



## 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 on Monday 29<sup>th</sup> November 2021 at 7.00 p.m.

**Gordon Mussett**  
**Parish Clerk**  
**22<sup>nd</sup> November 2021**

### 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> August 2021**  
*To agree and approve the minutes of the meeting held on 4<sup>th</sup> August 2021 as a true record*
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Respond to Further Consultation on the A12 Widening Scheme - attached**  
*To respond to further consultation on the A12 widening scheme*
- 7. To Comment on Additional Information Received on Planning Application No: ESS/36/21/BTE - Land at: Colemans Farm Quarry, Little Braxted Lane, Rivenhall, Witham, Essex, CM8 3EX - attached**  
*To comment on additional information received on Planning Application No: ESS/36/21/BTE - Land at: Colemans Farm Quarry, Little Braxted Lane, Rivenhall, Witham, Essex, CM8 3EX*
- 8. To Note the Appeal Against the Refusal of Planning Application LDE/MAL/20/01078 - Proposal: Certificate of lawfulness of existing use and/or development (CLEUD) in relation to the continued use of Sewells**

**Barn as an independent dwellinghouse for in excess of four years  
(Resubmission of LDE/MAL/20/00736)**

*To note the appeal against the refusal of Planning Application  
LDE/MAL/20/01078 - Proposal: Certificate of lawfulness of existing use and/or  
development (CLEUD) in relation to the continued use of Sewells Barn as an  
independent dwellinghouse for in excess of four years (Resubmission of  
LDE/MAL/20/00736)*

**9. To Receive a Financial Statement as of 31<sup>st</sup> August 2021 - attached**

*To receive a financial statement as of 31<sup>st</sup> August 2021*

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

*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>
660	H Bendall	Litterpicking - August	£65.44
661	G N Mussett	Clerk – August	£96.33
662	G N Mussett	Clerk – September	£96.33
663	H Bendall	Litterpicking – September	£53.95
664	HMRC	Tax/NI	£194.00
665	One Suffolk	Website Hosting	£60.00
666	H Bendall	Litterpicking – October	£53.95
667	G N Mussett	Clerk – October	£96.33
668	Goodlife Countryside Services	Gardening – War Memorial	£350.00
669	Goodlife Countryside Services	Grass Cutting	£400.00
670	H Bendall	Litterpicking – November	£65.44
671	G N Mussett	Clerk – November	£96.33
672	British Legion	Remembrance Day Wreath	£25.00

**11. To Agree a Draft Budget for 2022/2023 – Attached**

*To agree a draft budget for 2022/2023*

**12. Clerk's Report**

**13. Closure**

## **ITEM 6**

### **To Respond to Further Consultation on the A12 Widening Scheme**

Highways England have recently consulted further on the A12 widening scheme. There is no change to the arrangements for the connection of Little Braxted Lane to junction 22, but **Members are recommended to confirm their support for this to Highways England.**

There is mention of “noise reducing road surface treatment” on other parts of the new A12 route but none through the Blackwater Valley, despite its status as an important nature site. **Members are recommended to seek noise reducing road surface treatment for the length of the A12 through the Blackwater Valley.**

There are a number of options for re-routing the high pressure gas main which runs alongside (and across) the existing A12 which might impinge on the quarry workings. **Members are recommended to agree their preferred routing.**

## **ITEM 7**

### **To Comment on Additional Information Received on Planning Application No: ESS/36/21/BTE - Land at: Colemans Farm Quarry, Little Braxted Lane, Rivenhall, Witham, Essex, CM8 3EX**

Much of this relates to the requirement to conduct a full archeological survey on the proposed western extension.

However, of more importance is the Air Quality Traffic Assessment. Whilst this shows no, or minimal impact on the two residential premises nearest to the site, there is no assessment of the potential impact at key sites within the neighbouring road network, in particular at the junction of The Avenue, Witham, with the Braintree Road, where not only will HGV vehicles be stationery for periods of time but will also be starting on an adverse incline.

