



## Little Braxted Parish Council

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You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held in The Braxted Bakery, Witham Lane, Little Braxted on Thursday 21<sup>st</sup> November 2019 at 7.00 p.m.

**Gordon Mussett**  
**Parish Clerk**  
**12<sup>th</sup> November 2019**

### 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 25<sup>th</sup> September 2019**  
*To agree and approve the minutes of the meeting held on 25<sup>th</sup> September 2019 as a true record*
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Agree to Adopt the General Power of Competence - attached**  
*To agree to adopt the General Power of Competence*
- 7. To Agree the Council's Response to the A12 Consultation -attached**  
*To agree the Council's response to the A12 consultation*
- 8. To Agree to Make a Funding Application to the Essex Community Foundation for Regular Speed Detection Visits – attached**  
*To agree to make a funding application to the Essex Community Foundation for regular speed detection visits*
- 9. To Receive An Update on the New Website – attached**  
*To receive an update on the new website*

**10. To receive a financial statement as of 31<sup>st</sup> October 2019 - attached**

*To receive a financial statement as of 31<sup>st</sup> October 2019*

**11. To Approve the following payments:-**

*To approve the following payments made since the last meeting:-*

<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
580	Essex County Council	Bridge Repairs	£23,507.00
581	H Bendall	Litterpicking	£52.00
582	G N Mussett	Clerk's Salary	£125.15
583	G N Mussett	Hi-Viz's for Remembrance Day	£69.28

*To approve the following payments to be signed at the meeting:-*

<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
584	Community Action Suffolk	Website Hosting	£60.00
585	H Bendall	Litterpicking	£41.60
586	G N Mussett	Clerk's Salary	£125.15

**12. Clerks Report – for Information**

- a) *Highway Issues – bridge repairs*
- b) *Additional Signage, Witham Road*
- c) *Remembrance Day*
- d) *County Councillor Durham's Surgery*

**13. Closure**

## **ITEM 6**

### **To Agree to Adopt the General Power of Competence**

The Council meets the eligibility criteria to enable it to exercise the General Power of Competence. By adopting this Power, which lasts until the next Election, the Council need not identify specific powers when agreeing to make a payment or implement a decision.

**Recommended: That the Council resolves that it meets the Eligibility Criteria to Enable it to Exercise the General Power of Competence and that the power be adopted.**

## **ITEM 7**

### **To Agree the Council's Response to the A12 Consultation**

Highways England have now published their preferred route, and approximate junction locations for the A12 between Boreham and Kelvedon South junctions. The preferred route has three junction changes which may impact upon Little Braxted, namely:-

- a) A new roundabout and junction on the re-aligned A12 roughly in the vicinity of the quarry entrance.

Highways England were unable to give assurances that the current link from Witham Road to the A12 junction, or into Witham, would be retained.

- b) The closure of Hatfield Peverel North and Hatfield Peverel South junctions  
The published preferred route showed no connection between Witham and Hatfield Peverel, with the potential impact that traffic from east of the A12 would attempt to alternative routes, including Witham Road, to access the A12 and Witham.

Although at the public presentation the display boards had been changed to indicate that there would be a feeder road between Witham and Hatfield Peverel the precise route of this was not shown on any maps, and as ALL Maldon-bound traffic would have to travel along this feeder road from Witham South junction there was a likelihood that some traffic might attempt to use Witham North and then Witham Road (assuming the link remains – see above).

The future of the Rivenhall junction was still under review. There will be no junction between Great Braxted Road and the A12, and whilst there was mention of retaining the current A12 as a feeder route between Witham and Kelvedon this was not fixed in stone.

The situation as regards feeder roads and the linking of minor roads to the new junctions is complicated by the mixed funding regime of the A12 (Highways Agency) and other roads (Essex County Council).

In addition there was concurrent consultation on the route of the A12 between Kelvedon South and Stanway. Of the four routes identified for consultation only two had a

junction with Inworth Road, and all proposed a closure of Kelvedon North junction. In order to try to move as much A12-bound traffic from the Tiptree area it is important that a junction with Inworth Road is provided.

**Members are recommended to:-**

- a) Press for the existing link from Witham Road to the A12 to be retained in the design of the new junction
- b) Press for the feeder road between Witham and Hatfield Peverel to be provided
- c) Press for the feeder road between Witham and Kelvedon to be provided
- d) Press for a junction between the A12 and Inworth Road

**ITEM 8**

**To Agree to Make a Funding Application to the Essex Community Foundation for Regular Speed Detection Visits**

Members will recall that the matter of speeding traffic has been raised by residents in the Parish Plan responses and at Parish Council meetings. Maldon District Council staff are trained and authorised by the Police to use speed cameras and the Parish Council can ask for regular visits. There is a fee, and as this involves community safety it might be appropriate to apply for grant funding for a year's trial. Drivers detected speeding, or committing other related offences (use of mobile phones, etc) receive a fixed penalty notice or face prosecution depending on the nature of the offence.

