



Little Braxted Parish Council

Minutes of the Meeting of Little Braxted Parish Council held at the Braxted Bakery on Tuesday 17th March 2026 at 7.00pm

Present: Councillors: Barke, Jepson, and Yeates

Also Present: District Councillor Morgan and one member of the public

1. Apologies for absence

Apologies for absence had been received from Councillor Howard.

2. To Co-Opt A Councillor

The Council agreed to co-Opt Simon Morgan as a Councillor. Councillor Morgan duly signed his declaration of acceptance of office and joined the meeting.

3. Declarations of Interest

No Members declared any interests in matters on the agenda.

4. To Consider any requests from Members for Dispensations

No Members requested dispensations.

5. To Agree and Approve the Minutes of the Meeting held 13th January 2026

The Council agreed and approved the signing of the minutes of the meeting held on 13th January 2026 as a true record.

6. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish

There were no matters on which the member of the public wished to speak.

7. To Note Concerns Regarding the Junction of Kelvedon Road and Tiptree Road and Support Wickham Bishops Parish Council's Requests for Improvements

The Council noted concerns regarding the junction of Kelvedon Road and Tiptree Road and Wickham Bishops Parish Council's requests for residents to cut back hedgerows and for Essex Highways to renew the white lines. Members considered that a reduction in speed of vehicles approaching the junction along Tiptree Road would reduce the severity of accidents, and it was agreed to suggest to Wickham Bishops Parish Council that they install VAS signs, either identifying excess speed, or which warned of a dangerous junction.

8. To Note and Agree the Internal Auditor's Terms of Engagement

The Council noted and agreed the Internal Auditor's Terms of Engagement.

9. To Consider and Agree Revised Funding and Organisational Arrangements for Maintenance of the War Memorial and the Remembrance Day Road Closure

The Chairman reported on his discussions with Wickham Bishops Parish Council's Chairman. Wickham Bishops Parish Council considered that they had no, or insufficient notice, of likely costs for the grounds maintenance at the War Memorial, or for the Remembrance Day Service. Wickham Bishops Parish Council had suggested that their grass cutting contractor could cut the War Memorial grass more cheaply, but this would be solely five cuts per annum with no mention of maintaining the flower beds. Given the relatively small sums involved it was agreed that this Council would seek funding from the Essex Community Foundation to maintain the grounds around the War Memorial on the same basis as at present and with no recharge to either of the other two Parishes, other than the cost of insurance.

In respect of the road closure for the Remembrance Day Service Wickham Bishops Parish Council had requested greater involvement and they were currently seeking competitive quotations. There would be no change to the distribution of costs.

The Council noted and agreed the outcome of these discussions.

Councillor Morgan left the meeting.

10. To Receive a Financial Statement as of 31st January 2026 – Attached

The Council received and noted the financial statement as of 31st January 2026, showing a balance of £4,599.11

11. To Approve the following payments made between meetings

The Council noted the following payments made between meetings:-

Document Reference	Payable To	In Respect of	£	Powers
957	Microsoft	Microsoft 365 Software	£84.99	LGA 1972 s151
958	Road Signs Direct	CCTV and ANPR signs	£124.74	LG and Rating Act 1997 s.10
987	H Bendall	Litterpicking February	£88.36	LGA 1972, s.144
988	G N Mussett	Clerk's Salary February	£175.47	LGA 1972 s112(1) & s112(2)

12. To Approve the Following Payments

The Council approved the following payments

Document Reference	Payable To	In Respect of	£	Powers
989	The Braxted Bakery	Hire of Meeting Room	£150.00	LGA Sch 12
990	Information Commissioners Office	Data Protection Fee	£52.00	LGA 1972 s151

991	H Bendall	Litterpicking March	£107.75	LGA 1972, s.144
992	G N Mussett	Clerk's Salary March	£175.47	LGA 1972 s112(1) & s112(2)
993	HMRC	Tax/NI Qtr 4	£164.00	LGA 1972 s112(1) & s112(2)

13. To Finalise Arrangements for the Hosting Event for the New Parish Plan

The Council agreed to make a funding bid to the Essex Community Foundation to host an event to launch the Parish Plan consultation and at a later date, feedback the results to residents. It was agreed that the initial event would be held to coincide with the return to steam of a locomotive at the Braxted Bakery Railway, with residents being given free rides behind it and suitable refreshments, courtesy of the Bakery but funded from the Grant. The Clerk would ask residents for topics to be included in the Plan.

14. Clerks Report – for Information

The Clerk reported that he had been contacted by Wickham Bishops residents recently, in connection with the War Memorial junction, and in connection with the extension to The Oaks Care Home, and that he had provided extensive information to both, one of whom had asked to be added to this Council's email circulation list.

15. Closure

The meeting was closed at 7.47pm