday 8 October 2026 at 7.30pm in the Village Hall.

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

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
	Sept/Oct	Training	Booked attendance on Canva courses with EALC	15-Sep-26	Agenda 8 Oct 26
		Parish Forum with UDC	Attended on 23 Sept, Saffron Walden	23-Sep-26	Agenda 8 Oct 26
		Data disposal	Arranging for shredding of documents	30-Sep-26	Agenda 8 Oct 26
		Broken inspection cover in pavement at Browns End Rd	Reported. Affinity agreed to inspect/repair.	14-Sep-26	
		Hall weeds and hedge	Cut and clearance arranged. Invoice received	25-Sep-26	Agenda 8 October 26
	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. Groundworks now instructed to do energy assessment and advise on options. Visiting after 12 Oct 26 (R and P managing access).	22-Sep-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. No response as yet.	02-Sep-26	
		Website accessibility audit	Auditor recommends. To be carried out in October.	09-Jul-26	
	June/July 2026	Remembrance Day wreath	Approved. Now available and clerk will collect.	22-Sep-26	
	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	

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
		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.	01-Oct-26	
		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. Privacy notice is on Home Page. Extra page on documents to be set up.	20-Sep-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-Sep-26	26/09-7.2	Lack of progress on planning enforcement matters	Chased Enforcement at UDC	04-Oct-26	see planning tracker for updates
10 Sept 26, Feb 26	26/02-8.1	Set up internet contract with Gigaclear	Name and password now changed and posters put in hall.	31-Aug-26	03 October 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
10 Sept 26, 6 May 2021	26/09-6.3, 21/5-9.1	Report damage to roadsign	ref 3330627 "sign damaged" also 3623689 - "repair will be undertaken with non-specified timescale" according to Highways website. No change (in 5 years). Ref also now 4043570. Still noted for repair Further damage reported (same ref) and county councillor has been asked to chase. No response.	14-Sep-26	
09-Jul-26	26/07-5.3	Road issues near Church Hall Barn	Further work done September 2026. Cllr Davis has been asked for confirmation it is complete as Highways info ambiguous.	14-Sep-26	
	26/07-6.3, 26/07-8.0	Planning Enforcement	To follow up breaches already reported. See Planning Tracker.	10-Aug-26	see planning tracker for updates
	26/07-7.3	Bus shelter condition and quotes	Both shelters need painting. Quote (3rd) awaited. Concrete to be levelled in shelter at Brick End.	02-Sep-26	Agenda 8 Oct 26
	26/07-7.4	Tree surgery quotes	See minutes 10 Sept 26. Work completed.	02-Aug-26	work done 22 Sept 26
	26/07-7.5, 26/09-8.6	Commemorative bench	Engraving to be decided/checked	17-Aug-26	Agenda 8 October 2026
	26/07-8.0	Work on website	In hand. Aerial photos being obtained.	22-Jul-26	
	26/06-8.4, 26/09-8.4, 8.5 and 8.6	Quotes for various purchases and work	Hall survey: one quote received, others have been requested. Bus shelter repair/painting, new bench and tree surgery: see minutes 10 September 2026	02-Sep-26	Agenda 8 October 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	

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-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 and council advised.	10-Aug-26	see planning tracker for updates
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). No response from CC yet.	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

Year 2026-27

Financial report for meeting on 8 October 2026

Summary and bank reconciliation

Receipts and payments for 1 April to 30 September 2026

Balances on 30 September 2026

Receipts and payments	£	Notes and total
Receipts (i.e. income) 1 April to 30 September 2026	21,482.20	Precept plus interest on deposit account
Expenditure 1 April to 30 September 2026 (not including transfers between bank accounts).	£7,643.63 + 390.85 VAT £8,034.48	As recorded in cashbooks.
Receipts less expenditure to 30 September 2026 - Includes any VAT paid.	£13,447.72	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 30 September 2026	£14,105.29	Bank statement matches cashbook
Unity Deposit account as per bank statement and cash book at 30 September 2026	£25,140.31	Bank statements matches cashbook
Available funds (current plus deposit account balances less any unprocessed transactions)	£4,000 earmarked reserve £35,245.60 free reserve Total £39,245.60	Includes reserves of £25,797.88 carried forward from 2025-26

