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.

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

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.

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
	Oct/Nov	**Solar panels assessment for hall**	Researched contractors and approached 3 - response from one saying hall roof not suitable. **Groundworks inspected 28 Oct. Report to be received "in due course". Emailed re progress.**	**07-Nov-26**	
		Remembrance Day wreath	**Taken to St Mary's church, Broxted. (Service at Little Easton.)**	**06-Nov-26**	**06 November 2026**
		Grass-cutting 2027-28	**Requested rates from current contractor**	**06-Nov-26**	**agenda Jan 27**
		Bus shelter condition and quotes	**Comparative quote received. Tony Adams Builders engaged. Work being done by approx 19 Nov 26 subject to weather conditions**	**05-Nov-26**	
		2027 elections	**Considering procedures and information from Uttlesford District council elections officers, forwarding details, calculating date for post-election PC meeting**	**04-Nov-26**	**agenda 12 Nov**
		Budget preparation for 2027-28	**Reviewing categories (cost centres/codes) and amounts**	**02-Nov-26**	**agenda Jan 27**
		Council VAT repayment claim	**Refund received 2 November**	**02-Nov-26**	**02 November 2026**
		Broken inspection cover in pavement at Browns End Rd	Reported. Affinity agreed to inspect/repair. **Checked 31 October, cone in place but cover has not been repaired orreplaced.**	**31-Oct-26**	
		Airport parish forum	**Attended virtual meeting on 22 Oct 26. See note tabled at meeting.**	**22-Oct-26**	**report 12 Nov**
		Community Infrastructure Levy	**Drafted summary of new levy for parish magazine**	**15-Oct-26**	**15 October 2026**
		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	
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	**Trees on common**	Tree defect report advises felling one tree (roots damaged by putting in a fence) and surgery on others. **Field maple felled.**	**22-Sep-26**	**22 September 2026**

		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	
		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**	
	June/July 2026	**Website accessibility audit**	**Auditor recommends. To be carried out in November.**	09-Jul-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	
		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	

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
08-Oct-26	**26/10-5.2**	**Add planning apps to Facebook**	**new regime started 1 Nov 26 - first application posted.**	**07-Nov-26**	
	26/10-5.4	**Road closure on bus route**	**Supplied link to One.Network (roadworks/closures info) to councillors. Searched for published info re bus route changes - none found.**	**10-Oct-26**	
	26/10-5.5	**Village beacon location**	**Contacted auctioneers to ask them to make any buyer of the pub aware of PC ownership of beacon. They said they would contact the current owner. Clerk also phoned the owner who declined the call on mobile phone. Text sent requesting access to remove - no answer.**	**12-Oct-26**	
	26/10-7.4, 26/07-7.5, 26/09-8.6	**Commemorative bench**	**Purchase and engraving checked with family and agreed, bench now ordered.**	**07-Nov-26**	
	26/10-7.5	**Clock for Village Hall**	**research done, continuing**	**05-Nov-26**	
	26/10-8.4	**Add additional verge area to grass-cutting**	**Small patch in front of 3 and 4 Brick End Villas added to grass-cutting contract - no extra charge**	**15-Oct-26**	**15 October 2026**
	26/10-10, 26/07-7.3	**Bus shelter condition and quotes**	Both shelters need painting and drainage installing/concrete to be levelled in shelter at Brick End. **See decisions under delegated powers above.**	**05-Nov-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 Sept 26, 6 May 2021	**26/09-6.3, 21/5-9.1**	**Report damage to roadsign. Lit sign warning of two-way traffic (next to PC noticeboard) is badly bent. Ref now 4043570.**	Still noted for repair. **County Councillor has reported: "The lit signs in this location are not actually connected to an electric supply so this has been passed to the maintenance team [i.e. it does not need specialist attention as a "lit sign".] "They will visit and get a job together to reset the leaning post. It's currently only an observation defect so not a high priority but will be added to the work programme & undertaken as soon as resources allow."**	**05-Nov-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**	
	26/07-8.0	**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. Clerk has obtained advice on how to locate a suitable assessor/surveyor. Bus shelter repair/painting, new bench and tree surgery: see above.**	**22-Oct-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-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

