



## Little Braxted Parish Council

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You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held at the Braxted Bakery, Witham Road, on Tuesday 11<sup>th</sup> November 2025 at 7.00 p.m.

**Gordon Mussett**  
**Parish Clerk**  
**3<sup>rd</sup> November 2025**

### **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 16<sup>th</sup> September 2025**  
*To agree and approve the minutes of the meeting held on 16<sup>th</sup> September 2025 as a true record*
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Agree to Purchase the Latest Edition of the Charles Arnold Baker Handbook for the Clerk – attached**  
*To agree to purchase the latest edition of the Charles Arnold Baker Handbook for the Clerk*
- 7. To receive financial statements as of 30<sup>th</sup> September and 31<sup>st</sup> October (to follow) 2025 - attached**  
*To receive a financial statement as of 30<sup>th</sup> September and 31<sup>st</sup> October 2025*
- 8. To Consider Signage re Flytipping**  
*To consider signage re flytipping*

## 9. To Approve the Following Payments

*To approve following payments*

Document Reference	Payable To	In Respect of	£	Legislation
935	Maldon District Council	Community Speedwatch	£97.29	LG and Rating Act 1997 s.10
936	H Bendall	Litterpicking – October	£88.36	LGA 1972, s.144
937	G N Mussett	Clerk- October	£175.47	LGA 1972 s112(1) & s112(2)
938	HMRC	Tax/NI	£170.00	LGA 1972 s112(1) & s112(2)
939	Community Action Suffolk	Website Hosting	£66.00	LGA 1972 s142
940	Community Action Suffolk	Domain Name Registration	£55.00	LGA 1972 s142
941	Community Action Suffolk	Email Mailbox	£27.00	LGA 1972 s142
942	Maldon District Council	Road Closure Notice	£216.37	LGA 1972, s.144
943	H Bendall	Litterpicking – November	£88.36	LGA 1972, s.144
944	G N Mussett	Clerk - November	£175.47	LGA 1972 s112(1) & s112(2)
945	Amazon	Printer Ink	£59.71	LGA 1972 s112(1) & s112(2)

## 10. Clerks Report – for Information

## 11. Closure

### **ITEM 7**

#### **To Agree to Purchase the Latest Edition of the Charles Arnold Baker Handbook for the Clerk**

The 14th edition of Arnold-Baker on Local Council Administration will be available from 17 October 2025. It's a guide for parish and town councils on local government law and practice. This new edition includes updates on local government reorganisation, clarified council procedures, revised sections on devolution, an updated section on procurement, and a new section on the Terrorism (Protection of

Premises) Act 2025. NALC has secured a 20% discount for our members when using the discount code 604452, bringing the cost of the book from £225 to £180.

**Members are recommended to purchase the 14<sup>th</sup> Edition of this handbook**

## ITEM 8

### Bank Reconciliation to 30<sup>th</sup> September 2025

#### Income

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
07/04/2025		HMRC	VAT Refund				£ 477.04	£ 477.04
10/04/2025		Maldon District Council	Precept	£ 5,100.00				£ 5,100.00
16/05/2025		Essex Community Foundation	War Memorial Grant		£ 3,800.00			£ 3,800.00
Total for Year				£ 5,100.00	£ 3,800.00	£ -	£ 477.04	£ 9,377.04

#### 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 £
06/05/2025	909		Information Commissioner	Data Protection Registration										£ 52.00	£ 52.00		£ 52.00
06/05/2025	910		Maldon District Council	Speed Checks										£ 95.56	£ 95.56	£ 19.11	£ 114.67
06/05/2025	911		G N Mussett	Clerk's Salary	£ 170.11										£ 170.11		£ 170.11
06/05/2025	912		H Bendall	Litterpicking									£ 75.73		£ 75.73		£ 75.73
06/05/2025	913		EALC	Annual Subscription			£ 76.54								£ 76.54		£ 76.54
06/05/2025	914		SALC	Internal Audit Fee				£ 183.00							£ 183.00	£ 36.60	£ 219.60
05/06/2025	915		Clear Councils	Insurance					£ 479.87						£ 479.87		£ 479.87
05/06/2025	916		McAfee	Anti-virus										£ 109.99	£ 109.99		£ 109.99
05/06/2025	917		H Bendall	Litterpicking									£ 94.56		£ 94.56		£ 94.56
05/06/2025	918		G N Mussett	Clerk's Salary	£ 170.11										£ 170.11		£ 170.11
05/06/2025	919		IMI	Cleaning War Memorial						£ 2,753.50					£ 2,753.50	£ 550.70	£ 3,304.20
05/06/2025	920		Elan City	Maintenance of VAS Signs										£ 224.62	£ 224.62	£ 44.92	£ 269.54
05/06/2025	921		G S Howards Transport	Road Bells						£ 1,150.00					£ 1,150.00	£ 230.00	£ 1,380.00