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

Date	Reference	N	Details	A	Receipts	Payments	Balance
01/09/26			Balance brought forward				4,092.18
14/09/26	PAY 101592		Gigaclear DD 03092026 inv	§		36.00	
16/09/26	PAY 101593		Thornwood Garden Mtce Ltd Aug 26 inv 1182 2026 09 15 gra	§		60.00	
16/09/26	PAY 101594		Mythic Beasts inv#282341 2026 08 26	§		60.00	
16/09/26	PAY 101595		Kate Rixson salary Sept 26 (Aug hrs+hol pay+pay award)	§		450.15	
18/09/26	PAY 101596		NEST pension contribs emplr and empee Jul26	§		3.74	
25/09/26	REC 000067		Uttlesford District Council precept second half	§	10,630.00		
30/09/26	PAY 101597		Service charges - bank	§		7.00	14,105.29
30/09/26			Balance carried forward				<u>14,105.29</u>

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

Date	Reference	N	Details	A	Receipts	Payments	Balance
01/09/26			Balance brought forward				25,017.35
30/09/26	REC 000068		Credit interest	§	122.96		25,140.31
30/09/26			Balance carried forward				<u>25,140.31</u>

Item 6.3.2 Meeting 8 Oct 2026

Broxted Parish Council

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

From 8 Oct 2026

Invoice date	Item/payee	£	£	£	Budget category
		Net	VAT	Total	
26 09 2026	HRJ Tree Services Ltd	300.00	60.00	360.00	Tree surgery
02 10 2026	RBL for poppy wreath	23.00	0.00	23.00	s137 donation
02 10 2026	Thornwood Garden Mtce for Sept work	154.50	30.90	185.40	Hedge/grass cutting
13 10 2026	DD Gigaclear	30.00	6.00	36.00	internet to hall
TBC	Groundworks energy assessment of hall 50% on signing	773.00	154.60	927.60	Hall
15 10 2026	Kate Rixson salary for Sept hours	443.32	0.00	443.32	Staff costs
		<u>1,723.82</u>	<u>251.50</u>	<u>1,975.32</u>	



RBL Poppy Appeal Organiser – Mrs Taryn Search

District Number – EDN05

E: dunmow.poppies@gmail.com

Date: October 2026

To: Broxted Parish Council

We are pleased to be able to supply you with the following item/s for Remembrance 2026.

1 x Type B Poppy Wreath **Cost £23**

As these items are now sold for a set price, and we are no longer able to offer wreaths for a donation, I kindly ask that all payments are received **at the time of collection / delivery of your wreath**.

Should you wish to, you can include a donation with your payment.

Preferred payment method – most effective way to ensure payment is allocated to your local district

Payment to your Poppy Appeal Organiser (PAO)	1. Cash	Directly to you Poppy Appeal Organiser.
	2. Cheque	Made payable to 'Royal British Legion'.
	3. Credit/debit card	Via a Contactless Terminal – Please advise, so I have it with me

Cheques can be sent to: Mrs T Search, 69 Woodlands Park Drive, Great Dunmow, Essex. CM6 1WT

Payments / Donations via BACS / Bank Transfer

We have been asked to avoid using this method wherever possible, as the reconciliation of BACS income via the various banking systems is proving challenging. Whilst **ALL** monies paid / donated still go to The Poppy Appeal, it can result in the payments not being allocated / recorded against the correct district. Meaning that although I ordered the wreath, there may be no payment directly recorded against it.

If however, this is your only method of payment, please let me know and I will forward the relevant details to you.

Thank you for your support.

With kindest regards

Mrs Taryn Search
Poppy Appeal Organiser, Dunmow & District Royal British Legion

Patron: His Majesty the King

Registered address: Royal British Legion, Haig House, 199 Borough High Street, London SE1 1AA
020 3207 2253 | mylegacy@rbl.org.uk | rbl.org.uk
Registered charity number: 219279





HRJ TREE SERVICES LTD

Black lands farm
Tindon end
Cb102ry
07971212842
info@hrjtreeservices.co.uk

INVOICE

INV2936

DATE

26/09/2026

DUE

On Receipt

BALANCE DUE

GBP £360.00

BILL TO

Broxted Parish Council

6 The Maltings, Broxted, Dunmow, CM6 2EJ
clerk@broxted-pc.gov.uk

DESCRIPTION	RATE	QTY	AMOUNT
felling of maple tree and all waste removed	£300.00	1	£300.00

Payment Info

PAYMENT INSTRUCTIONS

Be sure to use the full company name upon payment which is listed below. (if you are an existing customer the bank details have been updated on 2/11/2024).