**Members are recommended to ask the Clerk to make a funding application**

**ITEM 9**

**To Receive An Update on the New Website**

Members will recall it was necessary to seek an alternative website host as the existing Essexinfo.net site was closing in March 2020. A similar organisation, Suffolk-based onesuffolk.net offered to host Essex websites (with a suitable Essex address) for an annual fee of £60. The website is currently being populated and will eventually contain the same information as the existing.

**This item is for information only**

**ITEM 10****To receive a financial statement as of 31<sup>st</sup> October 2019****INCOME**

<b>Date</b>	<b>Document reference</b>	<b>From</b>	<b>In Respect of</b>	<b>General Administration £</b>	<b>War Memorial £</b>	<b>Other £</b>	<b>VAT £</b>	<b>Total £</b>
23/04/2019		HM Revenue & Customs	VAT Refund				£ 164.10	£ 164.10
01/05/2019		Maldon District Council	Precept	£ 3,600.00				£ 3,600.00
20/09/2019		Great Braxted PC	War Memorial Contribution		61.21			£ 61.21
20/09/2019		Wickham Bishops PC	War Memorial Contribution		339.26			£ 339.26
<b>Total for Year</b>				<b>£ 3,600.00</b>	<b>£ 400.47</b>	<b>£ -</b>	<b>£ 164.10</b>	<b>£ 4,164.57</b>

## EXPENDITURE

Date	Document Reference	Invoice Reference	Payable To	In Respect of	Clerk's Salary £	Elections £	Subscriptions £	Audit Fees £	Insurance £	War Memorial £	Information Commissioner £	Housing Needs Survey	Litter Picking £	Other £	Total Net of VAT £	VAT £	Total £
23/04/2019	554		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
23/04/2019	555		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
23/04/2019	556		EALC	Annual Subscription			£ 63.74								£ 63.74		£ 63.74
23/04/2019	557		G N Mussett	Printer ink and paper								£ 35.42			£ 35.42	£ 7.08	£ 42.50
14/05/2019	558		BHIB	Insurance					£ 314.53						£ 314.53		£ 314.53
14/05/2019	559		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
14/05/2019	560		H Bendall	Litterpicking									£ 52.00		£ 52.00		£ 52.00
14/05/2019	561		G N Mussett	McAfee Renewal										£ 74.99	£ 74.99	£ 15.00	£ 89.99
11/06/2019	562		SALC	Internal Audit Fee				£ 225.00							£ 225.00	£ 45.00	£ 270.00
11/06/2019	563		G N Mussett	Litterpicking sacks									£ 11.65		£ 11.65	£ 2.33	£ 13.98
11/06/2019	564		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
11/06/2019	565		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
11/06/2019	566		HMRC	PAYE/NI	£ 95.60								£ 31.80		£ 127.40		£ 127.40
17/07/2019	567		H Bendall	Litterpicking									£ 52.00		£ 52.00		£ 52.00
17/07/2019	568		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
29/08/2019	569		Maldon District Council	Election Fees		£ 69.15									£ 69.15		£ 69.15
29/08/2019	570		Great Braxted Memorial Pavilion Committee	Fete Donation										£ 41.67	£ 41.67		£ 41.67
29/08/2019	571		Maldon District Council	Election Fees		£ 69.15									£ 69.15		£ 69.15
25/09/2019	572		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
25/09/2019	573		H Bendall	Litterpicking									£ 41.60		£ 41.60		£ 41.60
25/09/2019	574		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
25/09/2019	575		G N Mussett	Clerk's Salary	£ 125.15										£ 125.15		£ 125.15
25/09/2019	576		HMRC	PAYE/NI	£ 93.60								£ 33.80		£ 127.40		£ 127.40
25/09/2019	577		Cancelled												£ -		£ -
25/09/2019	578		PKF Littlejohn	External Audit				£ 200.00							£ 200.00	£ 40.00	£ 240.00
25/09/2019	579		G N Mussett	Poppy Wreath						£ 22.25					£ 22.25		£ 22.25
<b>Total for Year</b>					<b>£ 940.10</b>	<b>£ 138.30</b>	<b>£ 63.74</b>	<b>£ 425.00</b>	<b>£ 314.53</b>	<b>£ 22.25</b>	<b>£ -</b>	<b>£ 35.42</b>	<b>£ 347.65</b>	<b>£ 116.66</b>	<b>£ 2,403.65</b>	<b>£ 109.41</b>	<b>£ 2,513.06</b>

