



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 15th November 2022 at 7.00 p.m.

Gordon Mussett
Parish Clerk
8th November 2022

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 26th July 2022**
To agree and approve the minutes of the meeting held on 26th July 2022 as a true record
- 5. To Co-opt A Councillor to Fill The Vacancy**
To Co-opt a Councillor to fill The vacancy
- 6. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 7. To receive a financial statement as of 31st October 2022 - attached**
To receive a financial statement as of 31st October 2022
- 8. To Consider the Decision by Wickham Bishops Parish Council Regarding Whether to Continue to Contribute to the Remembrance Day Service Costs – attached**
To note the decision by Wickham Bishops Parish Council regarding whether to continue to contribute to the Remembrance Day Service Costs

9. To Note the Successful Application for Funding for a Second Defibrillator to be Located at the Braxted Bakery

To note the successful application for funding for a second defibrillator to be Located at the Braxted Bakery

10. To Note the Receipt of the Formal Application for Planning Consent for Widening the A12 – attached

To note the receipt of the formal application for planning consent for widening the A12

11. To Agree to Work Jointly with Rivenhall and Great Braxted Parishes on Issues Arising During the A12 Widening Scheme – Attached

To agree to work jointly with Rivenhall and Great Braxted Parishes on issues arising during the A12 Widening Scheme

12. To Note the Pay Award Settlement and Agree to Implement Its Findings – Attached

To note the Pay Award settlement and agree to implement its findings

13. Note the following payments made between meetings:-

To note following payments made between meetings:-

Document Reference	Payable To	In Respect of	£
754	G N Mussett	Clerk's Salary -August	£132.19
755	H Bendall	Litterpicking – August	£55.67
756	Maldon District Council	Replacement for Cheque 730	£43.13
757	G N Mussett	Clerk's Salary September	£132.19
758	H Bendall	Litterpicking September	£44.58
759	Amazon Services	Defibrillator Batteries	£32.99
760	BCW Road Signs	Little Braxted Lane signs	£135.29
761	BCW Road Signs	Witham Road signs	£135.29
762	BCW Road Signs	Delivery Charges	£42.00
763	HMRC	Tax/NI	£134.80

764	Wessex Medical	Defibrillator	£1,302.00
765	St John Ambulance	Defibrillator Cabinet	£606.00

14. To Approve the following payments

To note following payments made between meetings:-

Document Reference	Payable To	In Respect of	£
766	Screwfix	Litter Bags	£20.97
767	H Bendall	Litterpicking	£44.58
768	G N Mussett	Clerk's Salary	£132.19
769	Community Action Suffolk	Website Hosting	£60.00
770	Maldon District Council	Speedcheck	£21.56
771	Amazon	Printer Ink	£75.48
772	H Bendall	Litterpicking	£82.41
773	G N Mussett	Clerk's Salary	£243.23

15. Clerks Report – for Information

16. Closure

ITEM 7**To receive a financial statement as of 31st October 2022****INCOME**

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
12/04/2022		HMRC	VAT Refund				251.64	£ 251.64
25/04/2022		Maldon District Council	Precept			£ 4,500.00		£ 4,500.00
06/05/2022		G N Mussett	Fete Income			£ 944.00		£ 944.00
26/09/2022		Essex Community Foundation	Grant for Defibrillator			£ 1,500.00		£ 1,500.00
Total for Year				£ -	£ -	£ 6,944.00	£ 251.64	£ 7,195.64

