



## 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 23<sup>rd</sup> July 2024 at 7.00 p.m.

**Gordon Mussett**  
**Parish Clerk**  
**12<sup>th</sup> July 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 4<sup>th</sup> June 2024**  
*To agree and approve the minutes of the meeting held on 4<sup>th</sup> June 2024 as a true record*
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Comment on the following Planning Applications:-**
  - a) Constuction of a detached five bedroomed house on Land Rear Of The Green Man Inn Green Man Lane Little Braxted**
  - b) Part two, part single storey replacement dwelling and the two accesses to be closed and replaced with one access.at Pasture Cottage Heath Lane Little Braxted Witham**
- 7. To Adopt a Bio-Diversity Policy - attached**  
*To adopt a bio-diversity policy*
- 8. To receive a financial statement as of 30th June 2023 - attached**  
*To receive a financial statement as of 30<sup>th</sup> June 2023*

## 9. To Approve the Following Payments

*To approve following payments*

<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>	<b>Legal Powers</b>
863	Cancelled			
864	H Bendall	Litterpicking	£67.53	LGA 1972, s.144
865	G N Mussett	Clerk's Salary	£161.21	LGA 1972 s112(1) & s112(2)
866	HMRC	Tax/NI	£175.00	LGA 1972 s112(1) & s112(2)
867	Suffolk Association of Local Councils	Internal Audit	£267.60	Accounts & Audit Regulations 2015 reg 5
868	G N Mussett	Clerk's Salary	£161.21	LGA 1972 s112(1) & s112(2)
869	H Bendall	Litterpicking	£67.53	LGA 1972, s.144

## 10. Clerks Report – for Information

## 11. Closure

### **ITEM 7**

**To Comment on the following Planning Applications:-**

- a) Constuction of a detached five bedroomed house on Land Rear Of The Green Man Inn Green Man Lane Little Braxted**
- b) Part two, part single storey replacement dwelling and the two accesses to be closed and replaced with one access.at Pasture Cottage Heath Lane Little Braxted Witham**

Before considering either of these applications it is essential that Members and the public are reminded of the policy-driven nature of planning and that any comments, either for or against should bear reference to those policies which support or oppose such developments.

The key policies here are the National Planning Policy Framework 2023 and the Maldon District Council Local Plan.

The National Planning Policy Framework (para 82) states “In rural areas, planning policies and decisions should be responsive to local circumstances and support housing developments that reflect local needs” and (para 84) “Planning policies and decisions should avoid the development of isolated homes in the countryside unless one or more of the following circumstances apply:

- a) there is an essential need for a rural worker, including those taking majority control of a farm business, to live permanently at or near their place of work in the countryside;
- b) the development would represent the optimal viable use of a heritage asset or would be appropriate enabling development to secure the future of heritage assets;
- c) the development would re-use redundant or disused buildings and enhance its immediate setting;
- d) the development would involve the subdivision of an existing residential building; or
- e) the design is of exceptional quality, in that it: - is truly outstanding, reflecting the highest standards in architecture, and would help to raise standards of design more generally in rural areas; and - would significantly enhance its immediate setting, and be sensitive to the defining characteristics of the local area

For both applications it could be argued that the Parish Plan conducted pre-Covid which identified a need for smaller, more affordable housing, both bears some weight in the planning process and is not reflected in the scale of either proposal.