## Budgetary Comparison

BUDGET ANALYSIS										
2019/20										
Item	Budget		Figures are net of VAT				Notes			
	£	Income £	Expenditure £	Income	Expenditure	%age Budget Spent				
Clerk's Salary	£ 1,900.00		£ 940.10			49.5%				
Subscriptions	£ 65.00		£ 63.74			98.1%				
Audit Fees	£ 105.00		£ 425.00			404.8%				
Insurance	£ 350.00		£ 314.53			89.9%				
War Memorial	£ 375.00	£ 331.00	£ -	£ 400.47		121.0%				
Information Commissioner	£ 55.00		£ -			0.0%				
Grass Cutting	£ 400.00		£ -			0.0%				
Hall Hire	£ 360.00		£ -							
Transparency Fund			£ 74.99				Restricted funds			
Other	£ 200.00		£ 41.67			20.8%				
Election Fees	£ 90.00		£ 138.30			153.7%				
Remembrance Day Parade	£ 200.00		£ 22.25			11.1%				
Parish Plan							Restricted funds			
Village Fete							Restricted funds			
Litterpicking	£800	£ 800.00	£ 347.65			43.5%	Restricted funds	Money in reserves to offset this spend		
Housing Needs Survey			£ 35.42				Restricted funds	Money in reserves to offset this spend		
Defibrillator							Restricted funds			
Precept		£ 3,600.00		£ 3,600.00						
Neighbourhood Watch Meetings			£ -				Restricted funds			
Data Protection Officer			£ -							
VAT Refund		£ 180.00		£ 164.10		91.2%				
<b>Totals net of VAT</b>	<b>£ 4,900.00</b>	<b>£ 4,911.00</b>	<b>£ 2,403.65</b>	<b>£ 4,164.57</b>						
VAT		£ -	£ 109.41							
<b>Totals inc VAT</b>		<b>£ 4,911.00</b>	<b>£ 2,513.06</b>							

# BANK RECONCILIATION



MR GORDON MUSSETT  
25 EBENEZER CLOSE  
WITHAM  
CV8 2HX

LITTLE BRAXTED PARISH COUNCIL

Sort Code 20-97-40  
Account No 20189405

SWIFT: CBLKGB33  
IBAN: GB33 2018 9405 4000 1894 00

Issued on 01 November 2019

MC 000035 F1VE24A 799F38KAK00004 36300 5710238730 A

## Your Community Account

Date	Description	Money out £	Money in £	Balance £
1 Oct	Start Balance			30,121.79
14 Oct	Cheque issued Ref: 100574	125.15		29,996.64
	Cheque issued Ref: 100575	125.15		29,871.49
16 Oct	Cheque issued Ref: 100572	41.60		29,829.89
	Cheque issued Ref: 100573	41.60		29,788.29
17 Oct	Cheque issued Ref: 100576	127.40		29,660.89
21 Oct	Cheque issued Ref: 100578	240.00		29,420.89
23 Oct	Cheque issued Ref: 100571	41.67		29,379.22
24 Oct	Cheque issued Ref: 100579	22.25		29,356.97
31 Oct	Balance carried forward			29,356.97
	<b>Total Payments/Receipts</b>	<b>764.82</b>	<b>0.00</b>	

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 - 31 Oct 2019**

Start balance	£30,121.79
Money out	£764.82
Commission charges	£0.00
Money in	£0.00
Gross interest earned	£0.00
<b>End balance</b>	<b>£29,356.97</b>

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

<b>As at 31/03/19</b>	
Petty Cash	£ 0.58
Barclays Bank	£ 28,451.75
<b>Total</b>	<b>£ 28,452.33</b>
Less Uncashed Cheques	-£ 815.44
<b>Total</b>	<b>£ 27,636.89</b>
Add Income for year	£ 4,164.57
Less Expenditure for year	-£ 2,513.06
<b>Total</b>	<b>£ 29,288.40</b>
<b>As at 31/10/19</b>	
<b>Represented by</b>	
Petty Cash	£ 0.58
Barclays Bank	£ 29,356.97
<b>Total</b>	<b>£ 29,357.55</b>
Less Uncashed Cheques	-£ 69.15
<b>Total</b>	<b>£ 29,288.40</b>

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