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 £
03/05/2022	719		H Bendall	Litterpicking									£ 44.58		£ 44.58		£ 44.58
03/05/2022	720		G N Mussett	Clerk's Salary	£ 99.19										£ 99.19		£ 99.19
03/05/2022	721		EALC	Annual Subscription			£ 69.03								£ 69.03		£ 69.03
03/05/2022	722		BHIB	Insurance					£ 354.24						£ 354.24		£ 354.24
03/05/2022	723		A G Smith & Sons	Hog Roast (Cheque Returned)										£ -	£ -	£ -	£ -
16/05/2022	724		Mighty Oak Brewing Co	Beer								£ 296.44			£ 296.44	£ 59.29	£ 355.73
16/05/2022	725		Waitrose	Wine								£ 579.40			£ 579.40	£ 115.88	£ 695.28
16/05/2022	726		McAfee	Antivirus										£ 83.32	£ 83.32	£ 16.67	£ 99.99
16/05/2022	727		A G Smith	Hog Roast (cheque lost)										£ -	£ -	£ -	£ -
30/05/2022	728		Ellis Amusements	Amusements								£ 925.00			£ 925.00	£ -	£ 925.00
30/05/2022	729		Amazon Services	Megaphone								£ 28.30			£ 28.30	£ 5.66	£ 33.96
30/05/2022	730		Maldon District Council	Speedcheck										£ 35.94	£ 35.94	£ 7.19	£ 43.13
30/05/2022	731		Suffolk Association of Local Councils	Internal Audit Fee												£ 32.20	£ 193.20
								£ 161.00							£ 161.00		

30/05/2022	732	Zoozee Trading	Paper Plates								£ 7.48			£ 7.48	£ 1.50	£ 8.98	
			Fencing, posts and bags								£ 152.84			£ 152.84	30.58	183.42	
30/05/2022	733	Screwfix									£ 93.90			£ 93.90		£ 93.90	
30/05/2022	734	Richard Collins	Bar glasses								£ 40.29			£ 40.29		£ 40.29	
30/05/2022	735	Richard Collins	Bunting									£ 55.67		£ 55.67		£ 55.67	
30/05/2022	736	H Bendall	Litterpicking										£ 55.67		£ 55.67		
30/05/2022	737	G N Mussett	Clerk's Salary	£ 99.19									£ 99.19		£ 99.19		
30/05/2022	738	Screwfix	Line Paint								£ 4.99		£ 4.99	£ 1.00	£ 5.99		
30/05/2022	739	G N Mussett	Fete Prizes								£ 40.00		£ 40.00		£ 40.00		
30/05/2022	740	G N Mussett	Fete Cakes								£ 203.00		£ 203.00		£ 203.00		
30/05/2022	741	S Goodey	Fete Ice								£ 24.00		£ 24.00		£ 24.00		
26/07/2022	742	G N Mussett	Clerk's Salary	£ 132.19									£ 132.19		£ 132.19		
26/07/2022	743	H Bendall	Litterpicking								£ 44.58		£ 44.58		£ 44.58		
26/07/2022	744	HMRC	Tax/NI	£ 198.00								£ 35.80	£ 233.80		£ 233.80		
26/07/2022	745	G N Mussett	Clerk's Salary	£ 99.19									£ 99.19		£ 99.19		
26/07/2022	746	H Bendall	Litterpicking									£ 44.58	£ 44.58		£ 44.58		
26/07/2022	747	Make It Pp	Fete Balloons								£ 250.00		£ 250.00		£ 250.00		
26/07/2022	748	G N Mussett	Fete Sundries								£ 26.73		£ 26.73		£ 26.73		
26/07/2022	749	Great Braxted PC	Singer Deposit								£ 100.00		£ 100.00		£ 100.00		
26/07/2022	750	Mrs H C Hogan	Singer Balance								£ 250.00		£ 250.00		£ 250.00		
		Great Braxted Pavilion	Hire of Grounds								£ 400.00		£ 400.00		£ 400.00		
26/07/2021	751												£ 400.00		£ 400.00		
26/07/2022	752	A G Smith	Hogroast								£ 1,950.00		£ 1,950.00	£ 390.00	£ 2,340.00		
		Maldon District Council	Speedcheck										£ 35.94	£ 35.94	£ 7.19	£ 43.13	
26/07/2022	753												£ 132.19		£ 132.19		
13/09/2022	754	G N Mussett	Clerk's Salary	£ 132.19										£ 132.19		£ 132.19	
13/09/2022	755	H Bendall	Litterpicking									£ 55.67		£ 55.67		£ 55.67	
		Maldon District Council	Replacement for cheque no. 100730										£ 35.94	£ 35.94	£ 7.19	£ 43.13	
13/09/2022	756												£ 132.19		£ 132.19		
13/09/2022	757	G N Mussett	Clerk's Salary	£ 132.19										£ 132.19		£ 132.19	
13/09/2022	758	H Bendall	Litterpicking									£ 44.58		£ 44.58		£ 44.58	
		ShenZhenShi	Batteries for Defibrillator										£ 27.49	£ 27.49	£ 5.50	£ 32.99	
13/09/2022	759												£ 112.74	£ 112.74	£ 22.55	£ 135.29	
13/09/2022	760	Road Signs UK	Road Signs										£ 112.74	£ 112.74	£ 22.55	£ 135.29	
13/09/2022	761	BCW Road Signs	Road Signs											£ 35.00	£ 35.00	£ 7.00	£ 42.00
13/09/2022	762	BCW Road Signs	Delivery Charges										£ 35.00	£ 35.00	£ 7.00	£ 42.00	
13/09/2022	763	HMRC	Tax/NI	£ 99.00								£ 35.80		£ 134.80		£ 134.80	
	764	Wessex Medical	Defibrillator										£ 1,085	£ 1,085.00	£ 217.00	£ 1,302.00	
		St John Ambulance	Defibrillator Cabinet											£ 505.00	£ 505.00	£ 101.00	£ 606.00
	765													£ 505.00	£ 505.00	£ 101.00	£ 606.00
Total for Year				£ 991.14	£ -	£ 69.03	£ 161.00	£ 354.24	£ -	£ -	£5,372.37	£ 361.26	£ 2,033.17	£ 9,342.21	£ 1,042.76	£ 10,384.97	

