



Little Braxted Parish Council

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 Tuesday 27th November 2018 at 6.15 p.m.

Gordon Mussett
Parish Clerk
20th November 2018

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 16th October 2018**
To agree and approve the minutes of the meeting held on 16th October 2018 as a true record
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Receive a Report on the Availability of Hi-Speed Broadband throughout the Parish and Consider Submitting a Grant Application - attached**
To receive a report on the availability of Hi-Speed Broadband throughout the Parish and consider submitting a grant application
- 7. To Note the Receipt of a Further Quotation for the Bridge Repairs/Repaint and Agree a Grant Submission to of the Essex Community Foundation**
To note receipt of a further quotation for the bridge repairs/repaint and agree a grant submission to the Essex Community Foundation

8. To Nominate a Representative to Attend a Meeting Being Called to Agree Future Organisational and Funding Issues in Respect of Remembrance Day Events - attached

To nominate a representative to attend a meeting being called to agree future organisational and funding issues in respect of Remembrance Day events

9. To Review and Update Standing Orders – attached

To review and update Standing Orders

10. To Comment on the Draft Maldon District Homelessness and Housing Strategy 2018-2023 – attached

To comment on the draft Maldon District Homelessness and Housing Strategy 2018-2023

11. To Note the Potential Opportunities of the Essex County Council Highways Devolution Project and Agree Further Action – attached

To note the potential opportunities of the Essex County Council Highways Devolution Project and agree further action

12. To receive a financial statement as of 31st October 2018 - attached

To receive a financial statement as of 31st October 2018

13. To Approve the following payments:-

To approve the following payments:-

Document Reference	Payable To	In Respect of	£
536	Goodlife Countryside Services	Grass Cutting Village Green and Grounds Maintenance at War Memorial	£730.00
537	G N Mussett	Remembrance Day Wreath	£25.00
538	G N Mussett	Clerk's Salary November	£122.80
539	H Bendall	Litterpicking November	£46.60

14. Clerks Report – for Information

- a) *Social Housing Scheme*
- b) *Highways Devolution Project*

15. Closure

ITEM 6

Letters were hand-delivered to all properties in Lea Lane and Old School Lane for which the Essex Superfast Broadband Map indicated they were connected to Wickham Bishops BT Box 4, but not receiving hi-speed broadband. At the time of compiling this report three replies have been received, with results as follows:-

Reference	Download Speed	Upload Speed
A	6.26	0.91
B	6.98	1.47
C	11.17-14.84	Not recorded

A fourth, verbal reply, of "it's rubbish, I use 4G" was also recorded.

It would appear that there are other sources of funding to provide hi-speed broadband where the Essex Scheme has failed, or cannot do so. The sums available depend upon the type of scheme, but if a broadband provider submitted a scheme this would probably maximise the funding.

Members are to review whether to proceed further with investigating alternative hi-speed broadband provision.

ITEM 8

To Nominate a Representative to Attend a Meeting Being Called to Agree Future Organisational and Funding Issues in Respect of Remembrance Day Events

The Parish Council is invited to nominate a representative to a meeting convened to agree future organisational and funding arrangements for the Remembrance Day service.

Members are recommended to nominate a representative to attend on behalf of the Council.

ITEM 9

To Review and Update Standing Orders

The National Association of Local Councils has issued an updated version of Standing Orders, which govern the conduct of Council meetings. The changes to the previously-adopted Standing Orders are detailed below:-

Para 17(d)

As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to

date for information; and

to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

Note: Section numbers were changed when the return was amended in 2018.

Para 18(c)

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity **unless it proposes to use an existing list of approved suppliers (framework agreement).**

Note: Addendum to original wording.

Para 19(c)

The chairman or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of **the Clerk**. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.

Note: Corrects typo in May version.

Para 21(a)

The Council **may appoint a Data Protection Officer.**

Note: Amended from "shall" to "may" when legislation was relaxed.

Members are recommended to adopt these changes to Standing Orders.