SUBTOTAL	£300.00
TAX (20%)	£60.00

TOTAL	£360.00
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BALANCE DUE
GBP £360.00

HRJ TREE SERVICES LTD

Sort code: 20-19-97

Account no. 73098575

VAT NUMBER 403 9376 96

Tax Invoice



Bill to
Broxted Parish Council
clerk@broxted-pc.gov.uk

Thornwood Grounds Maintenance
Limited
Unit 2 Home Farm Yard
Gaunts End
Bishop Stortford
CM22 6DR

CRN: 11615499
VAT: 310431269
kevin@thornwoodgm.co.uk
+United Kingdom 01992 827170

Amount due	Due date	Issue date	Invoice number
£185.40	1 Nov 2026	2 Oct 2026	INV-1197

[View online](#)

Description	Quantity	Price	Tax	Amount
Completed grass cutting as agreed round the Village in September	2	77.25	20%	154.50
Subtotal				154.50
Total VAT 20%				30.90
Total				185.40
Amount due				£185.40



[View online](#)

Bank details for payment
Santander
09-01-29
31937434
Please quote invoice number on all payments.

Broxted Parish Council			
Budget 2026-27		£	
Figures exclude VAT, which is shown separately. Rounded to nearest £1		Budget for 2026-27	Actual April-Sept 2026 - first half-year
INCOME			
Precept		21,260	21,260
Refund of VAT paid			
Bank Interest		200	222
Bursary for training			
Grants towards projects eg from district councillors			
Reimbursement of expenditure on Village Hall			
Other			
Total Income		200	21,482
EXPENDITURE			
Grants made under s137 Local Government Act 1972			
Uttlesford Home Start			
Five Parishes Magazine			
St Clare Hospice			
Essex Air Ambulance			
East Anglia's Children's Hospice			
Support 4 Sight			
Poppy wreath			
Marie Curie and Open Spaces Soc			
Other grants and donations (non-s137)			
Uttlesford Citizens Advice Bureau			
Maintenance of open churchyard			
East Herts Citizens Advice Service			
Uttlesford Community Travel			
Stansted Airport Watch			
Other - vary from year to year: Men's Shed			50
Total grants and donations incl s137		1,560	50
Subscriptions and memberships (gen admin)			
Friends of Historic Essex		12	12
E.A.L.C., NALC and UALC		205	201
C.P.R.E.		62	
Rural Community Council of Essex		92	
Society of Local Council Clerks		87	
The Hundred Parishes Society		10	
Total subs and memberships		468	213
Regular bills and fees			
Bank charges		75	42
Insurance (excluding hall-related cover)		1,320	0
Office expenses (incl equipment, website fees, gen admin)		437	487
Total regular bills and fees		1,832	529

Staff costs (incl employers' NI and pension)		6,658	4,060
Figures exclude VAT. Rounded to nearest £1		Budget for 2026-27	Actual April-Sept 2026 - first half year
Purchases			
Bench, plaque, street furniture, noticeboards, plants, grit bins etc		3,120	492
Interpretation board		0	
Pads/battery for defibrillator		468	
Other minor purchases except office expenses		52	
Total purchases		3,640	492
Contribution to Village Hall costs			
Insurance			810
Repairs/maintenance/routine purchases			
Alterations/major work/installations			
Running costs including broadband			90
Total Village Hall		780	900
Training, legal materials			
Clerk training		208	60
Councillors' training		208	
Legal materials/textbooks		78	
Total training, legal materials		494	60
Contingencies for legal liabilities			
Election costs (if casual vacancy arises and more than one candidate, and in election year 2023)		500	
Insurance excess		0	
Audit Fee		200	180
Information Commissioner - Registration as data holder		47	47
Total contingencies for legal liabilities		750	227
Professional fees (planning advice etc) and other contingencies			
Legal re planning/conservation area		1,500	
Tree surgery advice		416	398
General contingencies incl legal advice		1,560	
Total professional fees		3,476	398
Maintenance, repairs, work on assets			
Repairs/maintenance of assets		1,040	50
Hedge & Grass Cutting		1,248	664
Work on trees and generally on common land		780	
Work at Village Hall to be reimbursed		0	
Total maintenance, repairs, work on assets		3,068	714
Design Plan/Village Plan			
Office expenses		300	