BUDGET ANALYSIS						
2022/23	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Income	%age Budget Sp	Notes
Clerk's Salary	£ 2,350.00		£ 991.14		42.2%	
Subscriptions	£ 75.00		£ 69.03		92.0%	
Audit Fees	£ 125.00		£ 161.00		128.8%	
Insurance	£ 325.00		£ 354.24		109.0%	
War Memorial	£ 600.00	£ 400.00			#DIV/0!	
Information Commissioner	£ 40.00				0.0%	
Grass Cutting	£ 410.00				#REF!	
Hall Hire	£ 150.00					
Transparency Fund						Restricted funds
Other	£ 400.00					
Election Fees	£ 15.00				0.0%	
Remembrance Day Parade	£ 130.00				0.0%	
Parish Plan						Restricted funds
Village Fete	£ 4,865.00	£ 5,809.00	£ 5,372.37	£ 944.00	92.5%	Restricted funds
Litterpicking	£ 800.00	£ 800.00	£ 361.26		45.2%	Restricted funds
Housing Needs Survey						Restricted funds
Defibrillator			£ 1,617.49	£ 1,500.00		Restricted funds
Precept		£ 4,500.00		£ 4,500.00		
Neighbourhood Watch Meetings						Restricted funds
McAfee Subscription	£ 80.00		£ 83.32			
Website Hosting	£ 50.00	£ -				
Speed Checks	£ 200.00		£ 35.94			
VAT Refund		£ 120.00			0.0%	
Totals net of VAT	£ 10,615.00	£11,629.00	£ 9,045.79	£ 6,944.00		
VAT		£ -		£ -		
Totals inc VAT		£11,629.00	£ 10,384.97	£ 6,944.00		



LITTLE BRAXTED PARISH COUNCIL

Sort Code 20-97-40
Account No 20189405

SWIFTBIC BJUKGB22

IBAN GB53 BUKB 2097 4020 1894 05

Issued on 01 November 2022

MG 019984 F1V1088A 709F30FAK00102 36300 A 75771

MR G MUSSETT
LITTLE BRAXTED PARISH COUNCIL
25 EBENEZER CLOSE
WITHAM
CM8 2HX



Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
1 Oct	Start Balance			9,018.65
4 Oct	Cheque Issued Ref: 100758	44.58		8,974.07
10 Oct	Cheque Issued Ref: 100764	1,302.00		7,672.07
	Cheque Issued Ref: 100765	606.00		7,066.07
31 Oct	Balance carried forward			7,066.07
	Total Payments/Receipts	1,952.58	0.00	