Item 6.3.1 **Meeting12 November 2026**

Year 2026-27

Financial report for meeting on 12 November 2026

Summary and bank reconciliation

Receipts and payments for 1 April to 31 October 2026

Balances on 31 October 2026

Receipts and payments	£	Notes and total
Receipts (i.e. income) 1 April to 31 October 2026	21,482.20	Precept plus interest on deposit account
Expenditure 1 April to 31 October 2026 (not including transfers between bank accounts).	£9,412.54 +490.73 VAT £9,903.27	As recorded in cashbooks.
Receipts less expenditure to 31 October 2026 - Includes any VAT paid.	£11,578.93	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 October 2026	**£2,236.50**	Bank statement matches cashbook
Unity Deposit account as per bank statement and cash book at 31 October 2026	**£35,140.31**	Bank statements matches cashbook
Available funds (current plus deposit account balances less any unprocessed transactions)	**£4,000 earmarked reserve £33,376.81 free reserve Total £37,376.81**	Includes reserves of £25,797.88 carried forward from 2025-26

Broxted Parish Council
Bank: Unity Trust current
From 01/10/26 to 31/10/26

Date	Reference		Details		Receipts	Payments	Balance
						£	£
01/10/2026			Balance brought forward				14,105.29
06/10/2026	PAY 101598		HRJ Tree Surgery inv 2936 26.09.2026 VAT 403 9376 96			360.00	
12/10/2026	PAY 101599		DDR Gigaclear inv G15458627 Sept 03.09.26			36.00	
13/10/2026	PAY 101600		K Rixson reimburse for cabling at hall 20.09.26 Hall tech ebay			97.77	
13/10/2026	PAY 101601		K Rixson reimburse shredding Perrys 30.09.26 VATGB623306767			17.88	
13/10/2026	PAY 101602		SEP hedge and weeds at hall 25.09.26			350.00	
13/10/2026	PAY 101603		K Rixson Salary Oct (Sept hrs)			443.32	
13/10/2026	PAY 101604		Thornwood Garden Mtce grass inv 1192 2.10.26VAT310431269			185.40	
13/10/2026	TRF 000028		Trsfr current to deposit			10,000.00	
23/10/2026	PAY 101605		HMRC PAYE mths 4 - 6			371.42	
31/10/2026	PAY 101606		Bank charges for month			7.00	2,236.50
31/10/2026			Balance carried forward				2,236.50

Broxted Parish Council
Bank: Unity Trust deposit Instant Access
From 01/10/26 to 31/10/26

Date	Reference		Details		Receipts	Payments	Balance
						£	£
01/10/2026			Balance brought forward				25,140.31
13/10/2026	TRF 000028		Trsfr current to deposit		10,000.00		35,140.31
31/10/2026			Balance carried forward				35,140.31

Broxted Parish Council

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

From 12 Nov 2026 to 13 Jan 2027

Date	Item/payee	Receipts	Payments			Budget category
		£	£	£	£	
			Net	VAT	Total	
02.11.2026	HMRC VAT refund	1,042.34				Income
02.11.2026	Thornwood Garden Mtce for Oct work		154.50	30.90	185.40	hedge/grass cutting
02.11.2026	East Herts Citizens' Adivce		440.00	0.00	440.00	Donations non-s137
02.11.2026	Groundwork East		773.00	154.60	927.60	Hall
13.11.2026	Transfer from deposit to current account	2,000.00				
13.11.2026	reimburse K Rixson for poppy wreath		23.00	0.00	23.00	s137 donation
13 11 2026	DD Gigaclear		30.00	6.00	36.00	internet to hall
13 11 2026	Kate Rixson salary for Oct hours		tbc	0.00	tbc	Staff costs
TBC	Groundworks energy assessment of hall 50% on completion		773.00	154.60	927.60	Hall
30.11.2026	Bank charges		7.00	0.00	7.00	bank charges
00.11.2026	CPRE membership 2026		tbc		tbc	subs/memberships
01.12.2026	Thornwood Garden Mtce for Nov work		tbc	tbc	tbc	Hedge/grass cutting
06.12.2026	Society for Local Council Clerks membership		116.00	0.00	116.00	office expenses
13 12. 2026	Kate Rixson salary for Nov hours		tbc	0.00	tbc	Staff costs
17.12.2026	Mythic Beasts annual storage fee (Emails, website)		80.00	16.00	96.00	office expenses
28.12.2026	100 Parishes renewal		10.00	0.00	10.00	subs/memberships
31.12.2026	Bank charges		7.00	0.00	7.00	bank charges
		3,042.34	1,046.00	176.60	2,775.60	

