



Little Braxted Parish Council

You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held at the Braxted Bakery, Witham Road, on Thursday 1st October 2026 at 7p.m.

Gordon Mussett
Parish Clerk
17th September 2026

AGENDA

- 1. Apologies for absence**
To receive apologies for absence
- 2. Declarations of Interest**
For Members to declare any interests in matters on the agenda
- 3. To Consider any requests from Members for Dispensations**
To consider any requests from Members with pecuniary interests for dispensations to enable them to participate on the item in which they have a pecuniary interest
- 4. To Agree and Approve the Minutes of the Meeting held 7th July 2026**
To agree and approve the minutes of the meeting held on 7th July 2026 as a true record
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Note the Attendance for the Parish Plan Initial Consultation Event – Attached**
To note the arrangements for the Parish Plan Initial Consultation Event
- 7. To Confirm the Arrangements for the Remembrance Day Service, Participation, and Funding - Attached**
To confirm the arrangements for the Remembrance Day Service, participation, and funding
- 8. To Agree to Seek Funding for the Replacement Direction Signs at Beacon Hill, War Memorial, Braxted Road and Witham Road junctions – Attached**
To agree to seek funding for the replacement direction signs at Beacon Hill, War Memorial, Braxted Road and Witham Road junctions

9. To Note and Approve the Annual Pay Award Backdated to 1st April 2026 – Attached

To note and approve the Annual Pay Award Backdated to 1st April 2026

10. To Receive a Financial Statement as of 31st July 2026 –attached

To receive a financial statement as of 31st July 2026

11. To Approve the Following Payments

To approve following payments

Doc Ref	Payable To	In Respect of	£	Legal Powers
1011	H Bendall	Litterpicking – July	£78.76	LGA 1972 s144
1012	G N Mussett	Clerk's Salary – July	£175.47	LGA 1972 s112(1) & s112(2)
1013	Maldon District Council	Speedchecks	£121.26	LG and Rating Act 1997 s.10
1014	H Bendall	Litterpicking – August	£98.15	LGA 1972 s144
959	G N Mussett	Clerk's Salary – August	£175.47	LGA 1972 s112(1) & s112(2)
960	Elan City	Extended Warranty on VAS Signs	£477.60	LG and Rating Act 1997 s.10
961	Rural Community Council of Essex	Parish Plan Part Payment	£870.00	LGA 1972 s143
962	H Bendall	Litterpicking – September	£95.49	LGA 1972 s144
962	G N Mussett	Clerk's Salary – September	£227.99	LGA 1972 s112(1) & s112(2)
963	HMRC	Tax/NI Qtr 2	£210.00	LGA 1972 s112(1) & s112(2)
964	Great Braxted Parish Council	Hire of Pavilion for Green Space Games	£120.00	LGA 1972 s145

12. To Note the Decision of Maldon District Council in Respect of Planning Application FULM/MAL/25/00421 for an S73A application for a change of use to create 12 additional Gypsy Traveller pitches including erection of a shared day room, formation of hardstanding and erection of outbuildings and provision of storage container at Rosedale, Lea Lane, Great Braxted

To note the decision of Maldon District Council in respect of Planning Application FULM/MAL/25/00421 for an S73A application for a change of use to create 12 additional Gypsy Traveller pitches including erection of a shared day room, formation of hardstanding and erection of outbuildings and provision of storage container at Rosedale, Lea Lane, Great Braxted

13. Closure

ITEM 6

To Note the Attendance at the Parish Plan Initial Consultation Event

The consultation event, organised in conjunction with the Rural Community Council of Essex, was held on Saturday 26th September from 10.00 to 14.00 at the Braxted Bakery.

This was both an initial explanatory drop-in session and an opportunity to introduce residents to a number of new initiatives which they should find of interest.

All attendees were offered free tea/coffee and cake.