Clerk's time		300	
Total Neighbourhood Plan support		600	0
VAT (not included in the above figures) on fees, grasscutting, training etc		674	391
TOTAL EXPENDITURE		24,000	8,034
Reserves	2026-27		
Net increase/decrease in reserves			
Income first 6 months	21,482		
less			
Expenditure first 6 months	8,034		
Income less expenditure=incr in reserves	13,448		
	£		
Carried forward from 2025-26	25,798		
of which:			
Earmarked reserve for Hall support		4,000	
Free reserves 1 April 2026		21,798	
Plus increase in reserves to 30 Sept 2026 (1st 6 months)	13,448		
Total reserves at 30 Sept 2026	39,246		

	New items for discussion highlighted in green						case officer/contact	Position at 4 Oct 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			
26/2054/FUL	Broxted Hall outbuilding	add fifth dwelling	28.10.26	permission for 4 under UTT/1166/04/FUL				
26/1736/FUL	adj Chapel Cottage, Chapel End	1 dwelling, garage, associated works	19.10.26	already has permission under earlier appln				
Previous applications - consultation ended (bold indicates new outcome since last meeting)								
26/2208/HHF	Poppies Cottage	extension and repairs	05.10.26	Locally-listed, SPAB criticises aspects of design	support application			awaiting decision
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
Appeals	Property	Application	Date of refusal	Date of appeal	Appeal validated	Start letter issued	Deadline	Summary
25/2423/HHF, appeal ref 26/00011/REF, PINs appeal ref 6004332	Wood Farm, Pledgdon Gn	15.07.25	Appeal dismissed 18.09.2026	Change to entrance/gate of listed bldg				Appeal dismissed by Pins

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								04.10.2026
INV/26/0148/C	Woodgates Fm	21.07.26		airport pkg				update requested
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				update requested
INV/25/0132/B	Wood Farm, Pledgdon Gn	15.07.25		Change to entrance/gate of listed bldg				not known but appeal on s73 retrospective appln dismissed so enforcement should now start again
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 Garrols Farm	opened 24 Jan 2024		caravan, water treatment plant, groundworks, entrance to road, without PP				update requested

Enforcement	Property			Issue				Position at (date)
ENF/INV								04.10.2026
23/0145/B	Squirrels, Brick End		opened 8 August 2023	airport parking, breach of listed building regns				Appeal dismissed by Pins. To restore to original condition
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 - update requested

Subject: Possible donation to Citizens Advice East Herts
From: Stephen Mcenally <smcenally@citizensadvicееastherts.org.uk>
Date: 13/08/2026, 19:18
To: clerk@broxted-pc.gov.uk

Dear Kate

I hope this finds you well.

Thanks again for all the support and encouragement that Broxted Parish Council gives to our service. Last financial year you very kindly donated £100 and it was so gratefully received. It was put towards the core funding needed for the recruitment and training of much needed additional volunteer advisers.

We are sensible of the fact that parish funds are tight but I write to you nonetheless to ask whether or not you might again this year find the means of offering us some funding, however little.

Our financial situation remains acute.

At the risk of repeating what your councillors know so well already, a bit of background:- We are a small, independent local charity giving free, confidential and impartial advice on a range of issues to all who need it. Many people coming to us are vulnerable, face huge challenges and are unable to move forward without our help. Run by the local community for the local community we do, as you also know, make a difference in parishes such as Broxted where we try to maintain a strong presence to serve your parishioners in the best way we can.

Please see further down our latest statistics for the Parish and the yellow highlighted para below.

Your councillors will find them useful showing, as they do, the impact we continue to make on the parish and the number/percentage of your residents whom we have significantly assisted over the past year, given your relatively small population. 16 people were advised from a population of only 483 which is an impressive 3.3% of the population.

You will also know that we receive no core funding from National Citizens Advice nor from central government. But what your councillors may not know, however, is that we continue to face very particular financial challenges following a steady reduction in the grant that we receive annually from East Herts District Council. It now covers just a quarter of the costs needed to run our 4-day per week service. Indeed, this funding reduction, has resulted in our having to close our service on Fridays. Put simply, we need to fundraise more than ever before to increase income and in order to maintain our current service level in the face of rising client demand.

