

BROXTED PARISH COUNCIL

**Councillors are summoned to the Meeting of the Parish Council
at Broxted Village Hall on Thursday 8 October 2026 at 7.30 p.m.**

Scan the QR code below or enter <https://bit.ly/4xXUHoS> in your browser to see the agenda
and supporting documents on our website



Notice and Agenda

- 1. Apologies for Absence** and, if accepted, the reason to be approved by resolution
- 2. Declarations of interest**
- 3. Public Open Forum**
- 4. District Councillors' and County Councillor's reports to be heard, if attending**
- 5. Approval of minutes of the Parish Council Meeting on 10 September 2026**
To confirm that the minutes are an accurate record.*
- 6. Reports to be received, as available**
 - 6.1 Clerk's report* including any decisions made under delegated powers
 - 6.2 Clerk's report on Parish Forum meeting with Uttlesford District Council and district council information for the 2027 Parish Council elections
 - 6.3 Finance*
 - 6.3.1 To note balances on bank statements, income and expenditure in the year to date, and reconciliation with cash book entries.
 - 6.3.2 To note payments and transfers made since the last meeting of the council and due before the next council meeting (contractual, statutory or previously approved).
 - 6.3.3 To note actual spending and income compared with budget for the first half of the year.
 - 6.4 Footpaths and highways
 - 6.5 Reports from Councillors
- 7. To consider planning decisions made and decide whether to comment on new planning applications**
 - 7.1 Report of planning decisions made*
 - 7.2 New applications, appeals and enforcement matters open for comment:
UTT/26/1736/FUL – to build one dwelling on land adjacent to Chapel Cottage in Chapel End. Deadline for comments 19 October. Note that the site is between Ebenezer Chapel and Poppies Cottage and already has permission for residential development under a previous application.
UTT/26/2054/FUL – to add 1 dwelling (plot 5) to those approved under UTT/1166/04/FUL, at the site of an outbuilding at Broxted Hall Farm. The deadline for comments is 28 October 2026.
Additional planning matters may be considered in the meeting, if the parish council is notified of them after publication of the agenda.

8. Decisions to be made

- 8.1 To consider making a donation to East Herts Citizens' Advice service*
- 8.2 To approve fees of £100 plus VAT for courses being attended by the clerk in November, and to sign a claim for a bursary covering 75% of the cost*
- 8.3 To reimburse the clerk for the cost of shredding documents at £17.88 including VAT*
- 8.4 To consider purchase of a bench with a plaque to commemorate John and Jenny Oliveira and removal of existing bench*
- 8.5 To decide next steps on repairs to Brick End bus shelter and painting of both bus shelters
- 8.6 To consider making grants to the Village Hall trust as follows:
 - 8.6.1 To cover the cost of weeding and hedge-trimming in September amounting to £350
 - 8.6.2 to meet the cost of £97.77 for the new equipment for the broadband/ethernet installation*
 - 8.6.3 and to buy a clock for the committee room
- 8.7 To transfer £10,000 from the current account to the deposit account following receipt of the second half of the precept.

9. Matters to be noted and/or for future consideration

10. To confirm the date of the next meeting of the parish council as Thursday 12th November 2026 at 7.30pm at Broxted Village Hall.

*Items have supporting documents – see website www.broxted-pc.gov.uk or phone 01371 870711

Signed *K Rlxson* Clerk to Broxted Parish Council and issued on 1st October 2026