



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 16th September 2025 at 7.00 p.m.

Gordon Mussett
Parish Clerk
2nd September 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 5th June 2025**
To agree and approve the minutes of the meeting held on 5th June 2025 as a true record
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Note and Implement the National Pay Award – Attached**
To note and implement the National Pay Award
- 7. To receive financial statements as of 30th June and 31st July 2025 - attached**
To receive a financial statement as of 30th June and 31st July 2025
- 8. To Approve the Following Payments**
To approve following payments

Document Reference	Payable To	In Respect of	£	Legislation
922	Screwfix	Litter Sacks	£22.77	LGA 1972, s.144

923	G N Mussett	Clerk's Salary June	£170.11	LGA 1972 s112(1) & s112(2)
924	H Bendall	Litterpicking June	£85.93	LGA 1972, s.144
925	G N Mussett	Clerk's Salary July	£170.11	LGA 1972 s112(1) & s112(2)
926	CANCELLED			
927	H Bendall	Litterpicking July	£85.93	LGA 1972, s.144
928	Maldon District Council	Speedchecks	£116.75	LG and Rating Act 1997 s.10
929	HMRC	Tax/NI	£178.20	LGA 1972 s112(1) & s112(2)
930	H Bendall	Litterpicking August	£98.61	LGA 1972, s.144
931	G N Mussett	Clerk's Salary August	£197.11	LGA 1972 s112(1) & s112(2)

9. Clerks Report – for Information

10. Closure

ITEM 6

To Note and Implement the National Pay Award

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. We encourage employers to implement this pay award as soon as possible.

This represents an increase of 3.2%.

The Clerk's Salary increases to £2,631.20 per annum based on an average 4 hour week. That for the Litterpicker increases to £1,521.88 based on an average 1.25 hour week.

Members are recommended to adopt these rates of pay backdated to 1st April 2025.

ITEM 7

Bank Reconciliation to 30th June 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
					£ 340.22	£ -	£ 76.54	£ 183.00	£ 479.87	£ 3,903.50	£ -	£ -	£ 170.29	£ 482.17	£ 5,635.59	£ 881.33	£ 6,516.92

Budgetary Analysis

2025/2026	Budget		Figures are net of VAT				
Item	£	Income £	Expenditure £	Income	%age Budget Spe	Notes	
Clerk's Salary	£ 2,650.00		£ 340.22		12.8%		
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		£ 170.29		13.1%	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		£ 95.56		27.3%		
Replacement Laptop						Restricted funds	
VAT Refund				£ 477.04	#DIV/0!		
Dog Bin							
Totals net of VAT	£ 7,095.00	£ -	£ 5,635.59	£ 4,277.04			

Bank Statement



MG 014316 F1V1965A 709F30AAG00062 36300 A 30585



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 BUKBCB22

IBAN GB53 BUKB 2097 4020 1894 05

Issued on 01 July 2025

1/2

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
31 May	Start Balance			14,743.96
9 Jun	Cheque Issued Ref: 100915	479.87		14,264.09
	Cheque Issued Ref: 100916	109.99		14,154.10
	Cheque Issued Ref: 100917	94.56		14,059.54
	Cheque Issued Ref: 100918	170.11		13,889.43
12 Jun	Cheque Issued Ref: 100920	269.54		13,619.89
20 Jun	Cheque Issued Ref: 100919	3,304.20		10,315.69
30 Jun	Balance carried forward			10,315.69
	Total Payments/Receipts	4,428.27	0.00	

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

31 May - 30 Jun 2025	
Start balance	£14,743.96
Money out	£4,428.27
► Commission charges	£0.00
Money in	£0.00
► Gross interest earned	£0.00
End balance	£10,315.69

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

As at 31/3/25	
Represented by	
Barclays Bank	
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	£ 6,516.92
Total	£ 8,935.69
As at 30/6/25	
Represented by	
Barclays Bank	
Total	£ 10,315.69
Plus unpresented cheques	-£ 1,380.00
Less Uncashed Cheques	£ -
Total	£ 8,935.69

03049 00001 F1V1965A 1 of 2

Bank Reconciliation to 31st July 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 Commission er £	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
					£ 340.22	£ -	£ 76.54	£ 183.00	£ 479.87	£ 3,903.50	£ -	£ -	£ 170.29	£ 482.17	£ 5,635.59	£ 881.33	£ 6,516.92

Budgetary Analysis

2025/2026	Budget		Figures are net of VAT				
Item	£	Income £	Expenditure £	Income	%age Budget Spe	Notes	
Clerk's Salary	£ 2,650.00		£ 340.22		12.8%		
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		£ 170.29		13.1%	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		£ 95.56		27.3%		
Replacement Laptop						Restricted funds	
VAT Refund				£ 477.04	#DIV/0!		
Dog Bin							
Totals net of VAT	£ 7,095.00	£ -	£ 5,635.59	£ 4,277.04			

Bank Statement



MG 015054 F1VI376A 709F30BAH00064 36300 A 72422

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 BUKGB22
IBAN GB53 BUKB 2097 4020 1894 05

Issued on 01 August 2025

1/2


Your Community Account

At a glance

01 - 31 Jul 2025

Start balance	£10,315.69
Money out	£1,380.00
► Commission charges	£0.00
Money in	£0.00
► Gross interest earned	£0.00
End balance	£8,935.69

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
1 Jul	Start Balance			10,315.69
8 Jul	 Cheque Issued Ref: 100921	1,380.00		8,935.69
31 Jul	Balance carried forward			8,935.69
	Total Payments/Receipts	1,380.00	0.00	

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

04544 00001 F1VI376A 1 of 2

As at 31/3/25	
Represented by	
Barclays Bank	
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	£ 6,516.92
Total	£ 8,935.69
As at 31/7/25	
Represented by	
Barclays Bank	£ 8,935.69
Total	£ 8,935.69
Plus unpresented cheques	
Less Uncashed Cheques	£ -
Total	£ 8,935.69