ITEM 7

To Confirm the Arrangements for the Remembrance Day Service, Participation, and Funding

Following negotiations with Wickham Bishops Parish Council the following have been agreed as the future basis for arranging, holding and funding the annual Service of Remembrance.

Memorandum of Understanding – Organisation and Funding of Remembrance Day Service

1. This agreement is between the Parish Councils of Great Braxted, Little Braxted and Wickham Bishops, each of whom wish to remember and respect the citizens of those Parishes who gave, and may in future give, their lives for this Country.
2. The costs of organising the annual Service to be shared between the Parish Councils so that each resident on the ten-yearly census contributes equally. This sum to vary annually according to the costs involved, and at each census depending upon population. In the event of a census not being held the sum per resident will be based upon numbers of each Parish's electoral roll.
3. Little Braxted Parish Council will seek to obtain three quotations for any external contractors required by the authority granting the road closures/and or its insurers. Unless there are specific reasons the lowest received quotation will be accepted.
4. Little Braxted Parish Council will submit the Road Closure Notice application.
5. Little Braxted Parish Council will deliver advance warning of the road closure to residents within the closed area.
6. Each Parish, on the day, will provide one marshal with a vehicle which will be parked as directed by Little Braxted Parish Council staff or Councillors.

7. Wickham Bishops Parish Council will send a formal invitation to the Service to the youth groups, the Scouts, Guides and Brownies, operating within the three Parishes.
8. Wickham Bishops Parish Council will liaise with the churches to ensure their participation in the event.
9. Little Braxted Parish Council will, by 1 November each year, notify Great Braxted and Wickham Bishops Parish Councils of the anticipated costs for the following year. This will be a “reasonable estimate” solely for budget planning. In the event that quotations received exceed this “reasonable estimate” no claim can be made against Little Braxted Parish Council.
10. This Memorandum will be subject to a review annually by the three Parish Councils at their next respective meetings after the Remembrance Day Service. Confirmation of each Council review and any proposals for amendment will be provided to the other two Councils.

Members are recommended to agree to these arrangements.

ITEM 8

To Agree to Seek Funding for the Replacement Direction Signs at Beacon Hill, War Memorial, Braxted Road and Witham Road junctions

Members will be aware that at three of the junctions the wooden direction signs are either damaged or missing, and there is no urgency on behalf of the County Council to replace them (or indeed correct the mis-spelling of Braxted).

Approval is being sought by way of a formal licence to erect replacements and a quotation has been received from the sole manufacturer of “vintage” direction signs.

The substitute cast alloy vintage signs would be similar to those still to be found in neighbouring villages. It is a condition of the licence to erect the signs that Essex Highways must be used for their installation.

However, a number of issues have arisen with the Licence. Despite being direction signs the new signs are classified as a “statue or monument” and as such require approval from Maldon District Council. At the time of preparing this agenda it has not been possible to identify which Officer at Maldon can sign the documents. In addition the direction signs at the War Memorial and Beacon Hill are not in our Parish and require application to be made by Wickham Bishops and Great Totham Parish Council.

I have been attempting to see whether, rather than going down the Licence route we can purchase the signs and gift them to Essex County Council, much as we did for

the bridge repairs. A quotation has been received from the manufacturer, and Essex Highways require that installation is by Essex Highways employees. Until it is clear as to how we can proceed it is not possible to apply to Essex Community Foundation for a grant, but the total sum for all four posts, installed, is likely to be in the region of £37,000 plus VAT for alloy posts and £29,000 plus VAT for steel posts.

Members are to advise how they wish to proceed

ITEM 9

To Note and Approve the Annual Pay Award Backdated to 1st April 2026

The National Joint Council for Local Government employees has agreed a 3.3% increase in salaries effective from 1st April 2026. NJC advice is that employers are encouraged to implement this pay award as swiftly as possible.

This year however the Award has removed the lowest scale point, which means that the Clerk's salary rises from £12.65 to £13.28 per hour, an increase of just under 5%. In setting the budget for 2026/2027 the Council assumed an overall pay increase of 4%, and the removal of the lowest scale point means that the budget will be exceeded by £36 this year..

