



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 10th September 2024 at 7.00 p.m.

Gordon Mussett
Parish Clerk
31st August 2024

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 23rd July 2024**
To agree and approve the minutes of the meeting held on 23rd July 2024 as a true record
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Consider Providing a Dog Waste Bin on the Village Green – attached**
To consider providing a Dog Waste Bin on the Village Green
- 7. To Agree to Seek Funding for a New Laptop – Attached**
To agree to seek funding for a new laptop
- 8. To Comment on Planning Application 24/00685/FUL for demolition of the existing two-storey dwellinghouse and its extensions including a triple semi-detached garage and erection of a replacement two-storey dwellinghouse with**

semi-detached double garage and associated operational development at Langlands Kelvedon Road

To comment on Planning Application 24/00685/FUL for demolition of the existing two-storey dwellinghouse and its extensions including a triple semi-detached garage and erection of a replacement two-storey dwellinghouse with semi-detached double garage and associated operational development at Langlands Kelvedon Road

9. To receive a financial statement as of 31st July 2024 - attached

To receive a financial statement as of 31st July 2024

10. To Approve the Following Payments

To approve following payments

Document Reference	Payable To	In Respect of	£	Legislation
870	Screwfix	Litterpicking Sacks	£22.77	LGA 1972, s.144
871	Maldon District Council	Speedchecks	£114.67	LG and Rating Act 1997 s.10
872	CANCELLED			
873	H Bendall	Litterpicking	£83.61	LGA 1972, s.144
874	G N Mussett	Clerk's Salary	£161.21	LGA 1972 s112(1) & s112(2)

11. Clerks Report – for Information

12. Closure

ITEM 6

To Consider Providing a Dog Waste Bin on the Village Green

A complaint has been received that inconsiderate dog owners walking Kelvedon Road and Carters Lane (Wickham Bishops) have, after poo-picking their dogs faeces, deposited the bags in the hedgerows along these roads. The nearest dog bin is some way away in Wickham Bishops.

Maldon District Council can supply a suitable bin (and post), and arrange occasional emptying. The costs for this are £170 for the installation of a bin and a further £59 for emptying during the first year. Subsequent years emptying costs will be covered by Maldon District Council.

As with similar items of street furniture the siting of such a bin will arouse nearby residents, but if placed on the village green concerns may be reduced. Members must remember however that the provision of a bin alone may not solve the issue.

Members are to consider the matter

ITEM 7

To Agree to Seek Funding for a New Laptop

The Council's current laptop was purchased in 2016 with the help of a government grant scheme following changes to legislation with required Councils to publish information electronically. Although it has successfully been upgraded to Windows 10 it is not possible to further upgrade it to Windows 11 as its processor does not support Windows 11.

Microsoft have stated that security upgrades for Windows 10 will cease in October 2025 so it is important that the Council replaces its laptop prior to that date. Replacement with a new HP laptop of similar specification is estimated to cost £675 with a possible further annual charge of £50 for the latest suite of Office programmes.

Members are recommended to instruct the Clerk to seek funding for the purchase of a replacement laptop

ITEM 8**To receive a financial statement as of 31st July 2024****INCOME**

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
17/04/2024		HMRC	VAT Refund				£ 1,326.94	£ 1,326.94
07/05/2024		Maldon District Council	Precept			£ 4,886.00		£ 4,886.00
10/05/2024		Maldon District Council	Interest on Late Payment of Precept	6.79				£ 6.79
Total for Year				£ 6.79	£ -	£ 4,886.00	£ 1,326.94	£ 6,219.73

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 £
07/05/2024	855		Maldon District Council	Speedchecks										£ 81.06	£ 81.06	£ 16.21	£ 97.27
07/05/2024	856		Essex Association of Local Councils	Annual Subscription			£ 73.22								£ 73.22		£ 73.22
07/05/2024	857		G N Mussett	Clerk's Salary	£ 161.21										£ 161.21		£ 161.21
07/05/2024	858		H Bendall	Litterpicking									£ 67.53		£ 67.53		£ 67.53
07/05/2024	859		Clear Councils	Insurance Renewal					£ 378.46						£ 378.46		£ 378.46
04/06/2024	860		H Bendall	Litterpicking									£ 83.61		£ 83.61		£ 83.61
04/06/2024	861		G N Mussett	Clerk's Salary	£ 161.21										£ 161.21		£ 161.21
04/06/2024	862		McAfee	Anti-Virus Renewal										£ 109.99	£ 109.99		£ 109.99
23/07/2024	863		CANCELLED												£ -		£ -
23/07/2024	864		H Bendall	Litterpicking									£ 67.53		£ 67.53		£ 67.53
23/07/2024	865		G N Mussett	Clerk's Salary	£ 161.21										£ 161.21		£ 161.21
23/07/2024	866		HMRC	Tax/NI	£ 120.60								£ 54.40		£ 175.00		£ 175.00
23/07/2024	867		Suffolk Association of Local Councils	Internal Audit				£ 223.00							£ 223.00	£ 44.60	£ 267.60
23/07/2024	868		G N Mussett	Clerk's Salary	£ 161.21										£ 161.21		£ 161.21
23/07/2024	869		H Bendall	Litterpicking									£ 67.53		£ 67.53		£ 67.53
					£ 765.44	£ -	£ 73.22	£ 223.00	£ 378.46	£ -	£ -	£ -	£ 340.60	£ 191.05	£ 1,971.77	£ 60.81	£ 2,032.58

