



## 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 Tuesday 29<sup>th</sup> January 2019 at 7.00 p.m.

**Gordon Mussett**  
**Parish Clerk**  
**15<sup>th</sup> January 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 27<sup>th</sup> November 2018**  
*To agree and approve the minutes of the meeting held on 27<sup>th</sup> November 2018 as a true record*
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Receive an Update on the Availability of Hi-Speed Broadband throughout the Parish - attached**  
*To receive an update on the availability of Hi-Speed Broadband throughout the Parish*
- 7. To Note the Receipt of a Further Quotation for the Bridge Repairs/Repaint and the Grant Submission to the Essex Community Foundation - attached**  
*To note receipt of a further quotation for the bridge repairs/repaint and the grant submission to the Essex Community Foundation*

**8. To Note the Increased Funding Available under the Essex County Council Highways Devolution Project and Confirm the Previous Decision not to Participate – attached**

*To note the increased funding available under the Essex County Council Highways devolution project and confirm the previous decision not to participate*

**9. To Support Wickham Bishops Parish Council Campaign to Retain their Library – attached**

*To support Wickham Bishops Parish Council campaign to retain their Library*

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

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

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

*To approve the following payments:-*

<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
540	G N Mussett	Clerk's Salary December	£122.80
541	H Bendall	Litterpicking December	£46.60
542	HMRC	NI/Tax Oct-Dec	£104.40
543	G N Mussett	Clerk's Salary January	£122.80
544	H Bendall	Litterpicking January	£56.70
545	G N Mussett	New Litterpickers	£20.48

**12. To Agree the Budget and Set the Precept for 2019/20 – attached**

*To agree the Budget and set the Precept for 2019/20*

**13. To Review the Council's Risks – attached**

*To review the Council's risks*

**14. To Agree to Exclude the Public and Press from the Following Item in Accordance with the Local Government (admission to Meetings) Act 1960 in view of the Confidential Nature of the Business to be Discussed**

**15. To Note the Revised National Salary Scales for Parish Clerks and Agree Implementation**

**16. Closure**

## **ITEM 6**

In late December the Chairman and the Clerk met with a representative of County Broadband, and the principal was agreed of a two-stage implementation process. Stage 1, the preparation of a scheme funded via a Government-backed initiative is in progress. Once the funding has been agreed and the necessary works undertaken, stage 2 will commence. At present there is no firm timetable but it is expected that increased broadband should be available to properties in Witham Road and Lea Lane later in 2019.

**This update is for information only**

## **ITEM 7**

### **To Note the Receipt of a Further Quotation for the Bridge Repairs/Repaint and the Grant Submission to the Essex Community Foundation**

A second quotation for the bridge works has now been received, for £25,358.27 plus VAT (£30,429.92). This quotation excludes the cost of traffic management. Accordingly a Grant Submission has been made to the Essex Community Foundation for the sum of £28,611 based on the quotation received from Essex County Council which included traffic management.

**This item is for information only**

## **ITEM 8**

### **To Note the Increased Funding Available under the Essex County Council Highways Devolution Project and Confirm the Previous Decision not to Participate**

Members will recall that Essex County Council are keen to devolve responsibility for certain minor off-road highways works to Parish Councils, and that the last meeting this Council agreed not to participate based upon the funding available, which was then £500..

Since that date the sum available to small Parishes such as this has been increased to £1,000. However based on Members' views it is considered that they would still not wish to participate.

**Members are recommended to re-affirm the decision not to participate in the scheme at present.**

## **ITEM 9**

### **To Support Wickham Bishops Parish Council Campaign to Retain their Library**

This library is under threat of closure in the Essex County Council draft strategy - <https://libraries.essex.gov.uk/libraries-consultation/read-the-strategy/our-core-offer-and-tiered-approach/>

Essex County Council do not include it in their list of libraries which they would support even if run by community groups.

Wickham Bishops Parish Council have asked for This Council's support to try to (at the least) move it into the community-run category.