Our current advice channels are by 24-hour message line, email, letter, webchat and the telephone and we also offer face-to-face advice at our four contact centres in Hertford, Ware, Bishop's Stortford and Buntingford with home visits, when needed.

Indeed, the provision of face-to-face advice at these contact centres is a crucial tool for effective delivery of our service, especially to those most in need - for example, the digitally excluded who find email and/or telephone advice challenging; those with special needs; and, importantly, the

vulnerable who need that extra help in navigating a way forward. But our statistics are increasingly showing us that we still need to do more. We are not sufficiently reaching out with in-person advice to other high need and underrepresented client groups who are also most dependent upon our support - groups such as carers, those who are housebound, people who are homeless, and refugees - especially those living outside the main towns in rural communities.

It is with this in mind, therefore, that we have decided to recruit a Community Adviser that will target these very groups with face-to face advice whilst also providing much needed general cover, especially at busy times, at our four contact centres.

And in partnership with other charities, we aim to have the post also running (two hourly) drop-in sessions at community venues in the towns and villages across East Herts - a service from which we envisage Broxted being able to benefit much given that over the past year we advised 86% of your residents by phone or email, with only 11% being advised in person, when many repeatedly tell us that they would prefer face-to face advice.

Indeed, as one County Councillor recently wrote:-

"I am always keen to support Citizens Advice East Herts as I know ... the invaluable work that you do in support of those in need. I was also very pleased to hear of your plans to appoint a Community Adviser to reach out to those unable to use online or telephone systems. Digital exclusion is a growing problem as more and more services are predominately accessed online. I am also keen to support outreach to some of the groups mentioned who are so often overlooked..."

So, it is specifically towards the cost of running and manning these community drop-in and client group sessions, therefore, that we are seeking additional funding.

We have calculated that a weekly two-hour session for one area alone would cost us £115, so £4,500 over the course of current year. So, any contribution towards this sum, however small, would assist us hugely in getting these outreach sessions up and running.

Last year, your donation was credited publicly via our social media and in the annual donor summary in our Annual Report (published every Autumn) and this year we would, of course, do the same.

How we help in Broxted

Our latest yearly stats for Broxted show that:-

- 1. we advised 16 residents from a population (aged 15+) of only 483 which is 3.3% of the population**
- 2. we dealt with a total of 118 issues (7.4 issues/resident)**
- 3. the top three issues were benefits (69) debt (16) and housing (19)**
- 4 we advised residents through the following channels: Phone 58%, Email 28%, Webchat 3%, In person 11%,**

5. we achieved financial gains for Broxted residents of £53,388

With best wishes and I much look forward to hearing from you.

Stephen

Stephen McEnally
Fundraising and Communications Volunteer
Citizens Advice East Herts

A blue and black logo
Description
automatically generated



Did you know we are a charity? Please support our work by making a donation if you can.

For Citizens Advice East Herts details, statements and disclaimer to which this email is subject, please click [here](#)

Essex Association of Local Councils
First Floor Offices, Room 2 & 3, RCCE House, Threshelfords Business Park,
Inworth Road, Feering, Colchester, Essex, CO5 9SE.
Course Booking Form 2025 (BLOCK CAPITALS PLEASE)

Course/Webinar/Conference Name: Canva Part one	
Course/Webinar/Conference Date: 17 Nov 2026	
Council Name: Broxton Parish Council	
Council Address: 6 The Maltings, Broxton, Dunmow, Essex, CM6 2EJ	
Delegate Name: Kate Rixson (Clerk) Delegates Email Address for Joining Instructions & zoom codes for courses: clerk@broxton-pc.gov.uk	**Delegate contact phone No. <u>07825 9137890</u>
Delegate Name: (Chairman/Cllr/Clerk) Delegates Email Address for Joining Instructions & zoom codes for course:	**Delegate Contact phone No.
Cost per delegate: £50 (See course flyer or EALC website)	Please invoice/ (Delete as applicable)
Clerk Bursary Clerks can claim up to 75% cost back for their own training if they meet the criteria. Courses have to be paid in full, attended & then a refund will be sent back to the Council once all courses on the bursary form have been attended.	Please complete a bursary form & return back to training@ealc.gov.uk Annual turnover/precept under £80k (tick for yes) YES (If you answer yes you qualify) ☐
**Phone Numbers: Please give delegate contact phone no. details (NOT THE PARISH) this is for emergency use only.	