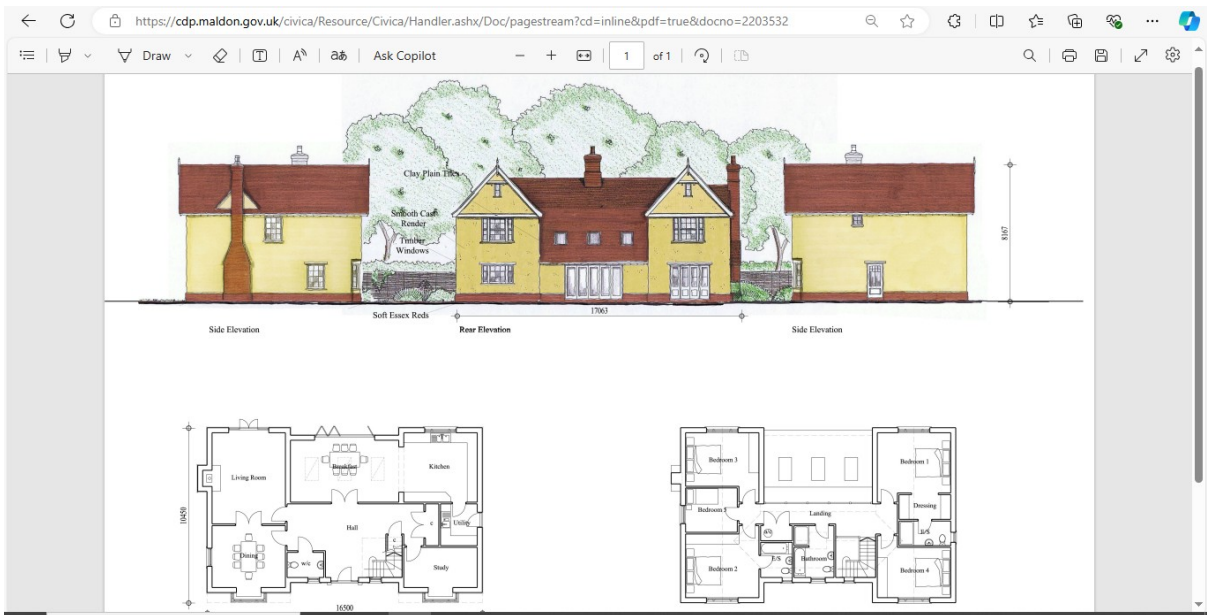
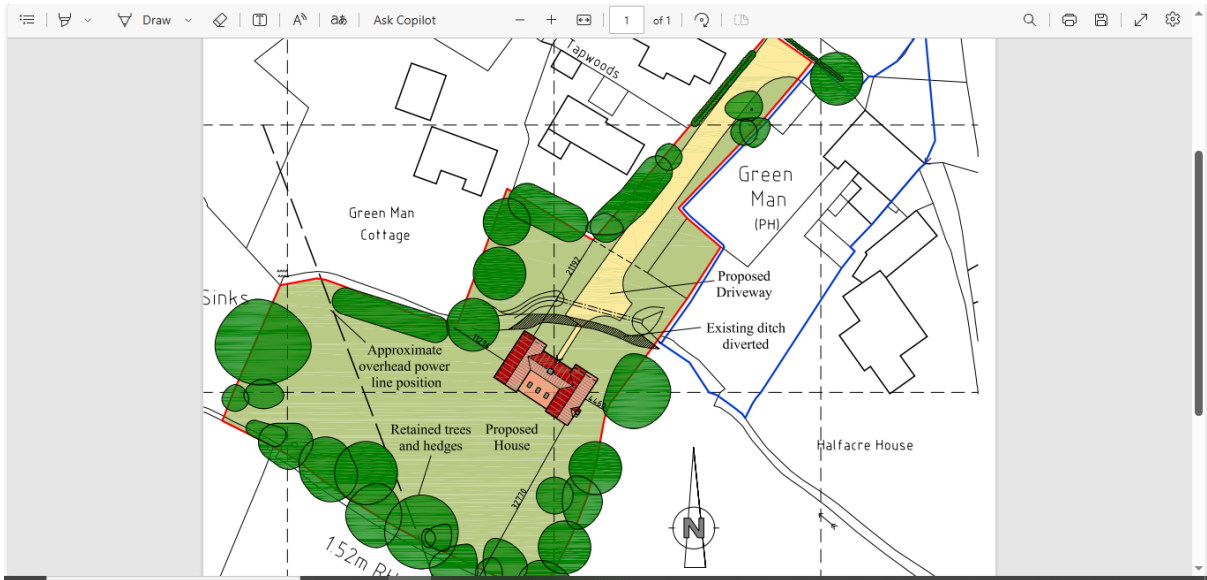
The Maldon District Council Local Plan policies state that development within the settlement boundary is acceptable, Policy D1 states “All development must:

1) Respect and enhance the character and local context and make a positive contribution in terms of:-

- a) Architectural style, use of materials, detailed design features and construction methods. Innovative design and construction solutions will be considered where appropriate;
- b) Height, size, scale, form, massing and proportion;
- c) Landscape setting, townscape setting and skylines;
- d) Layout, orientation, and density;
- e) Historic environment particularly in relation to designated and non-designated heritage assets;
- f) Natural environment particularly in relation to designated and non-designated sites of biodiversity / geodiversity value;