**Members are recommended to write in support of retaining Wickham Bishops Library**

**ITEM 10****To receive a financial statement as of 31<sup>st</sup> December 2018****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>
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
<b>Total for Year</b>				<b>£ 3,274.00</b>	<b>£ 330.94</b>	<b>£ 250.00</b>	<b>£ 112.76</b>	<b>£ 3,967.70</b>

## 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
<b>Total for Year</b>					<b>£1,043.20</b>	<b>£ -</b>	<b>£ 62.71</b>	<b>£ 98.00</b>	<b>£ 303.38</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 402.18</b>	<b>£ 722.50</b>	<b>£ 2,631.97</b>	<b>£ 164.10</b>	<b>£ 2,796.07</b>

## Budget Analysis

<b>BUDGET ANALYSIS</b>						
<b>2018/19</b>	<b>Budget</b>		<b>Figures are net of VAT</b>			
<b>Item</b>	<b>£</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Income</b>	<b>%age Budget Sp</b>	<b>Notes</b>
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%	
<b>Totals net of VAT</b>	<b>£ 5,021.00</b>	<b>£ 4,504.00</b>	<b>£ 2,631.97</b>	<b>£ 3,967.70</b>		

# Bank Reconciliation



**LITTLE BRACKEN PARK  
COUNCIL**

Sort Code 20-47-40  
Account No 20199400  
Routing Number 000000  
ABA Code 2000 2001 0001 1000 00  
Issued on 02 January 2019

MR GORDON MUSSETT  
25 LORMEZER CLOSE  
WITCHAM  
CM8 2JH

## Your Community Account

Date	Description	Money out	Money in	Balance
1 Dec	Start Balance			5,062.93
1 Dec	Cheque issued ref 10019	49.62		5,013.31
31 Dec	Balance carried forward			5,013.31
Total Payments/Receipts		49.62	0.00	

## At a glance

**01 - 31 Dec 2018**

Start balance	£5,062.93
Money out	£ 49.62
= Current charges £3.00	
Money in	£ 0.00
= Credit interest earned £3.30	
<b>End balance</b>	<b>£5,013.31</b>

<u>As at 31/03/18</u>	
Petty Cash	£ 0.58
Barclays Bank	£ 5,878.40
<b>Total</b>	<b>£ 5,878.98</b>
Less Uncashed Cheques	-£ 489.30
<b>Total</b>	<b>£ 5,389.68</b>
Add Income for year	£ 3,967.70
Less Expenditure for year	-£ 3,720.47
<b>Total</b>	<b>£ 5,636.91</b>
<b>As at 31/10/18</b>	
<b>Represented by</b>	
Petty Cash	£ 0.58
Barclays Bank	£ 5,636.33
<b>Total</b>	<b>£ 5,636.91</b>
Less Uncashed Cheques	£ 0.00
<b>Total</b>	<b>£ 5,636.91</b>



## **ITEM 12**

### **To Agree the Budget and Set the Precept for 2019/20**

The draft budget for 2019/20 is attached, together with previous years' expenditure for comparison. Last year the Council decided NOT to increase the precept beyond the rate of inflation. However the Council's level of general reserves fell during the year, due in the main to the decision to try to repair and enhance the bridge over the river, for which a seemingly small sum of £250 to act as a down payment towards the future works had the effect of a 16% reduction in reserves.

Looking to the future, and in particular, progression-planning, the present Clerk is likely to retire at the end of the next Council (2024), and a new Clerk will need to be properly reimbursed for the Council's day to day running expenses (printer ink, paper, envelopes, etc), together with a regular training budget, and paid according to the National Salary Scales.

On this basis therefore it is recommended that the precept for 2019/20 be set at a minimum of £42.45 for a Band D property. This represents an annual increase of £3,47 for a Band D, and for those in Band H (properties valued in excess of £320,000) an annual increase of £6.94 – just over 50p per month.

