



Little Braxted Parish Council

You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held in The Braxted Bakery, Witham Lane, Little Braxted on Tuesday 3rd March 2020 at 8.00 p.m.

Gordon Mussett
Parish Clerk
18th February 2020

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 14th January 2020**
To agree and approve the minutes of the meeting held on 14th January 2020 as a true record
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To comment on Planning Application 19/01311/HOUSE for a two storey side extension & two storey front extension with porch at Oak Cottage, Braxted Road**
To comment on Planning Application 19/01311/HOUSE for a two storey side extension & two storey front extension with porch at Oak Cottage, Braxted Road
- 7. To Review the Council's Risks – attached and circulated separately**
To review the Council's risks
- 8. To receive a financial statement as of 31st January 2020 - attached**
To receive a financial statement as of 30th November 2019

9. To Approve the following payments:-

To approve the following payments to be signed at the meeting:-

Document Reference	Payable To	In Respect of	£
596	The Braxted Bakery	Community Coffee Mornings	£626.95
597	The Braxted Bakery	Parish Council Meetings	£275.00
598	Information Commisioner	Annual Registration Fee	£40.00
599	H Bendall	Litterpicking	£41.60
600	G N Mussett	Clerk's Salary	£125.15

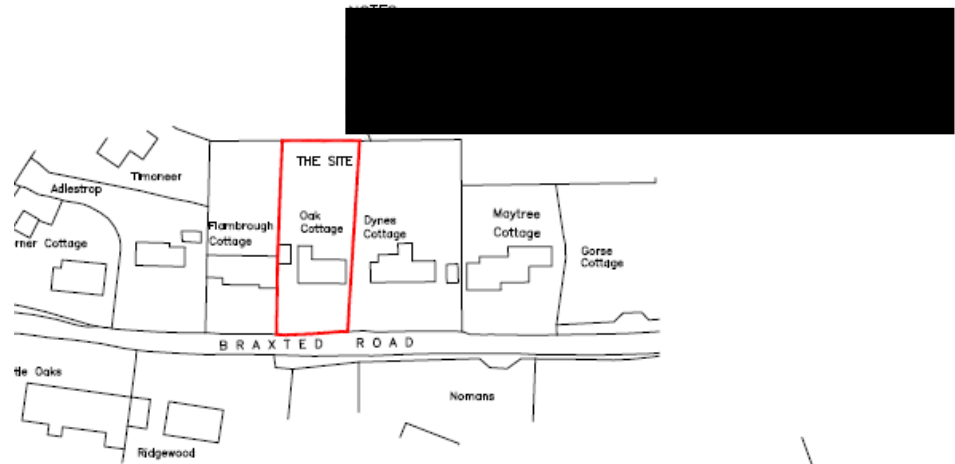
10. Clerks Report – for Information

11. Closure

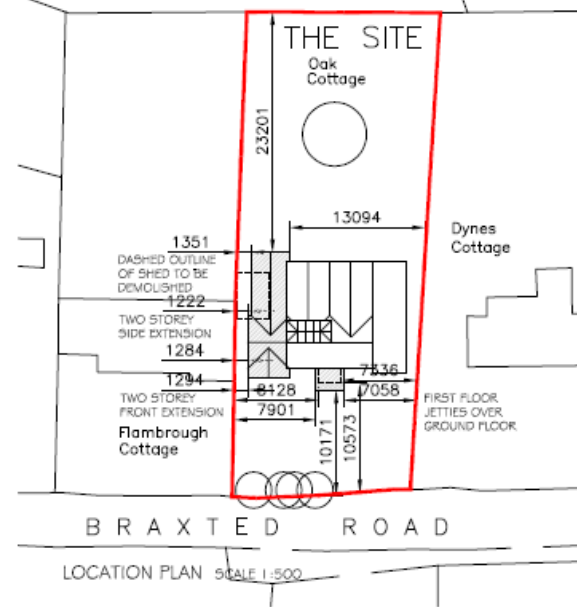
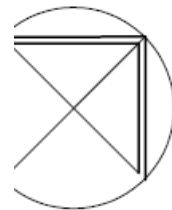
ITEM 7

To comment on Planning Application 19/01311/HOUSE for a two storey side extension & two storey front extension with porch at Oak Cottage, Braxted Road