	1 April 2025		1 April 2026	
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour
1	Deleted with effect from 1 April 2023			
2	£24,413	£12.65	Deleted with effect from 1 April 2026	
3	£24,796	£12.85	£25,614	£13.28

Members are recommended to approve these increases backdated to 1st April 2026.

ITEM 10**To Receive a Financial Statement as of 31st July 2026****Income**

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
09/04/2026		HMRC	VAT Refund				£ 1,080.54	£ 1,080.54
27/04/2026		Maldon District Council	Precept	£ 5,335.00				£ 5,335.00
17/07/2026		Essex Community Foundation	War Memorial Maintenance Grant		£ 500.00			£ 500.00
Total for Year				£ 5,335.00	£ 500.00	£ -	£ 1,080.54	£ 6,915.54

Expenditure

Date	Cheque No	Invoice Reference	Payable To	In Respect of	Clerk's Salary £	Elections £	Subscriptions £	Audit Fees £	Insurance £	War Memorial £	Information Commissioner £	Fete	Litter Picking £	Other £	Total Net of VAT £	VAT £	Total £
12/05/2026	994		G N Mussett	Clerk's Salary	£ 175.47										£ 175.47		£ 175.47
12/05/2026	995		H Bendall	Litterpicking									£ 78.76		£ 78.76		£ 78.76
12/05/2026	996		Maldon District Council	Speedchecks										£ 97.29	£ 97.29	£ 19.46	£ 116.75
12/05/2026	997		Screwfix	Litter Sacks									£ 18.97		£ 18.97	£ 3.80	£ 22.77
12/05/2026	998		EALC	Annual Subscription			£ 78.49								£ 78.49		£ 78.49
12/05/2026	999		Clear Councils Insurance	Insurance Premium					£ 504.35						£ 504.35		£ 504.35
12/05/2026	1000		H Bendall	Litterpicking									£ 98.15		£ 98.15		£ 98.15
12/05/2026	1001		G N Mussett	Clerk's Salary	£ 175.47										£ 175.47		£ 175.47
12/05/2026	989		Cheque Cancelled											-£ 150.00	-£ 150.00		-£ 150.00
12/05/2026	1002		The Braxted Bakery	Hall Hire										£ 150.00	£ 150.00		£ 150.00
12/05/2026	1003		McAfee	Anti-Virus Software										£ 114.99	£ 114.99		£ 114.99
07/07/2026	1004		Rural Community Council of Essex	Annual Subscription			£ 63.60								£ 63.60		£ 63.60
07/07/2026	1005		Suffolk Association of Local Councils	Internal Audit Fee				£ 189.00							£ 189.00	£ 37.80	£ 226.80
07/07/2026	1006		Maldon & District Community Voluntary Service	Green Space Games										£ 1,070.00	£ 1,070.00		£ 1,070.00
07/07/2026	1007		Community Action Suffolk	Website Accessibility Audit										£ 90.00	£ 90.00	£ 18.00	£ 108.00
07/07/2026	1008		H Bendall	Litterpicking									£ 78.76		£ 78.76		£ 78.76
07/07/2026	1009		G N Mussett	Clerk's Salary	£ 175.47										£ 175.47		£ 175.47
07/07/2026	1010		HMRC	Tax/NI	£ 131.40								£ 61.40		£ 192.80		£ 192.80
TOTALS					£ 657.81	£ -	£ 142.09	£ 189.00	£ 504.35	£ -	£ -	£ -	£ 336.04	£ 1,372.28	£ 3,201.57	£ 79.06	£ 3,280.63