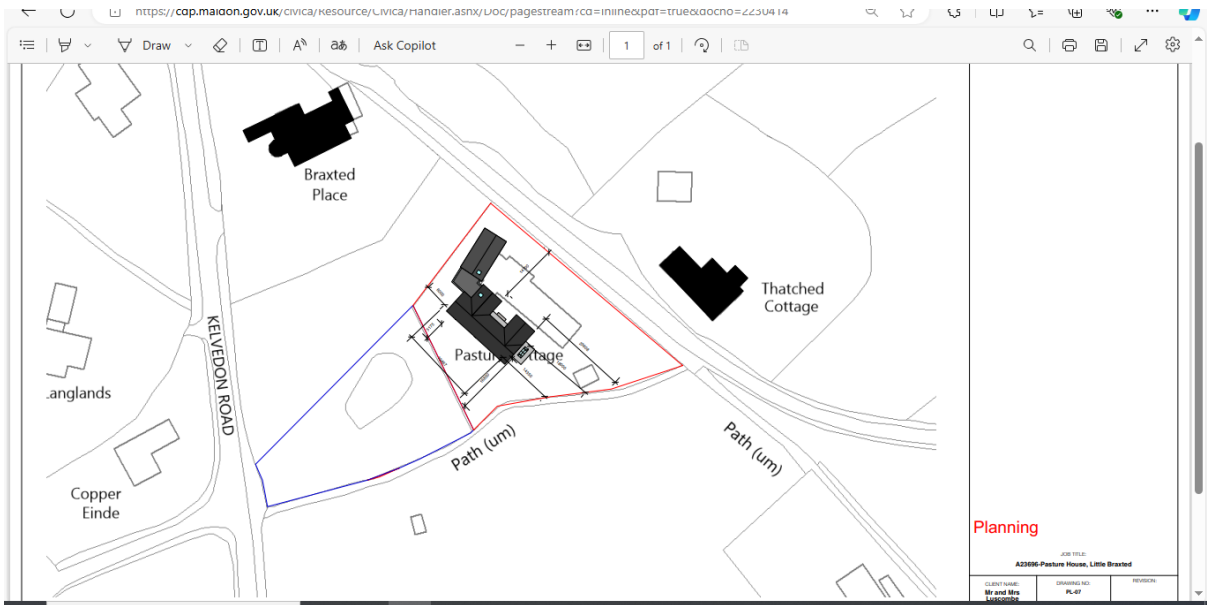
Members may wish to consider whether either of these applications comply with (a), (b) and (c).

**Constuction of a detached five bedroomed house on Land Rear Of The Green Man Inn Green Man Lane Little Braxted**



There is a lengthy support statement in which the applicant makes reference to similar applications in neighbouring Parishes having been approved by Maldon District Council and whilst some of these pre-date the current Local Plan they will bear weight in the planning process.

**Part two, part single storey replacement dwelling and the two accesses to be closed and replaced with one access.at Pasture Cottage Heath Lane Little Braxted Witham**



The applicant states “The resulting proposal takes its inspiration from other traditional country homes which are familiar features in the Essex countryside and in particular around the outskirts of the village of Wickham Bishops. We realise this house will fall within Little Braxted Parish however it is on the edge of Wickham Bishops and therefore in the absence of similar documents for Little Braxted the Wickham Bishops documents have proved useful in the design process.”

Members may well argue that with one exception Little Braxted remains immune from the Wickham Bishops design style.

The applicant quotes the ridge height of the bungalow to be replaced but not that of its proposed replacement other than to say “The ridge height of the proposed house is below that of the Thatched Cottage”.

## **ITEM 8**

### **To Adopt a Bio-Diversity Policy**

#### **Introduction - Statutory Duty**

Under the 2021 Environment Act, public authorities (including town and parish councils) who operate in England must consider what they can do to conserve and enhance biodiversity in England.

Government guidance published on 17<sup>th</sup> May 2023 clarifies that, as a public authority, town and parish councils must:

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and may reconsider the selected actions within 5 years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- Have biodiversity as an agenda item for a meeting before the end of 2023.
- Note what action in respect of biodiversity is already taking place locally.
- Agree what further steps to take at this stage.

Such steps may include:

- Reviewing what biodiversity or nature recovery plans are already in place from other local authorities.
- Making contact with local voluntary groups working on nature conservation.
- Carrying out a biodiversity audit of council landholdings and/or the whole council area
- Gathering expert advice on possible actions in support of biodiversity.
- Drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached.

Guidance for town and parish councils on developing a [local nature action plan](#) has been published by South Gloucestershire Council, as well as a [field guide](#) for those with little or no ecological background.