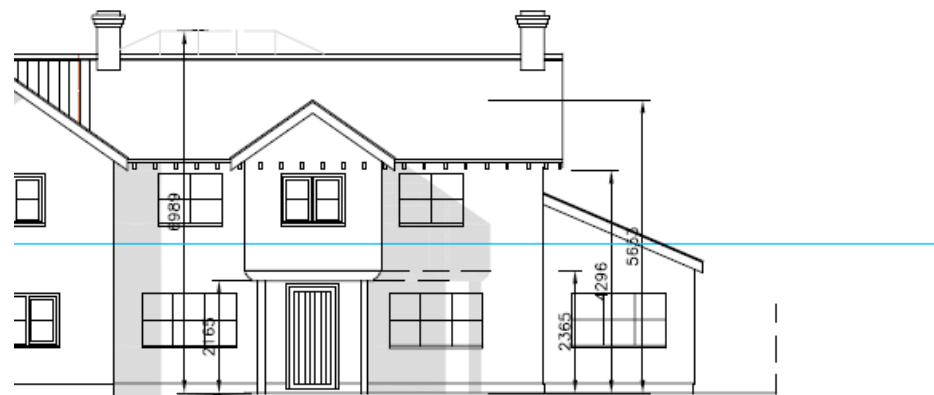




PLAN SCALE 1:1250



LOCATION PLAN SCALE 1:500



FRONT ELEVATION



Members are to comment on this application

ITEM 7

To Review the Council's Risks

The action plans to control the Council's risks have been circulated as a separate document.

Members are recommended to agree the actions required

ITEM 8**To receive a financial statement as of 31st January 2020****INCOME**

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
23/04/2019		HM Revenue & Customs	VAT Refund				£ 164.10	£ 164.10
01/05/2019		Maldon District Council	Precept	£ 3,600.00				£ 3,600.00
20/09/2019		Great Braxted PC	War Memorial Contribution		61.21			£ 61.21
20/09/2019		Wickham Bishops PC	War Memorial Contribution		339.26			£ 339.26
14/01/2020		Wickham Bishops PC	Remembrance Day Contribution			511.91		£ 511.91
16/01/2020		Great Braxted PC	Remembrance Day Contribution			92.36		£ 92.36
Total for Year				£ 3,600.00	£ 400.47	£ 604.27	£ 164.10	£ 4,768.84

EXPENDITURE

Date	Document Reference	Invoice Reference	Payable To	In Respect of	Clerk's Salary £	Elections £	Subscriptions £	Audit Fees £	Insurance £	War Memorial £	Information Commissioner £	Housing Needs Survey	Litter Picking £	Other £	Total Net of VAT £	VAT £	Total £
23/04/2019	554		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
23/04/2019	555		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
23/04/2019	556		EALC	Annual Subscription			£ 63.74								£ 63.74		£ 63.74
23/04/2019	557		G N Mussett	Printer ink and paper								£ 35.42			£ 35.42	£ 7.08	£ 42.50
14/05/2019	558		BHIB	Insurance					£ 314.53						£ 314.53		£ 314.53
14/05/2019	559		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
14/05/2019	560		H Bendall	Litterpicking									£ 52.00		£ 52.00		£ 52.00
14/05/2019	561		G N Mussett	McAfee Renewal										£ 74.99	£ 74.99	£ 15.00	£ 89.99
11/06/2019	562		SALC	Internal Audit Fee				£ 225.00							£ 225.00	£ 45.00	£ 270.00
11/06/2019	563		G N Mussett	Litterpicking sacks									£ 11.65		£ 11.65	£ 2.33	£ 13.98
11/06/2019	564		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
11/06/2019	565		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
11/06/2019	566		HMRC	PAYE/NI	£ 95.60								£ 31.80		£ 127.40		£ 127.40
17/07/2019	567		H Bendall	Litterpicking									£ 52.00		£ 52.00		£ 52.00
17/07/2019	568		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
29/08/2019	569		Maldon District Council	Election Fees		£ 69.15									£ 69.15		£ 69.15
29/08/2019	570		Great Braxted Memorial Pavilion Committee	Fete Donation										£ 41.67	£ 41.67		£ 41.67
29/08/2019	571		Maldon District Council	Election Fees		£ 69.15									£ 69.15		£ 69.15
25/09/2019	572		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
25/09/2019	573		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
25/09/2019	574		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
25/09/2019	575		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
25/09/2019	576		HMRC	PAYE/NI	£ 93.60								£ 33.80		£ 127.40		£ 127.40
25/09/2019	577		Cancelled												£ -		£ -
25/09/2019	578		PKF Littlejohn	External Audit				£ 200.00							£ 200.00	£ 40.00	£ 240.00
25/09/2019	579		G N Mussett	Poppy Wreath						£ 22.25					£ 22.25		£ 22.25
28/10/2019	580		Essex County Council	Transfer of Grant										£ 23,507.00	£ 23,507.00		£ 23,507.00
28/10/2019	581		H Bendall	Litterpicking									£ 52.00		£ 52.00		£ 52.00
28/10/2019	582		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
28/10/2019	583		G N Mussett	Hi-Viz jackets						£ 57.68					£ 57.68	£ 11.60	£ 69.28
21/11/2019	584		Community Action Suffolk	Website Hosting										£ 50.00	£ 50.00	£ 10.00	£ 60.00
21/11/2019	585		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
21/11/2019	586		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
21/11/2019	587		Connect Traffic Management	Road Closure Remembrance Day						£ 450.00					£ 450.00	£ 90.00	£ 540.00