**Members may wish to comment on this aspect.**

**ITEM 8****To receive a financial statement as of 31<sup>st</sup> August 2021****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>
09/04/2021		HMRC	VAT Refund				109.17	£ 109.17
26/04/2021		Maldon District Council	Precept	£ 4,400.00				£ 4,400.00
<b>Total for Year</b>				<b>£ 4,400.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 109.17</b>	<b>£ 4,509.17</b>

## EXPENDITURE

Date	Cheque No	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 £
05/05/2021	642	13881	EALC	Annual Subscription			£ 68.20								£ 68.20		£ 68.20
05/05/2021	643	3430-100-05	Community Action Suffolk	Website SSL Certificate										£ 36.00	£ 36.00	£ -	£ 36.00
05/05/2021	644	LIT00682818	Maldon District Council	Speed Check Surveys										£ 68.40	£ 68.40	£ 13.68	£ 82.08
05/05/2021	645		H Bendall	Litterpicking									£ 43.35		£ 43.35		£ 43.35
05/05/2021	646		G N Mussett	Clerk's Salary	£ 96.33										£ 96.33		£ 96.33
29/04/2021	647		SALC	Internal Audit Fee				£ 158.00							£ 158.00	£ 31.60	£ 189.60
20/05/2021	648		H Bendall	Litterpicking									£ 54.04		£ 54.04		£ 54.04
20/05/2021	649		G N Mussett	Clerk's Salary	£ 96.33										£ 96.33		£ 96.33
20/05/2021	650		BHIB	Insurance					£ 320.78						£ 320.78		£ 320.78
25/06/2021	651		H Bendall	Litterpicking									£ 53.95		£ 53.95		£ 53.95
25/06/2021	652		G N Mussett	Clerk's Salary	£ 96.33										£ 96.33		£ 96.33
25/06/2021	653		CANCELLED												£ -		£ -
25/06/2021	654		HMRC	Tax/NI	£ 192.00								£ 24.00		£ 216.00		£ 216.00
25/06/2021	655		Road Signs Direct	Weight Limit signs										£ 98.19	£ 98.19	£ 19.64	£ 117.83
25/06/2021	656		Road Signs Direct	Turning signs										£ 72.99	£ 72.99	£ 14.60	£ 87.59
04/08/2021	657		H Bendall	Litterpicking									£ 53.95		£ 53.95	£ -	£ 53.95
04/08/2021	658		G N Mussett	Clerk's Salary	£ 96.33										£ 96.33	£ -	£ 96.33
04/08/2021	659		Screwfix	Litterbags									£ 14.98		£ 14.98	£ 2.99	£ 17.97
<b>Total for Year</b>					<b>£ 577.32</b>	<b>£ -</b>	<b>£ 68.20</b>	<b>£ 158.00</b>	<b>£ 320.78</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 244.27</b>	<b>£ 275.58</b>	<b>£ 1,644.15</b>	<b>£ 82.51</b>	<b>£ 1,726.66</b>

BUDGET ANALYSIS						
2021/22	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Income	%age Budget Sp	Notes
Clerk's Salary	£ 2,288.00		£ 577.32		25.2%	
Subscriptions	£ 70.00		£ 68.20		97.4%	
Audit Fees	£ 110.00		£ 158.00		143.6%	
Insurance	£ 317.00		£ 320.78		101.2%	
War Memorial	£ 400.00	£ 400.00		£ -	#DIV/0!	
Information Commissioner	£ 40.00		£ -		0.0%	
Grass Cutting	£ 400.00				0.0%	
Hall Hire	£ 360.00					
Transparency Fund			£ -			Restricted funds
Other	£ -		£ 171.18		#DIV/0!	
Election Fees	£ 75.00		£ -		0.0%	
Remembrance Day Parade	£ 70.00			£ -	0.0%	
Parish Plan						Restricted funds
Village Fete						Restricted funds
Litterpicking	£800	£ 800.00	£ 244.27	£ -	30.5%	Restricted funds Money in reserves to offset this spend
Housing Needs Survey						Restricted funds Money in reserves to offset this spend
Defibrillator						Restricted funds
Precept		£ 4,400.00		£ 4,400.00		
Neighbourhood Watch Meetings						Restricted funds
McAfee Subscription	£ 80.00					
Website Hosting	£ 50.00	£ -	£ 36.00			
Speed Checks	£ 500.00		£ 68.40			
Bridge Repairs						Restricted funds Money in reserves to offset this spend
VAT Refund		£ 90.00		£ 109.17	121.3%	
<b>Totals net of VAT</b>	<b>£ 5,560.00</b>	<b>£ 5,690.00</b>	<b>£ 1,644.15</b>	<b>£ 4,509.17</b>		
VAT		£ -	£ 82.51	£ -		
<b>Totals inc VAT</b>		<b>£ 5,690.00</b>	<b>£ 1,726.66</b>	<b>£ 4,509.17</b>		