## **DRAFT MODEL BIODIVERSITY POLICY**

### **PREAMBLE**

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Little Braxted Parish Council will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

### **DEFINITION**

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

## **AIMS AND OBJECTIVES**

The object of this policy is to work towards enhancing and protecting the biodiversity of Little Braxted.

In particular, Little Braxted Parish Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.

## **ACTIONS**

### **Planning applications**

- The council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.



- It will include policies in support of biodiversity within the neighbourhood plan.

### **Land and property management**

- The council will carry out a biodiversity audit of its landholdings.
- The council will consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- The council will consider biodiversity issues and the implementation of changes when managing its buildings.

### **Local community**

- The council will raise public awareness of biodiversity issues, including through its website and newsletters.
- The council will engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

### **Partners**

- Little Braxted Parish Council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the parish.
- It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy will be reviewed each year at the Annual Meeting, together with a summary of how the policy has been implemented in the previous twelve months.

## **DRAFT MODEL ACTION PLAN**

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
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Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	
Village Green/War Memorial	Encourage residents to remove litter and pick up after their dogs.  Work with the county council on verge management	Sustain & enhance natural habitats.  Protecting habitats  Protecting/enhancing habitats		
The Built Landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan  Encourage hedgehog/small animal highways with permeable boundaries	Protecting/enhancing habitats  Extending habitats.	Ongoing	

**ITEM 9**

**To receive a financial statement as of 30<sup>th</sup> June 2023**

**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>
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
<b>Total for Year</b>				<b>£ 6.79</b>	<b>£ -</b>	<b>£ 4,886.00</b>	<b>£ 1,326.94</b>	<b>£ 6,219.73</b>

## 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
					<b>£ 322.42</b>	<b>£ -</b>	<b>£ 73.22</b>	<b>£ -</b>	<b>£ 378.46</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 151.14</b>	<b>£ 191.05</b>	<b>£ 1,116.29</b>	<b>£ 16.21</b>	<b>£ 1,132.50</b>

## Budget Analysis

Item	£	Income £	Expenditure £	Income	%age Budget Spe
Clerk's Salary	£ 2,625.00		£ 322.42		12.3%
Subscriptions	£ 75.00		£ 73.22		97.6%
Audit Fees	£ 230.00				0.0%
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!
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	£ 151.14		12.9%
Defibrillator	£ 50.00				0.0%
Precept		£ 4,886.00		£ 4,886.00	100.0%
Neighbourhood Watch Meetings					
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%
<b>Totals net of VAT</b>	<b>£ 6,955.00</b>	<b>£ 7,791.00</b>	<b>£ 1,116.29</b>	<b>£ 6,219.73</b>	

**Bank Statement**



LITTLE BRAXTED PARISH COUNCIL

Sort Code 20-97-40  
Account No 20189405

SWIFTBIC BUKBGB22  
IBAN GB53 BUKB 2097 4020 1894 05

Issued on 01 July 2024

MG 008072 F1V455A 709F30I4F00042 36300 A 54262

THE OFFICIALS  
LITTLE BRAXTED PARISH COUNCIL  
25 EBENEZER CLOSE  
WITHAM  
CM8 2HX



**Your Community Account**

**At a glance**

Date	Description	Money out £	Money in £	Balance £
1 Jun	Start Balance			11,695.14
6 Jun	Cheque Issued Ref: 100860	83.61		11,611.53
	Cheque Issued Ref: 100861	161.21		11,450.32
	Cheque Issued Ref: 100882	109.99		11,340.33
28 Jun	Balance carried forward			11,340.33
	Total Payments/Receipts	354.81	0.00	

**01 - 28 Jun 2024**

Start balance	£11,695.14
Money out	£354.81
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£11,340.33

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

Anything wrong? If you notice any incorrect or unusual transactions, please contact us or how to get in touch with us.

<b>As at 31/3/24</b>	
Represented by	
Barclays Bank	£ 6,610.46
<b>Total</b>	
<b>Plus unpresented cheques</b>	
Less Uncashed Cheques	-£ 357.36
<b>Total</b>	£ 6,253.10
Add Income for year	£ 6,219.73
Less Expenditure for year	£ 1,132.50
<b>Total</b>	£ 11,340.33
<b>As at 28/6/24</b>	
Represented by	
Barclays Bank	
<b>Total</b>	£ 11,340.33
Plus unpresented cheques	£ -
Less Uncashed Cheques	
<b>Total</b>	£ 11,340.33

1/2

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