ROYAL BRITISH LEGION

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

Broxted Parish Council Planning Tracker

	New items for discussion highlighted in green						case officer/contact	Position at 6 Nov 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			
26/2055/LB	Broxted Hall outbuilding	add fifth dwelling	24.11.26	permission for 4 under UTT/1166/04/FUL				
Previous applications - consultation ended (bold indicates new outcome since last meeting)								
26/2607/HHF	5 St Marys Mews Church End	garden pavilion and pond	9.11.26		no objection			**awaiting decision**
26/2054/FUL	Broxted Hall outbuilding	add fifth dwelling	28.10.26	permission for 4 under UTT/1166/04/FUL				**awaiting decision**
26/1736/FUL	adj Chapel Cottage, Chapel End	1 dwelling, garage, associated works	19.10.26	already has permission under earlier appln				**awaiting decision**
26/2208/HHF	Poppies Cottage	extension and repairs	05.10.26	Locally-listed, SPAB criticises aspects of design	support application			**refused**

Previous applications - consultation ended (bold indicates new outcome since last meeting)								
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
INV/25/0048/C appeal ref 25/00056/ENFNOT, 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								06.11.2026
INV/26/0148/C	**Woodgates Fm**	21.07.26		airport pkg				**ongoing**
INV/26/0128/C	**Prince of Wales former car park, now development site**	18.06.26		untidy site				will be closed shortly

Enforcement	Property			Issue				Position at (date)
ENF/INV								06.11.2026
INV/25/0140/C	Boreham Hall Farm	06.08.25		shipping containers used commercially, new building				ongoing
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
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				officer waiting for information from owner
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. Update rquested - response incomplete.
INV/22/0239/C	The Warehouse			breach of consents				closed but see INV/23/0155/C

Enforcement	Property			Issue				Position at (date)
ENF/INV								06.11.2026
INV/23/0155/C	The Warehouse			airport parking, breach of				File has been noted: "Enforcement notice
INV/23/0013/C	The Warehouse			airport parking alleged				ongoing

Broxted Parish Council							
Budget 2027-28		£					
Figures exclude VAT, which is shown separately. Rounded to nearest £1		Budget for 2026-27	**Actual April-Sept 2026 - first half-year**	**Cash book category**	**Notes and items included**		**Factors for 27-28**
INCOME							
Precept		*21,260*	**21,260**	Precept			
Refund of VAT paid				VAT refund			
Bank Interest		*200*	**222**	Interest			
Bursary for training				Grants and bursaries			
Grants towards projects eg from district councillors				Grants and bursaries			grant for hall
Reimbursement of expenditure on Village Hall				Reimbursement			
Other					e.g. expired cheque from previous FY		
Total Income		*200*	**21,482**				
EXPENDITURE							
Grants made under s137 Local Government Act 1972				s137 grants			
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)				**Donations and grants 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)				Subs fees memberships	NALC, FHE, RCCE, SLCC, OSS, CPRE etc b ut not office software/prof memberships		
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*					move to office spend?
The Hundred Parishes Society		*10*					
Open Spaces Soc							
Total subs and memberships		*468*	**213**				
Regular bills and fees							
Bank charges		*75*	**42**	bank charges			
Insurance (excluding hall-related cover)		*1,320*	**0**	legal liabilities	PC only		