**BANK RECONCILIATION**



ME000019 FUNDRAISING ACCOUNT NAME: TSP44 A

LITTLE BOX  
COUNCIL  
3631434071  
Account No: 2  
NEWBY, RUM  
NEWBY 040148  
TRAIL 01 0 5

MIC MUGGETT  
LITTLE BOXED PARISH COUNCIL  
20 BARNLEY CLOSE  
WILTON  
LW2 2HX



**Your Community Account**

At a gl

Date	Description	Debit (£)	Credit (£)	Balance (£)
Tot	Month Balance			5,071.28
18 May	✓ Cheque issued to 40557	58.00		5,013.28
21 May	✓ Cheque issued to 40557	52.00		4,961.28
	✓ Cheque issued to 44572	91.73		4,869.55
	✓ Cheque issued to 44572	210.00		4,659.55
	✓ Cheque issued to 44572	117.83		4,541.72
	✓ Cheque issued to 44572	67.50		4,474.22
	✓ Cheque issued to 44572	95.20		4,379.02
	✓ Cheque issued to 44572	17.87		4,361.15
31 Aug	Balance carried forward			4,158.17
	Total Payments Receipts	733.50	0.00	

01 Jul - 5  
Start balance  
Money out  
= Deposits  
Money in  
= Cash income  
End balance  
This report is  
for the financial  
year ended 31/08/21

FORMER LITTLE BOX COUNCIL 10/17

Please ensure you have entered all your bank transactions, and the next page for how to get in touch with us.

Bank details for the Fundraising account are as follows: Bank of Scotland, Newby Branch, 3631434071, Account No: 2, Newby, Rum, Newby 040148, Trail 01 0 5

As at 31/08/21	
Petty Cash	£ 0.00
Barclays Bank	£ 4,158.17
<b>Total</b>	<b>£ 4,158.17</b>
Less Unreconciled Cheques	£ -
<b>Total</b>	<b>£ 4,158.17</b>
Add Income for year	£ 4,509.17
Less Expenditure for year	£ - 5,726.96
<b>Total</b>	<b>£ 4,158.17</b>
As at 31/08/21	
Represented by	
Petty Cash	£ 0.00
Barclays Bank	£ 4,158.17
<b>Total</b>	<b>£ 4,158.17</b>
Plus unreconciled cheques	
Less Unreconciled Cheques	£ -
<b>Total</b>	<b>£ 4,158.17</b>