ITEM 10

To Comment on the Draft Maldon District Homelessness and Housing Strategy 2018-2023

Maldon District Council are inviting comments on its Draft Homelessness and Housing Strategy 2018-2023. The full document (over 65 pages) is available to view on-line on the Council's website www.maldon.gov.uk/housing_consultation.

Members are recommended to delegate the compilation of their comments by the Clerk for submission to Maldon District Council

ITEM 11

To Note the Potential Opportunities of the Essex County Council Highways Project and Agree Further Action

Essex County Council are keen to devolve responsibility for certain minor off-road highways works to Parish Councils. Such works include verge cutting, sign maintenance and repair, public footpath clearance and signage, bus stop/shelter maintenance, and minor footway repairs. They are trialling a pilot with new money, which for Little Braxted would be £500 in the first year.

Whilst members may consider it helpful to be able to determine how/when suchy works are undertaken in the Parish, the reality is that we would need to engage the services of a larger organisation in order to both maximise our resources and conduct the works in accordance with the County Council's specific (and 80-odd pages in length) Health and Safety requirements.

Members are recommended to explore with Witham Town Council their views on this pilot with a view to future joint working.

ITEM 12**To receive a financial statement as of 31st October 2018****Income**

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
26/04/2018		Maldon District Council	Precept	£ 3,274.00				£ 3,274.00
09/05/2018		HM Revenue & Customs	VAT Refund				£ 112.76	£ 112.76
06/08/2019		Essex Community Foundation	Grant towards Broadband Review			£ 250.00		£ 250.00
12/10/2018		Wickham Bishops Parish Council	Contribution to War Memorial Upkeep		280.36			£ 280.36
12/10/2018		Great Braxted Parish Council	Contribution to War Memorial Upkeep		50.58			£ 50.58
Total for Year				£ 3,274.00	£ 330.94	£ 250.00	£ 112.76	£ 3,967.70

Expenditure

Date	Document Reference	Invoice Reference	Payable To	In Respect of	Clerk's Salary £	Elections £	Subscriptions £	Audit Fees £	Insurance £	War Memorial £	Information Commissioner £	Transparency Fund £	Housing Needs Survey	Litter Picking £	Other £	Total Net of VAT £	VAT £	Total £
43207	511	9414	EALC	Annual Subscription			£ 62.71									£ 62.71		£ 62.71
17/04/2018	512		H Bendall	Litterpicking										£ 46.80		£ 46.80		£ 46.80
17/04/2018	513		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
22/05/2018	514		H Bendall	Litterpicking										£ 56.50		£ 56.50		£ 56.50
22/05/2018	515		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
22/05/2018	516		BHIB	Insurance Premium					£ 303.38							£ 303.38		£ 303.38
19/06/2018	517		County Broadband	Hi-speed Internet Survey											£ 208.33	£ 208.33	£ 41.67	£ 250.00
19/06/2018	518		Essex County Council	Bridge Repair Survey											£ 250.00	£ 250.00	£ 50.00	£ 300.00
17/07/2018	519		H Bendall	Litterpicking										£ 46.80		£ 46.80		£ 46.80
17/07/2018	520		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
17/07/2018	521		HMRC	Tax/NI	£ 91.80										£ 12.40	£ 104.20		£ 104.20
17/07/2018	522		SALC	Internal Audit Fee				£ 98.00								£ 98.00	£ 19.60	£ 117.60
17/07/2018	523		H Bendall	Litterpicking										£ 56.50		£ 56.50		£ 56.50
17/07/2018	524		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
04/09/2018	525		Maldon District Council	GDPR Service											£ 100.00	£ 100.00	£ 20.00	£ 120.00
04/09/2018	526		H Bendall	Litterpicking										£ 46.80		£ 46.80		£ 46.80
04/09/2018	527		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
18/09/2018	528		H Bendall	Litterpicking										£ 46.60		£ 46.60		£ 46.60
18/09/2018	529		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
18/09/2018	530		G N Mussett	Litterpickers										£ 20.48		£ 20.48		£ 20.48
16/10/2018	531		HMRC	NI/PAYE	£ 91.80									£ 12.60		£ 104.40		£ 104.40
16/10/2018	532		H Bendall	Litterpicking										£ 56.70		£ 56.70		£ 56.70
16/10/2018	533		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
16/10/2018	534		Fishwell Ltd	Noticeboard Glass											£ 25.00	£ 25.00	£ 5.00	£ 30.00
16/10/2018	535		Maldon District Council	Road Closure Notice												£ 139.17	£ 27.83	£ 167.00
Total for Year					£1,043.20	£ -	£ 62.71	£ 98.00	£ 303.38	£ -	£ -	£ -	£ -	£ 402.18	£ 722.50	£ 2,631.97	£ 164.10	£ 2,796.07