BUDGETARY ANALYSIS

BUDGET ANALYSIS						
2024/2025						
Item	Budget £	Income £	Figures are net of VAT		%age Budget Sp	Notes
			Expenditure £	Income		
Clerk's Salary	£ 2,625.00		£ 765.44		29.2%	
Subscriptions	£ 75.00		£ 73.22		97.6%	
Audit Fees	£ 230.00		£ 223.00		97.0%	
Insurance	£ 375.00		£ 378.46		100.9%	
War Memorial	£ 450.00	£ 430.00			0.0%	
Information Commissioner	£ 40.00				0.0%	
Grass Cutting	£ 500.00				0.0%	
Hall Hire	£ 150.00				0.0%	
Transparency Fund					#DIV/0!	Restricted funds
Other	£ 400.00			£ 6.79	0.0%	
Election Fees	£ 25.00				0.0%	
Remembrance Day Parade	£ 170.00				0.0%	
Litterpicking	£ 1,175.00	£ 1,175.00	£ 340.60		29.0%	Restricted funds Money in reserves to offset this spend
Defibrillator	£ 50.00				0.0%	Restricted funds
Precept		£ 4,886.00		£ 4,886.00	100.0%	
Neighbourhood Watch Meetings						Restricted funds
McAfee Subscription	£ 100.00		£ 109.99		110.0%	
Website Hosting	£ 240.00				0.0%	
VAS Signs	£ -					
Speed Checks	£ 350.00		£ 81.06		23.2%	
VAT Refund		£ 1,300.00		£ 1,326.94	102.1%	
Totals net of VAT	£ 6,955.00	£ 7,791.00	£ 1,971.77	£ 6,219.73		

BANK RECONCILIATION



MG 007730 F1V1034A 709F30BAH00044 36300 A 98314

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 BUKBGB22

IBAN G853 BLKB 2097 4020 1894 05

Issued on 01 August 2024

102

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
29 Jun	Start Balance			11,340.33
25 Jul	Cheque Issued Ref: 100864	67.53		11,272.80
	Cheque Issued Ref: 100865	161.21		11,111.59
	Cheque Issued Ref: 100867	267.60		10,843.99
	Cheque Issued Ref: 100868	161.21		10,682.78
26 Jul	Cheque Issued Ref: 100866	175.00		10,507.78
	Cheque Issued Ref: 100869	67.53		10,440.25
31 Jul	Balance carried forward			10,440.25
	Total Payments/Receipts	900.08	0.00	

29 Jun - 31 Jul 2024

Start balance	£11,340.33
Money out	£900.08
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£10,440.25

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.

11702 00001 F1V1034A 1 of 2

AS at 31/3/24

Represented by	
Barclays Bank	£ 6,610.46
Total	
Plus unrepresented cheques	
Less Uncashed Cheques	-£ 357.36
Total	£ 6,253.10
Add Income for year	£ 6,219.73
Less Expenditure for year	£ 2,032.58
Total	£ 10,440.25

As at 31/07/24

Represented by	
Barclays Bank	
Total	£ 10,440.25
Plus unrepresented cheques	£ -
Less Uncashed Cheques	
Total	£ 10,440.25

	Carried Forward	Expenditure in 2023/24	New Income in 2023/24	Carried Forward	Expenditure in 24/25	New Income in 24/25	Carried Forward
Transparency Fund							0
Village Fete	£ 0.00		£ 23.40	£ 23.40			£ 23.40
Parish Plan	£ 159.21			£ 159.21			£ 159.21
Litter Picking	£ 921.20	£ 1,119.15	£ 3,675.00	£ 3,477.05	£ 340.60		£ 3,817.65
Defibrillator	£ 394.14	£ 90.00		£ 304.14			£ 304.14
Neighbourhood Watch	£ 60.36			£ 60.36			£ 60.36
Bridge Repairs	£ -			£ -			£ -
Broadband Survey	£ -			£ -			£ -
VAS Signs		£ 5,800.00	£ 5,800.00	£ -			£ -
Total	£ 1,534.91	£ 7,009.15	£ 9,498.40	£ 4,024.16	£ 340.60	£ -	£ 4,364.76
Reserves	£ 2,095.64						
General reserves	£ 2,095.64			£ 2,228.94			£ 6,075.49
Restricted funds	£ 1,534.91			£ 4,024.16			£ 4,364.76
Total	£ 3,630.55			£ 6,253.10			£ 10,440.25