ITEM 11

**Proposed Draft Budget 2022/2023**

The proposed draft budget is shown below:-

Item	2016/17	2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Draft Budget 2022.23
Clerk's Salary	£ 1,809.00	£ 1,900.00	£ 1,849.65	£ 1,900.00	£ 2,000.00	£ 2,288.00	£ 2,350.00
Subscriptions	£ 60.00	£ 65.00	£ 62.71	£ 65.00	£ 68.00	£ 70.00	£ 75.00
Audit Fees	£ 88.00	£ 85.00	£ 98.00	£ 105.00	£ 435.00	£ 110.00	£ 125.00
Insurance	£ 340.00	£ 340.00	£ 303.38	£ 350.00	£ 325.00	£ 317.00	£ 325.00
Election Fees	£ 15.00	£ 15.00		£ 90.00	£ 15.00	£ 75.00	£ 15.00
War Memorial	£ 250.00	£ 356.00	£ 350.00	£ 375.00	£ 375.00	£ 400.00	£ 600.00
PCSO							
Information Commissioner	£ 35.00	£ 35.00	£ 40.00	£ 55.00	£ 40.00	£ 40.00	£ 40.00
Data Protection Officer				£ -	£ -		
Remembrance Day Wreath	£ 40.00			£ 40.00	£ 25.00	£ 30.00	£ 30.00
Hall Hire	£ 300.00	£ 300.00	£ 250.00	£ 360.00	£ 360.00	£ 360.00	£ 150.00
Grass Cutting	£ 360.00	£ 380.00	£ 380.00	£ 400.00	£ 400.00	£ 400.00	£ 410.00
Remembrance Day Parade	£ 160.00	£ 220.00	£ 164.17	£ 160.00	£ 50.00	£ 70.00	£ 100.00
Litterpicking	£ 516.00	£ 200.00	£ 697.46	£ 800.00	£ 800.00	£ 800.00	£ 800.00
Parish Plan	£ 1,115.00						
Fete	£ 600.00						£ 2,500.00
Transparency Fund	£ 407.00						
Defibrillator	£ 1,406.00						
Speed Checks							£ 200.00
Other	£ 87.00		£ 483.33	£ 200.00	£ 200.00	£ 500.00	£ 400.00
Website					£ 120.00	£ 50.00	£ 50.00
GDPR			£ 100.00				
Neighbourhood Watch Meetings			£ 284.69				
McAfee Subscription					£ 80.00	£ 80.00	£ 80.00
Precept	-£ 3,100.00	-£ 3,125.00	-£ 3,274.00	-£ 3,600.00	-£ 3,950.00	-£ 4,400.00	-£ 4,500.00
VAT Refund	-£ 55.00	-£ 100.00	-£ 80.00	-£ 180.00	-£ 255.00	-£ 90.00	-£ 120.00
Halifax Interest	£ -						
Gift - S Pulford	£ -						
Litterpicking	-£ 780.00	-£ 200.00	-£ 800.00	-£ 800.00	-£ 800.00	-£ 800.00	-£ 800.00
Village Fete	-£ 600.00						-£ 2,500.00
Parish Plan	-£ 1,500.00						
War Memorial Recharge		-£ 331.00	-£ 350.00	-£ 331.00	-£ 400.00	-£ 400.00	-£ 400.00
Transparency Fund							
Defibrillator Grant	-£ 2,000.00						
Prize							
<b>Totals</b>	<b>- 447.00</b>	<b>140.00</b>	<b>559.39</b>	<b>- 11.00</b>	<b>- 112.00</b>	<b>- 100.00</b>	<b>- 70.00</b>

There has been a 2.5% reduction in the number of Band D equivalent properties, so the net impact of the draft budget and the reduction in the Tax Base is as shown below:-

Item	2016/17	2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Draft Budget 2022.23
Band D Equivalent	83.4	84.1	84	84.8	84.8	85.5	82.2
Band D Council Tax	£ 37.17	£ 37.16	£ 38.98	£ 42.45	£ 46.58	£ 51.46	£ 54.74
			4.89%	8.92%	9.7%	10.5%	6.4%

Points to note from the draft budget:-

- a) The 2021 National Salary Agreement currently remains unsettled. However the provision in the current budget should suffice for this increase which is expected to be around 3%, with a further 5% in 2022/23.
- b) The lettering on the War Memorial needs repainting ahead of the 2022 Remembrance Day Service
- c) Provision is made for a fully-funded fete on Friday 3<sup>rd</sup> June 2022 for the Queen's Platinum Jubilee Celebrations. Two children's fairground rides have been booked and I am waiting to hear back from a Hog Roast.
- d) The cost of hall hire is based on a small number of meetings.