



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 Tuesday 5th September 2023 at 7.00 p.m.

Gordon Mussett
Parish Clerk
28th August 2023

AGENDA

- 1. Apologies for absence**
To receive apologies for absence
- 2. To Co-Opt a Councillor**
To co-opt a Councillor
- 3. Declarations of Interest**
For Members to declare any interests in matters on the agenda
- 4. 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
- 5. To Agree and Approve the Minutes of the Meeting held 13th June 2023**
To agree and approve the minutes of the meeting held on 13th June 2023 as a true record
- 6. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 7. To receive an update on the plans for Remembrance Day - attached**
To receive an update on the plans for Remembrance Day
- 8. To receive an update on the recent Quarry Liaison Committee meeting – attached**
To receive an update on the recent Quarry Liaison Committee meeting
- 9. To receive an update on the VAS signs – attached**
To receive an update on the VAS signs

10. receive a financial statement as of 30th June 2023 - attached

To receive a financial statement as of 30th June 2023

11. To Consider Whether to Comment on Planning Application Application No: 23/00757/FUL for the conversion of outbuilding to dwelling, alterations to the outbuilding including changes in materials, fenestration and the removal of the link from the outbuilding to the existing workshop/garage at proposed dwelling At Homefield House Witham Road Little Braxted

To Consider Whether to Comment on Planning Application Application No: 23/00757/FUL for the conversion of outbuilding to dwelling, alterations to the outbuilding including changes in materials, fenestration and the removal of the link from the outbuilding to the existing workshop/garage at proposed dwelling At Homefield House Witham Road Little Braxted

12. To Approve the Following Payments

To approve following payments

Document Reference	Payable To	In Respect of	£
811	Suffolk Association of Local Councils	Internal Audit Fee	£255.60
812	Maldon District Council	Speedcheck	£24.32
813	H Bendall	Litterpicking	£61.22
814	G N Mussett	Clerk's Salary	£146.12
815	H Bendall	Litterpicking	£75.81
816	G N Mussett	Clerk's Salary	£146.12

13. Clerks Report – for Information

14. Closure

ITEM 7

To receive an update on the plans for Remembrance Day

Members will recall that, following the decision by Wickham Bishops Parish Council not to contribute to the road closure, a Working Party, comprising representatives of the three Parishes was formed. The Working Party was successful at obtaining its

own Public Liability Insurance but the application for the road closure has been returned with the comment that Essex County Council Highways will not agree to its issue without there being a competent road closure operative or contractor involved.

Whilst a slightly lower quotation for the road closure was obtained, Wickham Bishops Parish remain unwilling to fund their contribution. Whether the traditional service of remembrance will take place is uncertain.

ITEM 8

To receive an update on the recent Quarry Liaison Committee meeting

The Quarry Liaison Committee met on 22nd August. There were no representatives from Rivenhall Parish nor Witham Town Council present. The only issue raised was that of the height of the excavated and processed material which was attributed to a downturn in the market. Work was underway on constructing the (below-surface level) embankment for the new A12.

ITEM 9

To receive an update on the VAS signs

We are still awaiting the formal legal agreement from Essex County Council before we can install the supporting posts and signs.

ITEM 10

To receive a financial statement as of 30th June 2023

Income

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
11/04/2023		K Speakman	Coronation Mugs			23.4		£ 23.40
12/04/2023		HMRC	VAT Refund				1386.06	£ 1,386.06
17/04/2023		Maldon District Council	Precept			£ 4,775.00		£ 4,775.00
12/05/2023		Essex Community Foundation	Grant			£ 5,800.00		£ 5,800.00
Total for Year				£ -	£ -	£10,598.40	£ 1,386.06	£ 11,984.46

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 £	
16/05/2023	797		Essex Association of Local Councils	Annual Subscription			£ 70.94								£ 70.94		£ 70.94	
16/05/2023	798		H Bendall	Litterpicking									£ 61.22		£ 61.22		£ 61.22	
16/05/2023	799		G N Mussett	Clerk's Salary	£ 146.12										£ 146.12		£ 146.12	
16/05/2023	800		BHIB	Insurance					£ 354.89						£ 354.89		£ 354.89	
16/05/2023	801		Wickham Bishops Parish Council	Contribution towards Remembrance Day Insurance										£ 4.25	£ 4.25		£ 4.25	
16/05/2023	802		Essex Community Foundation	Donation										£ 100.00	£ 100.00		£ 100.00	
16/05/2023	803		G N Mussett	Clerk's Salary	£ 146.12										£ 146.12		£ 146.12	
16/05/2023	804		H Bendall	Litterpicking									£ 75.81		£ 75.81		£ 75.81	
16/05/2023	805		McAfee	Anti-virus										£ 91.66	£ 91.66	£ 18.33	£ 109.99	
16/05/2023	806		Maldon District Council	Speedcheck										£ 40.53	£ 40.53	£ 8.11	£ 48.64	
13/06/2023	807		H Bendall	Litterpicking									£ 61.22		£ 61.22		£ 61.22	
13/06/2023	808		G N Mussett	Clerk's Salary	£ 146.12										£ 146.12		£ 146.12	
13/06/2023	809		HMRC	Tax/NI	£ 109.20								£ 49.20		£ 158.40		£ 158.40	
13/06/2023	810		Elan City Ltd	VAS Signs											4679.98	£ 4,679.98	£ 936.00	£ 5,615.98
					£ 547.56	£ -	£ 70.94	£ -	£ 354.89	£ -	£ -	£ -	£ 247.45	£ 4,916.42	£ 6,137.26	£ 962.44	£ 7,099.70	