Budget Analysis

BUDGET ANALYSIS						
2018/19	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Income	%age Budget Sp	Notes
Clerk's Salary	£ 1,841.00		£ 1,043.20		56.7%	
Subscriptions	£ 65.00		£ 62.71		96.5%	
Audit Fees	£ 140.00		£ 98.00		70.0%	
Insurance	£ 400.00		£ 303.38		75.8%	
War Memorial	£ 375.00	£ 350.00		£ 330.94	94.6%	
Information Commissioner	£ 35.00					
Grass Cutting	£ 400.00					
Hall Hire	£ 300.00					
Transparency Fund	£ 90.00					Restricted funds
Other	£ 200.00		£ 483.33	£ 250.00	116.7%	
Election Fees	£ 15.00					
Remembrance Day Parade	£ 260.00		£ 139.17			
Parish Plan						Restricted funds
Village Fete						Restricted funds
Litterpicking	£800	£ 800.00	£ 402.18		50.3%	Restricted funds
Housing Needs Survey						
Defibrillator						Restricted funds
Precept		£ 3,274.00		£ 3,274.00	100.0%	
Neighbourhood Watch Meetings						Restricted funds
Data Protection Officer	£ 100.00		£ 100.00		100.0%	
VAT Refund		£ 80.00		£ 112.76	141.0%	
Totals net of VAT	£ 5,021.00	£ 4,504.00	£ 2,631.97	£ 3,967.70		

Bank Reconciliation



LITTLE BRAXTED PARISH COUNCIL

Sort Code 20-97-40
Account No 20189405
SWIFT: BARGB22
BAN 0853 008 2097 4020 1894 05
Issued on 01 November 2018

MR GORDON MUSSETT
25 EBENEZER CLOSE
WITHAM
CM8 2HX



Your Community Account

At a glance

29 Sep - 31 Oct 2018

Start balance	£6,976.77
Money out	£746.98
▶ Commission charges £0.00	
Money in	£330.94
▶ Gross interest earned £0.00	
End balance	£6,560.73

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

Date	Description	Money out £	Money in £	Balance £
29 Sep	Start Balance			6,976.77
2 Oct	Cheque issued Ref: 100527	122.80		6,853.97
	Cheque issued Ref: 100528	122.80		6,731.17
	Cheque issued Ref: 100530	20.48		6,710.69
12 Oct	Deposit Re: 46/Witham 100084		330.94	7,041.63
19 Oct	Cheque issued Ref: 100533	122.80		6,918.83
	Cheque issued Ref: 100534	30.00		6,888.83
24 Oct	Cheque issued Ref: 100531	104.40		6,784.43
25 Oct	Cheque issued Ref: 100532	56.70		6,727.73
26 Oct	Cheque issued Ref: 100535	167.00		6,560.73
31 Oct	Balance carried forward			6,560.73
Total Payments/Receipts		746.98	330.94	

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	
<u>As at 31/03/18</u>	
Petty Cash	£ 0.58
Barclays Bank	£ 5,878.40
Total	£ 5,878.98
Less Uncashed Cheques	-£ 489.30
Total	£ 5,389.68
Add Income for year	£ 3,967.70
Less Expenditure for year	-£ 2,796.07
Total	£ 6,561.31
<u>As at 31/10/18</u>	
Represented by	
Petty Cash	£ 0.58
Barclays Bank	£ 6,560.73
Total	£ 6,561.31
Less Uncashed Cheques	£ -
Total	£ 6,561.31