01 - 31 Oct 2022

Start balance	£9,018.65
Money out	£1,952.58
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£7,066.07

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 31/03/21	
Barclays Bank	£ 10,590.55
Total	£ 10,590.55
Less Uncashed Cheques	-£ 435.15
Total	£ 10,155.40
Add Income for year	£ 7,195.64
Less Expenditure for year	-£ 10,384.97
Total	£ 6,966.07
As at 30/9/22	
Represented by	
Barclays Bank	£ 7,066.07
Total	£ 7,066.07
Plus unpresented cheques	-£ 100.00
Less Uncashed Cheques	
Total	£ 6,966.07

ITEM 8

To Consider the Decision by Wickham Bishops Parish Council Regarding Whether to Continue to Contribute to the Remembrance Day Service Costs

Following a meeting between the three Parishes, Wickham Bishops Parish Council was considering whether to reverse the decision recorded at item 22/091 of its meeting of 7 June 2022 to decline to fund the road closure in future, and consider confirming the intention to contribute towards the costs of the forthcoming Remembrance Day closure, on a pro-rata head of population basis, to the maintenance of, and annual service of remembrance at, the war memorial. It was jointly agreed that the road closure area would be extended to include Tiptree Road and Kelvedon Road Wickham Bishops.

The decision of Wickham Bishops Parish Council's meeting, to be held 6th September, was that However, in recognition of the inability to reach agreement on apportioning the costs but acknowledging the agreement on road closures and extensions, Wickham Bishops Parish Council voted to reverse their decision regarding funding and will make the requested contribution so that this year's service can proceed as before. But they also expressed the view that some way be found to avoid the expenditure of a private contractor.

District Councillor Morgan has suggested that as a Great Braxted resident, a Veteran and the Maldon District Council Ward Member for Wickham Bishops and Little Braxted that he volunteer his services to head a group made up of members of all three Parish Councils to organise the services going forward. They would seek volunteers, source roads signs and High Viz tabards etc. and stage the event themselves.

If Councillor Morgan's suggestion is adopted the costs to this Council may be reduced – it is not possible to be clearer than that until the group has been formed, and the relationship between the Parish Council and the group, particularly in respect of funding, and volunteer support, established.

ITEM 9

To Note the Successful Application for Funding for a Second Defibrillator to be Located at the Braxted Bakery

The Essex Community Foundation have agreed to provide £1,500 towards the provision of a second defibrillator at the Braxted Bakery, and for the remaining Jubilee Fete funds to be used towards this purpose.

The order for the defibrillator and cabinet have been placed and its siting agreed with the Braxted Bakery.

ITEM 10

To Note the Receipt of the Formal Application for Planning Consent for Widening the A12

The full application can be found at

<https://infrastructure.planninginspectorate.gov.uk/projects/eastern/a12-chelmsford-to-a120-widening-scheme/?ipcsection=docs>

ITEM 11

To Agree to Work Jointly with Rivenhall and Great Braxted Parishes on Issues Arising During the A12 Widening Scheme

The Chairman of Rivenhall Parish has suggested that all three Parishes work together on issues which may arise during the A12 Widening Scheme.

Members are recommended to agree to delegating action to the Chairman and Clerk on issues during the A12 Widening Scheme and to work jointly with Rivenhall and Great Braxted Parishes

ITEM 12

To Note the Pay Award Settlement and Agree to Implement Its Findings

The 2022 Pay Settlement has finally been agreed.

Scale point	Current pay Per annum	Pay per hour	Rate from per annum from 1/4/22	Rate per hour from 1/4/22
5	£19,650	£10.21	£21,575	£11.22
6	£20,043	£10.42	£21,968	£11.42
7	£20,444	£10.63	£22,369	£11.63
8	£20,852	£10.84	£22,777	£11.84

The hourly rate for the Clerk rises to £10.53 (10.0%) which it is recommended should be applied also to the hourly rate of the Litterpicker, both backdated to 1st April 2022.

The award also allows for an additional day's leave per annum from 1st April 2023.

Members are to note and agree these changes to salaries and holiday entitlement