Office expenses (incl equipment, website fees, gen admin)		*437*	**487**	office exes incl website	Office software, stationery, Parish online, Barn2 plugin, mythic beasts fees		increase if buy/subscri
Total regular bills and fees		*1,832*	**529**				
Staff costs (incl employers' NI and pension)		*6,658*	**4,060**	staff costs	Gross salary, PAYE, pension - as per AGAR		
Figures exclude VAT. Rounded to nearest £1		Budget for 2026-27	**Actual April-Sept 2026 - first half year**				
Purchases				Purchases	Purchase price and cost of installation		
Bench, plaque, street furniture, noticeboards, plants, grit bins etc		*3,120*	**492**	Purchases			
Interpretation board		*0*		Purchases			
Pads/battery for defibrillator		*468*		Purchases			
Other minor purchases except office expenses		*52*		Purchases			
Total purchases		*3,640*	**492**				
Contribution to Village Hall costs					all related to hall		
Insurance			**810**	Village Hall	amount of premium attributable to hall		
Repairs/maintenance/routine purchases				Village Hall	weeding, hedgecutting		
Alterations/major work/installations				Village Hall	fencing, full redecoration		
Running costs including broadband			**90**	Village Hall	Gigaclear bill		
Total Village Hall		*780*	**900**				
Training, legal materials					Clerk and councillor		
Clerk training		*208*	**60**	Training, legal materials			
Councillors' training		*208*		Training, legal materials			
Legal materials/textbooks		*78*		Training, legal materials			
Total training, legal materials		*494*	**60**				
Contingencies for legal liabilities							
Election costs (if there is a poll for a casual vacancy)		*500*		Legal liabilties	contingency		
Insurance excess		*0*		Legal liabilties	contingency		
Audit Fee		*200*	**180**	Legal liabilties	recurring		
Information Commissioner - Registration as data holder		*47*	**47**	Legal liabilties	recurring		
Total contingencies for legal liabilities		*750*	**227**				
Professional fees (planning advice etc) and other contingencies					would include locum clerk fees. Consider incl contribs to campaigns/joint work?		
Legal re planning/conservation area		*1,500*		Professional fees			
Tree surgery advice		*416*	**398**	Professional fees	recurring		
General contingencies incl legal advice		*1,560*		Professional fees			
Total professional fees		*3,476*	**398**				
Maintenance, repairs, work on assets							
Repairs/maintenance of assets		*1,040*	**50**	Repairs/maintenance of assets	not replacement or new assets		
Hedge & Grass Cutting		*1,248*	**664**	Hedge,weeds and grasscuitting			
Work on trees and generally on common land		*780*		Repairs/maintenance of assets			
Work at Village Hall to be reimbursed		*0*					
Total maintenance, repairs, work on assets		*3,068*	**714**				

Design Plan/Village Plan				none			remove
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**	VAT paid			
TOTAL EXPENDITURE		*24,000*	**8,034**				

Meeting 12 November 2026

Item 8.6

Note on Home-working allowances

- **Legal Basis:** Under Section 112 of the Local Government Act 1972, a parish council has the power to appoint and remunerate officers on reasonable terms. Since a Clerk is an office holder and employee rather than a contractor, standard employment law applies. When a home is contractually designated as the workspace, paying an allowance to cover household overheads is fully permissible.
- **HMRC Thresholds:** Under Section 316A of ITEPA 2003, employers can pay a flat rate of £6.00 per week (£26.00 per calendar month) completely free of employee Income Tax and employer National Insurance Contributions (NICs). No receipts or justification of actual costs are required for this amount.
- **Hours and Pro-Rata Rules:** HMRC guidelines confirm that this flat-rate exemption applies in full to regular homeworkers and is not pro-rated for part-time hours. Therefore, a Clerk working 8 hours a week remains fully eligible for the full £6.00 weekly tax-free allowance.