Minutes of the Meeting of Broxted Parish Council on 8 October 2026 at 7.30pm at Broxted Village Hall

Present:
Cllr Vere Isham (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 and District Councillor Mark Coletta.

26/10-1 Apologies

Cllr Rachel Kesterton was unable to attend due to a family event. The reason for absence was accepted.

26/10-2 Declarations of interest

Cllrs Wendy and Tony Adams declared pecuniary interests in agenda item 8.5 – work on bus shelters.

26/10-3 Public open forum and District Councillor's report

Cllr Coletta reported that he would be attending the STAC meeting with Stansted Airport and nominated local representatives from councils on Monday 12 October and would report. He encouraged the council to attend the forthcoming airport parish forum on 22 October. It was noted that the clerk had registered to attend.

26/10-4 Approval of minutes of the previous Parish Council Meeting on 10 September 2026

The minutes of the parish council meeting on 10 September 2026 were approved as an accurate record and signed by the chair.

26/10-5 Reports received

26/10-5.1 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.

26/10-5.2 Report on Parish Forum meeting

The clerk had circulated a note of the meeting (attached to these minutes) which reported that a Community Infrastructure Levy would operate on all planning applications approved after 7 October 2026. This levy should result in payments to the parish council which must be spent on capital items and infrastructure to benefit the parish. The first payments would be sent from UDC in April 2027 but were likely to be very small at first.
From 31 October 2026 it would not be possible for district councillors to call in householder and most other planning applications for a decision in the Planning Committee. The clerk had asked the planning officers to allow parish councils and local residents extra time to send in written comments – this would be discussed with the Development Manager Nigel Brown but would be constrained by the statutory period for a decision to be made on each application.
Local government reorganisation, policing and emergency planning had also been discussed.

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The official minutes of the meeting were expected from UDC and would be attached to these minutes when received.
The clerk was asked to add a post on the village Facebook page (not managed by the parish council) with details of each new planning application in the parish. **Action: Clerk**

26/10-5.3 Financial Reports

26/10-5.3.1 Balances on bank statements and reconciliation with cash books

Bank statements were reviewed by councillors in the meeting and were be checked against the cashbook by Cllr T Adams. Cllr Adams had checked and endorsed the bank statements and cashbook records in the financial year to date with his signature. During the meeting he also checked and endorsed the same for September 2026.
The position at 30 September 2026 – halfway through the current financial year – was reported as follows:
Funds received: £21,482.20 - the precept and bank interest.
Expenditure: £7,643.63 plus VAT of £390.85, total £8,034.48. The increase in reserves since 1 April 2026 was therefore £13,447.72.
Bank balances matched the cashbook with £25,140.31 in the deposit account and £14,105.29 in the current account. Total reserves were £39,245.60 including an earmarked reserve of £4,000 for the Village Hall.

26/10-5.3.2 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 £450.15 paid in September, had been circulated and was tabled.

Payments previously agreed and/or due before the next meeting included salary due in October (for September hours) of £443.32.

26/10-5.3.3 Comparison of actual spending and income with budget for the first half of the financial year

An underspend on most budgets was noted, with expenditure of £8,034 in 6 months against a budget of £24,000 for the full year, but it was observed that the insurance premium would fall due in February 2027. Consideration would be given at the next meeting to spending in the second half of the year.

26/10-5.4 Footpaths and highways issues

It was noted that the triangle of verge (a Highways Authority responsibility) in front of 3 and 4 Brick End Villas was very overgrown. It was agreed to add cutting this patch to the areas already cut by the council's maintenance contractor. **Action: Clerk**

The condition of the tarmac path across the land on the corner of the T junction in Brick End was very poor. It was noted that in previous correspondence the Highways Authority had confirmed it owned but did not maintain this land, but had refused to sell it to the parish council.

It was observed that potholes which had been filled at the Church End/B1051 Thaxted Road junction were opening up again. A road closure had been advertised but diversions for buses were not known. The clerk would supply a link to the One.Network website showing roadworks and check whether the bus company had arranged to re-route buses. **Action: Clerk**

26/10-5.5 Reports from councillors

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Cllr Van Haaren reported that the Prince of Wales pub land would be auctioned on 29 October. It was agreed that the clerk should alert the agents to the presence of the beacon on the development land and ask for access to remove it. Cllr Van Haaren was willing to store the beacon temporarily. **Action: Clerk**

26/10-6 Planning decisions made and new planning matters to be considered

26/10-6.1 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.

26/10-6.2 New applications, appeals and enforcement matters open for comment

UTT/26/1736/FUL – land adjacent to Chapel Cottage, Chapel End – to build one dwelling. It was noted that the site already had permission for a house and this was a change of design and of the position of the building on the plot. The council had no objection.

UTT/26/2054/FUL – on the site of an outbuilding at Broxted Hall farm – to add a fifth dwelling to the four approved previously under UTT/1166/04/FUL. The council had no objection.

26/10-7 Decisions to be made (item 8.5 on the agenda was deferred to the end of the meeting and is recorded under 26/10-10 below)

26/10-7.1 To consider making a donation to East Herts Citizens' Advice service

After discussion it was agreed that a donation equivalent to the 2025-26 donation plus 10% would be made. The clerk should supply the 2025-26 figure to councillors before councillors authorised the bank payment. **Action: Clerk**

26/10-7.2 Approval of fees for training of £100 and application for a bursary

This was approved and the application signed by the chair.

26/10-7.3 Reimbursement of the cost of shredding documents £17.88

Reimbursement to the clerk was approved

26/10-7.4 Purchase of a bench and plaque to commemorate Jenny and John Oliveira

Cllr Hume had provided an expert report to the effect that the bench was beyond repair due to rot and delamination of the wood. It was agreed to proceed with replacing the bench. **Action: Clerk**

26/10-7.5 Grants to cover expenditure relating to the Village Hall

The following items were approved:

£350 for weeding and hedge cutting to SEP Gardening

£97.77 for equipment for broadband/internet in the hall, to Clive Rixson

To buy a clock for meetings in the committee room. The clerk would provide options.

26/10-7.6 Transfer funds from current account to deposit

It was agreed to transfer £10,000 to the deposit account to maximise interest earned.

26/10-8 Matters to note and/or for future consideration

It was observed that one of the security lights at the hall appeared faulty and this should be raised with the managers. **Action Clerk**

26/10-9 Date of next meeting

It was confirmed that the council would next meet on Thursday 12 November 2026 at 7.30pm in the Village Hall.

26/10-10 To decide next steps in repairing and painting bus shelters

Cllrs Wendy and Tony Adams left the meeting before discussion of this item, having declared pecuniary interests.

The council considered the work needed to prevent flooding of the Brick End shelter and approved the plan put forward by one of the contractors. A comparative quotation for this work should be requested from the other contractor. It was noted that the clerk could make a decision to proceed under delegated powers paragraph 2.2.2 after consultation. The clerk would circulate any revised quotes. **Action: Clerk**

The council decided to defer a decision on painting until the work had been done on the floor.

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

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