**Members are invited to agree the budget and set the precept.**

Item	2222						Budget	Likely Out-	Proposed	Notes on			
	0000	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	turn	Budget	Proposed	Proposed		
	0111							2018/19	2019/20	Budget	Budget		
Clerk's Salary		£ 2,000.00	£ 1,768.00	£ 1,808.00	£ 1,809.00	£ 1,900.00	£ 1,841.00	£ 1,841.00	£ 1,900.00	Allows for small pay award			
Petty Cash		£ 75.00	£ -	£ -									
Subscriptions		£ 58.00	£ 60.00	£ 60.00	£ 60.00	£ 65.00	£ 65.00	£ 62.71	£ 65.00				
Audit Fees		£ 160.00	£ 85.00	£ 85.00	£ 88.00	£ 85.00	£ 140.00	£ 98.00	£ 105.00				
Insurance		£ 425.00	£ 380.00	£ 380.00	£ 340.00	£ 340.00	£ 400.00	£ 303.38	£ 350.00	Previous insurer withdrawn from market			
Election Fees		£ -	£ -	£ -	£ 15.00	£ 15.00	£ 15.00	£ -	£ 90.00				
War Memorial		£ 275.00	£ 30.00	£ 30.00	£ 250.00	£ 356.00	£ 375.00	£ 350.00	£ 375.00				
PCSO			£ -										
Information Commissioner		£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 55.00	£ 55.00				
Data Protection Officer							£ 100.00	£ 100.00	£ -				
Remembrance Day Wreath				£ 40.00	£ 40.00		£ 40.00	£ 25.00	£ 40.00				
Hall Hire			£ 100.00	£ 150.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 360.00				
Grass Cutting			£ 360.00	£ 375.00	£ 360.00	£ 380.00	£ 400.00	£ 380.00	£ 400.00				
Remembrance Day Parade				£ 125.00	£ 160.00	£ 220.00	£ 220.00	£ 140.00	£ 160.00				
Litterpicking					£ 516.00	£ 200.00	£ 800.00	£ 800.00	£ 800.00	From earmarked funds			
Parish Plan					£ 1,115.00								
Fete					£ 600.00					Non-recurring item			
Transparency Fund					£ 407.00		£ 90.00			Non-recurring item			
Defibrillator					£ 1,406.00								
Other			£ 100.00	£ 200.00	£ 87.00		£ 200.00	£ 250.00	£ 200.00				
Precept		-£ 2,500.00	-£ 2,700.00	-£ 2,900.00	-£ 3,100.00	-£ 3,125.00	-£ 3,274.00	-£ 3,274.00	-£ 3,600.00				
VAT Refund		-£ 60.00	-£ 20.00	-£ 30.00	-£ 55.00	-£ 100.00	-£ 80.00	-£ 112.00	-£ 180.00				
Halifax Interest		£ -	£ -	£ -	£ -								
Gift - S Pulford		£ -	£ -	£ -	£ -								
Litterpicking					-£ 780.00	-£ 200.00	-£ 800.00	-£ 800.00	-£ 800.00	From earmarked funds			
Village Fete					-£ 600.00					Non-recurring item			
Parish Plan					-£ 1,500.00					Non-recurring item			
War Memorial Recharge						-£ 331.00	-£ 350.00	-£ 331.00	-£ 331.00				
Transparency Fund										Non-recurring item			
Defibrillator Grant					-£ 2,000.00								
Prize				-£ 150.00									
<b>Totals</b>		<b>468.00</b>	<b>198.00</b>	<b>208.00</b>	<b>- 447.00</b>	<b>140.00</b>	<b>517.00</b>	<b>188.09</b>	<b>- 11.00</b>				
Figures are NET of VAT which is reclaimable													
Bank Account Balances at end of year		£ 1,687.38	£ 1,578.85	£ 1,570.00	£ 2,668.00	£ 5,390.00		£ 4,517.00	£ 3,717.00				
					Included £1,418 of earmarked funds	Includes £3,752 of earmarked funds		Includes £3,138 of earmarked funds					
Reserves Net of Earmarked Funds		£ 1,687.38	£ 1,578.85	£ 1,570.00	£ 1,250.00	£ 1,638.00		£ 1,379.00	£ 1,368.00				
Band D Equivalent					83.4	84.1	84		84.8				
Band D Council Tax					£ 37.17	£ 37.16	£ 38.98		£ 42.45				

### **ITEM 13**

#### **To Review the Council's Risks**

The Council uses the Local Council Risk System to manage its risks, which are reviewed on a regular basis by the Clerk.

A copy of the Council's highest risks, together with the action plans to control and monitor these risks, has been emailed as a separate document.

**Members are to review these risks and agree the control actions.**