Commented [KR1]: Precept is below £80,000



Important

- Please contact Stephanie Robinson on 01371 879722 to discuss your specific needs
- If you require a DISABLED parking space when attending course at the EALC Offices
- please call 01371 879722

Return this form by email to training@ealc.gov.uk

Joining Instructions will be sent approximately one week in advance of courses, webinars & conferences directly to delegate attending
 No parking available at the offices, please check the map for local car park locations.

CANCELLATION POLICY

Cancellations received more than 2 WEEKS prior to the course	Full Refund
<i>(Except for certificated courses where no refund will be offered, as EALC will have paid for the exam)</i>	
Cancellations received a minimum of 1 week before the course	50% credit note
Cancellations received less than 1 week notice	no refund
Cancellations for Saturday Courses	no refund
Cancellations for Bespoke/Certificated courses	no refund

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Essex Association of Local Councils
First Floor Offices, Room 2 & 3, RCCE House, Threshelfords Business Park,
Inworth Road, Feering, Colchester, Essex, CO5 9SE.
Course Booking Form 2025 (BLOCK CAPITALS PLEASE)

Course/Webinar/Conference Name: Canva Part two	
Course/Webinar/Conference Date: 24 Nov 2026	
Council Name: Broxted Parish Council	
Council Address: 6 The Maltings, Broxted, Dunmow, Essex, CM6 2EJ	
Delegate Name: Kate Rixson (Clerk) Delegates Email Address for Joining Instructions & zoom codes for courses: clerk@broxted-pc.gov.uk	**Delegate contact phone No. <u>07825 9137890</u>
Delegate Name: (Chairman/Cllr/Clerk) Delegates Email Address for Joining Instructions & zoom codes for course:	**Delegate Contact phone No.
Cost per delegate: £50 (See course flyer or EALC website)	Please invoice/ (Delete as applicable)
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6 The Maltings
Broxted
Dunmow
Essex
CM62EJ

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Invoice date 30/09/2026
Client ID 390267
Invoice ID 2154235
Your Ref:

Description	Charge	VAT %	VAT	Total
x 1 bag of confidential paperwork COD#10038	£14.90	20	£2.98	£17.88

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£17.88 | Method: CONTACTLESS
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MID: *****2277
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Please write your Client ID and the Invoice ID on the reverse of your payment

Payment due by: Immediately

VAT Reg. No.: GB 623 30 67 67

Bank Details Sort code 60-02-36 A/C No. 63806932

Sub-Total	£14.90
VAT Total	£2.98
Grand Total	£17.88



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UGREEN POE Switch 6 Port Gigabit Network Switch, 4 PoE+ Ports & 2 silver

[Track package](#)

Delivery address

Clive Rixson
6 The Maltings, Broxton
Dunmow, Essex CM6 2EJ
United Kingdom

Payment info

☐ c***e@rixson.org.uk £97.77
20 Aug at 3:36 PM

2 items £97.77
Postage Free

Order total £97.77

How do you like our order details page?
[Tell us what you think](#)

Order info

Time placed 20 Aug 2026 at 3:36 PM
Order number 05-15066-97248
Total £49.99 (1 item)
Sold by [minetwork-services](#)

Delivery info

Delivered on Sat, 22 Aug 2026



Paid
20 Aug



Tracking
available
20 Aug



Delivered
22 Aug

Tracking details

Number VU468847104GB

[Track package](#)

Item details





DrayTek VigorAP 1000C Tri Band AC WiFi Mesh PoE Access Point + Mount VGC

£49.99

Item number: 287481830183

incl.

Return window closed on 5 Sep 2026.

Buyer Protection

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More actions

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Contact seller

Order info

Time placed	20 Aug 2026 at 3:36 PM
Order number	05-15066-97249
Total	£47.78 (1 item)
Sold by	ukhome-47

Delivery info

Delivered on Fri, 21 Aug 2026



Paid
20 Aug



Tracking
available
20 Aug



Delivered
21 Aug

Tracking details

Number AQUAA8552600826YQ

Track package

Item details

?



UGREEN POE Switch 6 Port Gigabit Network Switch, 4 PoE+ Ports & 2 silver

£47.78

Item number: 358763020010

incl.

Return window closed on 20 Sep 2026.

Buyer Protection

Buy again

More actions ▾

Other actions

Contact seller

?