21/11/2019	588	Maldon District Council	Road Closure Remembrance Day							£ 144.17				£ 144.17	£ 28.83	£ 173.00
21/11/2019	589	Goodlife Countryside Services	Grasscutting							£ 350.00			£ 380.00	£ 730.00		£ 730.00
21/11/2019	590	G N Mussett	Litterpicking sacks									£ 14.98		£ 14.98	£ 2.99	£ 17.97
14/01/2020	591	G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
14/01/2020	592	H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
14/01/2020	593	HMRC	Tax/NI	£ 93.60								£ 33.80		£ 127.40		£ 127.40
14/01/2020	594	G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
14/01/2020	595	H Bendall	Litterpicking									£ 41.60		£ 41.60	£ 7.99	£ 49.59
Total for Year				£1,534.30	£ 138.30	£ 63.74	£ 425.00	£ 314.53	£1,024.10	£ -	£ 35.42	£ 573.23	£ 24,053.66	£ 28,162.28	£ 260.82	£ 28,423.10

Budgetary Comparison

2019/20	Budget		Figures are net of VAT				
Item	£	Income £	Expenditure £	Income	%age Budget Spe	Notes	
Clerk's Salary	£ 1,900.00		£ 1,534.30		80.8%		
Subscriptions	£ 65.00		£ 63.74		98.1%		
Audit Fees	£ 105.00		£ 425.00		404.8%		
Insurance	£ 350.00		£ 314.53		89.9%		
War Memorial	£ 375.00	£ 331.00	£ 350.00	£ 400.47	-114.7%		
Information Commissioner	£ 55.00		£ -		0.0%		
Grass Cutting	£ 400.00		£ 380.00		95.0%		
Hall Hire	£ 360.00		£ -				
Transparency Fund			£ 74.99			Restricted funds	
Other	£ 200.00		£ 41.67		20.8%		
Election Fees	£ 90.00		£ 138.30		153.7%		
Remembrance Day Parade	£ 200.00		£ 674.10	£ 604.27	34.9%		
Parish Plan						Restricted funds	
Village Fete						Restricted funds	
Litterpicking	£800	£ 800.00	£ 573.23		71.7%	Restricted funds	
Housing Needs Survey			£ 35.42			Restricted funds	
Defibrillator						Restricted funds	
Precept		£ 3,600.00		£ 3,600.00			
Neighbourhood Watch Meetings			£ -			Restricted funds	
Data Protection Officer			£ -				
Website Hosting	£ -	£ -	£ 50.00				
Bridge Repairs			£ 23,507.00			Restricted funds	
VAT Refund		£ 180.00		£ 164.10	91.2%		
Totals net of VAT	£ 4,900.00	£ 4,911.00	£ 28,162.28	£ 4,768.84			
VAT		£ -	£ 260.82	£ -			
Totals inc VAT		£ 4,911.00	£ 28,423.10	£ 4,768.84			

BANK RECONCILIATION



LITTLE BRAXTED PARISH COUNCIL

NO 003004 FIVMT8A 788F3IPAR00003 36303 9710580301 A

MR G MUSSETT
LITTLE BRAXTED PARISH COUNCIL
25 EBENEZER CLOSE
WITHAM
CMB 2HX

LITTLE BRAXTED PARISH COUNCIL

Your Community Account

Date	Description	Money out £	Money in £	Balance £
30 Nov	Start Balance			3,846.67
14 Jan	Deposit at Barclays 41 Woodbridge Ref: 100201		511.91	4,358.58
16 Jan	Deposit at Barclays 42 Woodbridge Ref: 100203		92.36	4,450.94
17 Jan	Cheque Issued Ref: 100205	125.15		4,325.79
	Cheque Issued Ref: 100204	125.15		4,200.64
22 Jan	Cheque Issued Ref: 100202	41.60		4,159.04
	Cheque Issued Ref: 100208	127.80		4,031.64
	Cheque Issued Ref: 100206	41.60		3,990.04
31 Jan	Balance carried forward			3,990.04
	Total Payments/Receipts	460.90	604.27	

At a glance

30 Nov 2019 - 31 Jan 2020

Start balance	£3,846.67
Money out	£460.90
Commission charges	£0.00
Money in	£604.27
Gross interest earned	£0.00
End balance	£3,990.04

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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As at 31/03/19	
Petty Cash	£ 0.58
Barclays Bank	£ 28,451.75
Total	£ 28,452.33
Less Uncashed Cheques	-£ 815.44
Total	£ 27,636.89
Add Income for year	£ 4,768.84
Less Expenditure for year	-£ 28,423.10
Total	£ 3,982.63
As at 31/01/20	
Represented by	
Petty Cash	£ 0.58
Barclays Bank	£ 3,990.04
Total	£ 3,990.62
Less Uncashed Cheques	
Total	£ 3,990.62