Budgetary Analysis

BUDGET ANALYSIS					
2026/2027	Budget		Figures are net of VAT		
Item	£	Income £	Expenditure £	Income	%age Budget Spe
Clerk's Salary	£ 2,736		£ 657.81		24.0%
Subscriptions	£ 85.00		£ 142.09		167.2%
Audit Fees	£ 250.00		£ 189.00		75.6%
Insurance	£ 500.00		£ 504.35		100.9%
Election Fees	£ 25.00		£ -	£ 500.00	0.0%
War Memorial	£ 500.00	£ 500.00	£ -		0.0%
PCSO					
Information Commissioner	£ 52.00		£ -		0.0%
Data Protection Officer					
Remembrance Day Wreath	£ 30.00		£ -		0.0%
Hall Hire	£ 180.00				0.0%
Grass Cutting	£ 600.00		£ -		0.0%
Remembrance Day Parade	£ 100.00		£ -		0.0%
Litterpicking	£ 1,633.00	£ 1,633.00	£ 336.04		20.6%
Parish Plan	£ 400.00	£ 1,300.00			0.0%
Jubilee Celebrations/Fete					
Transparency Fund			£ -		
Defibrillator	£ 100.00		£ -		0.0%
Speed Checks/VAS	£ 700.00		£ 97.29		24.3%
Other	£ 400.00				0.0%
Website/Email/Computer					
Software	£ 200.00		£ 90.00		0.0%
GDPR					
Neighbourhood Watch Meetings					
McAfee Subscription	£ 100.00		£ 114.99		115.0%
Precept		£ 5,335.00		£ 5,335.00	
VAT Refund		£ 1,000.00		£ 1,080.54	
Halifax Interest					
Gift - S Pulford					
Litterpicking					
Village Fete					
Parish Plan					
War Memorial Recharge		£ 550.00			
Transparency Fund					
Defibrillator Grant					
Green Space Games			£ 1,070.00		
TOTAL	£ 8,591.24	£ 10,318.00	£ 3,201.57	£ 6,916	

Bank Statement



MG 003960 F1V1234A 709F30CAH00023 36300 A 91136

THE OFFICIALS
LITTLE BRAXTED PARISH COUNCIL
25 EBENEZER CLOSE
WITHAM
CM8 2HX



LITTLE BRAXTED PARISH
COUNCIL.

Sort Code 20-97-40
Account No 20189405

SWIFTBIC BUKGBB22
IBAN GB53 BUKB 2097 4020 1894 05
Issued on 03 August 2026

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Your Community Account

At a glance

01 - 31 Jul 2026

Date	Description	Money out £	Money in £	Balance £
1 Jul	Start Balance			10,966.67
10 Jul	Cheque Issued Ref: 101005	226.80		10,739.87
	Cheque Issued Ref: 101007	108.00		10,631.87
	Cheque Issued Ref: 101009	175.47		10,456.40
	Cheque Issued Ref: 101010	192.80		10,263.60
17 Jul	Cheque Issued Ref: 101004	63.60		10,200.00
	Cheque Issued Ref: 101008	78.76		10,121.24
	Direct Credit From Essex Community FO Ref: Ecf2620110		500.00	10,621.24
21 Jul	Cheque Issued Ref: 101006	1,070.00		9,551.24
31 Jul	Balance carried forward			9,551.24
	Total Payments/Receipts	1,915.43	500.00	

Start balance	£10,966.67
Money out	£1,915.43
Commission charges	£0.00
Money in	£500.00
Gross interest earned	£0.00
End balance	£9,551.24

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

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BANK RECONCILIATION	
As at 31/3/26	
Represented by	
Barclays Bank	
Total	£ 6,066.33
Plus unrepresented cheques	£ 150.00
Less Uncashed Cheques	0
Total	£ 5,916.33
Add Income for year	£ 6,915.54
Less Expenditure for year	£ 3,280.63
Total	£ 9,551.24
As at 31/7/26/26	
Represented by	
Barclays Bank	£ 9,551.24
Total	£ 9,551.24
Plus unrepresented cheques	
Less Uncashed Cheques	
Total	£ 9,551.24