Budget Analysis

2023/2024	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Income	%age Budget Sp	Notes
Clerk's Salary	£ 2,350.00		£ 547.56		23.3%	
Subscriptions	£ 75.00		£ 70.94		94.6%	
Audit Fees	£ 180.00				0.0%	
Insurance	£ 375.00		£ 354.89		94.6%	
War Memorial	£ 425.00				0.0%	
Information Commissioner	£ 40.00				0.0%	
Grass Cutting	£ 450.00				0.0%	
Hall Hire	£ 150.00				0.0%	
Transparency Fund					#DIV/0!	Restricted funds
Other	£ 400.00		£ 104.25		26.1%	
Election Fees	£ 90.00				0.0%	
Remembrance Day Parade	£ 130.00				0.0%	
Parish Plan					#DIV/0!	Restricted funds
Village Fete/Coronation	£ 250.00			£ 23.40	0.0%	Restricted funds
Litterpicking	£ 820.00		£ 247.45		30.2%	Restricted funds
Housing Needs Survey					#DIV/0!	Restricted funds
Defibrillator					#DIV/0!	Restricted funds
Precept					#DIV/0!	
Neighbourhood Watch Meetings					#DIV/0!	Restricted funds
McAfee Subscription	£ 85.00		£ 91.66		107.8%	
Website Hosting	£ 55.00				0.0%	
VAS Signs	£ -		4679.98	£ 5,800.00		
Speed Checks	£ 250.00		£ 40.53		16.2%	
VAT Refund	£ 120.00	£ 1,386.06			0.0%	
Totals net of VAT						

Bank Statement



MG 010842 F1V1787A 709F3DHAG00055 36300 A 72049

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



LITTLE BRAXTED PARISH
COUNCIL

Sort Code 20-97-40
Account No 20189405

SWIFTBIC BUKBCB22
IBAN GB53 BUKB 2097 4020 1894 05
Issued on 03 July 2023

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
1 Jun	Start Balance			14,720.86
	Cheque Issued Ref: 100802	100.00		14,620.86
5 Jun	Cheque Issued Ref: 100806	48.64		14,572.22
8 Jun	Cheque Issued Ref: 100797	70.94		14,501.28
16 Jun	Cheque Issued Ref: 100808	146.12		14,355.16
20 Jun	Cheque Issued Ref: 100807	61.22		14,293.94
21 Jun	Cheque Issued Ref: 100809	158.40		14,135.54
26 Jun	Cheque Issued Ref: 100810	5,615.98		8,519.56
30 Jun	Balance carried forward			8,519.56
	Total Payments/Receipts	6,201.30	0.00	

01 - 30 Jun 2023

Start balance	£14,720.86
Money out	£6,201.30
• Commission charges	£0.00
Money in	£0.00
• Gross interest earned	£0.00
End balance	£8,519.56

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.

As at 31/3/23	
Represented by	
Barclays Bank	£ 4,030.06
Total	£ 4,030.06
Plus unpresented cheques	-399.51
Less Uncashed Cheques	£ -
Total	£ 3,630.55
Add Income for year	£ 11,984.46
Less Expenditure for year	£ 7,099.70
Total	£ 8,515.31
As at 30/6/23	
Represented by	
Barclays Bank	£ 8,519.56
Total	£ 8,519.56
Plus unpresented cheques	
Less Uncashed Cheques	-£ 4.25
Total	£ 8,515.31

ITEM 9

To Consider Whether to Comment on Planning Application Application No: 23/00757/FUL for the conversion of outbuilding to dwelling, alterations to the outbuilding including changes in materials, fenestration and the removal of the link from the outbuilding to the existing workshop/garage at proposed dwelling At Homefield House Witham Road Little Braxted

The proposal is to convert one of the two existing stores buildings into a key worker family dwelling tied to the host dwelling (Homefield House). By creating this tied key worker accommodation the development will contribute to the existing commercial activities, provide affordable accommodation and retain a key worker.

Members are to consider whether to comment