16/09/2025	922		Screwfix	Litter sacks								£ 18.97		£ 18.97	£ 3.80	£ 22.77	
16/09/2025	923		G N Mussett	Clerk's Salary	£ 170.11									£ 170.11		£ 170.11	
16/09/2025	924		H Bendall	Litterpicking								£ 85.93		£ 85.93		£ 85.93	
16/09/2025	925		G N Mussett	Clerk's Salary	£ 170.11									£ 170.11		£ 170.11	
16/09/2025	926		CANCELLED											£ -		£ -	
16/09/2025	927		H Bendall	Litterpicking								£ 85.93		£ 85.93		£ 85.93	
16/09/2025	928		HMRC	Tax/NI	£ 127.20							£ 51.00		£ 178.20		£ 178.20	
16/09/2025	929		Maldon District Council	Speed Checks									£ 97.29	£ 97.29	£ 19.46	£ 116.75	
16/09/2025	930		H Bendall	Litterpicking								£ 98.61		£ 98.61		£ 98.61	
16/09/2025	931		G N Mussett	Clerk's Salary	£ 197.11									£ 197.11		£ 197.11	
16/09/2025	932		CANCELLED											£ -		£ -	
16/09/2025	933		G N Mussett	Clerk's Salary	£ 175.47									£ 175.47		£ 175.47	
16/09/2025	934		H Bendall	Litterpicking								£ 107.75		£ 107.75		£ 107.75	
					£ 1,180.22	£ -	£ 76.54	£ 183.00	£ 479.87	£ 3,903.50	£ -	£ -	£ 618.48	£ 579.46	£ 7,021.07	£ 904.59	£ 7,925.66

## Budgetary Analysis

BUDGET ANALYSIS							
2025/2026	Budget		Figures are net of VAT				
Item	£	Income £	Expenditure £	Income	%age Budget Spe	Notes	
Clerk's Salary	£ 2,650.00		£ 1,180.22		44.5%		
Subscriptions	£ 80.00		£ 76.54		95.7%		
Audit Fees	£ 250.00		£ 183.00		73.2%		
Insurance	£ 390.00		£ 479.87		123.0%		
War Memorial	£ 450.00		£ 3,903.50	£ 3,800.00	23.0%		
Information Commissioner	£ 40.00		£ 52.00		11.6%		
Grass Cutting	£ 550.00				#REF!		
Hall Hire	£ 180.00				0.0%		
Transparency Fund					#DIV/0!	Restricted funds	
Other	£ 400.00				0.0%		
Election Fees	£ 25.00				0.0%		
Remembrance Day Parade	£ 130.00				0.0%		
Litterpicking	£ 1,300.00		£ 618.48		47.6%	Restricted funds	
Defibrillator					#DIV/0!	Restricted funds	
Precept					#DIV/0!		
Neighbourhood Watch Meetings						Restricted funds	
McAfee Subscription	£ 100.00		£ 109.99		110.0%		
Website/Email	£ 200.00				0.0%		
VAS Signs			£ 224.62				
Speed Checks	£ 350.00		£ 192.85		55.1%		
Replacement Laptop						Restricted funds	
VAT Refund				£ 477.04	#DIV/0!		
Dog Bin							
<b>Totals net of VAT</b>	<b>£ 7,095.00</b>	<b>£ -</b>	<b>£ 7,021.07</b>	<b>£ 4,277.04</b>			

Bank Statement



MG 008645 F1V1206A 709F30BAJ00039 36300 A 49232

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 BUUKGB22  
IBAN GB53 BUUKB 2097 4020 1894 05  
Issued on 01 October 2025

1/2

Your Community Account

Date	Description	Money out £	Money in £	Balance £
1 Aug	Start Balance			8,935.69
18 Sep	Cheque Issued Ref: 100925	170.11		8,765.58
	Cheque Issued Ref: 100928	178.20		8,587.38
	Cheque Issued Ref: 100931	197.11		8,390.27
	Cheque Issued Ref: 100933	175.47		8,214.80
	Cheque Issued Ref: 100934	107.75		8,107.05
25 Sep	Cheque Issued Ref: 100923	170.11		7,936.94
	Cheque Issued Ref: 100927	85.93		7,851.01
	Cheque Issued Ref: 100929	116.75		7,734.26
30 Sep	Cheque Issued Ref: 100924	85.93		7,648.33
30 Sep	Balance carried forward			7,648.33
	Total Payments/Receipts	1,287.36	0.00	

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

At a glance

01 Aug - 30 Sep 2025

Start balance £8,935.69  
Money out £1,287.36

Commission charges £0.00  
BANK RECONCILIATION—  
Money in £0.00  
Gross interest earned £0.00

As at 31/3/25  
End balance £7,648.33  
Represented by

Barclays Bank for protection  
by the Financial Services

Total £ 6,170.13

Plus unpresented cheques £ -

Less Uncashed Cheques -£ 94.56

Total £ 6,075.57

Add Income for year £ 9,377.04

Less Expenditure for year £ 7,925.66

Total £ 7,526.95

As at 30/09/25

Represented by

Barclays Bank £ 7,648.33

Total £ 7,648.33

Plus unpresented cheques

Less Uncashed Cheques -£ 121.38

Total £ 7,526.95

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