



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 16th October 2018 at 7.00 p.m.

Gordon Mussett
Parish Clerk
9th October 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 18th September 2018**
To agree and approve the minutes of the meeting held on 18th September 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 Outcome of the a Survey on the Possibility of Extending Hi-Speed Broadband throughout the Parish and Agree to Submit a Grant Application - attached**
To receive a report on the outcome of the survey on the possibility of extending Hi-Speed Broadband throughout the Parish and agree to submit a grant application
- 7. To Note the Quotations for the Bridge Repairs/Repaint and the Funding Decision of the Essex Community Foundation**
To note the quotations for the bridge repairs/repaint and the funding decision of the Essex Community Foundation

- 8. To Comment on Planning Application HOUSE/MAL/18/00786 to vary condition 2 of approved application (Proposed attached car port to front of house, single-storey side and rear extension, first floor roof terrace and render to external face of existing brickwork), Highfield House, Green Man Lane**

To Comment on Planning Application HOUSE/MAL/18/00786 to vary condition 2 of approved application (Proposed attached car port to front of house, single-storey side and rear extension, first floor roof terrace and render to external face of existing brickwork), Highfield House, Green Man Lane

- 9. To receive a financial statement as of 30th September 2018 - attached**

To receive a financial statement as of 30th September 2018

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

To approve the following payments:-

Document Reference	Payable To	In Respect of	£
531	HMRC	Tax/NI	£104.40
532	H Bendall	Litterpicking	£56.70
533	G N Mussett	Clerk's Salary	£122.80
534	G N Mussett	Noticeboard Glass	£30.00

- 11. Clerks Report – for Information**

a) Social Housing Scheme

- 12. Closure**

ITEM 6

To Receive a Report on the Outcome of the a Survey on the Possibility of Extending Hi-Speed Broadband throughout the Parish and Agree to Submit a Grant Application

The Council received grant-funding to investigate the possibility of extending hi-speed broadband further into the heart of the village. The report on the investigation is shown below.

Quotation for the provision of:

High-Speed Next Generation Access (NGA)
Broadband Provision

Presented to:

Kit Speakman
Little Braxted Village project

David Dunn

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Registered in England No. 04666043



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Document Control

Version	Date	Change	By Who
1.1	29/07/2018	Initial Document	David Dunn
1.2	21/09/2018	Post Survey	David Dunn

Please note: All costs indicated are exclusive of VAT at the standard rate unless otherwise specified.

1 Introduction

County Broadband is a fibre line and Wireless Internet Service Provider (WISP) and Rural Networks Operator with over thirteen years' experience in the provision of niche market rural broadband networks and services.

We offer engineering expertise in the design, build and support of our network and specialise in the provision of rural community projects and bespoke business solutions. Unlike the major network providers, we extend our networks into smaller "niche" markets generally neglected by other telecom providers.

2 How we provide our services

Traditional deployment methods use fibre and/or copper technology to deliver high-speed broadband services.

County Broadband employs both traditional technologies and wireless technologies, often combining these two solutions into a hybrid Wireless/Fibre network that provide a "least cost, fastest to deploy" solution capable of delivering state-of-the-art communications at speeds often above those offered in urban areas.

This enables rural/semi-rural business parks to not only compete, but to exceed the connectivity options offered elsewhere to potential tenants providing a unique and powerful "USP" for any landlord.

As a niche market, rural broadband provider with many years' experience we have developed a multi-disciplined approach to provision, covering the following key areas:



3 Requirements

County Broadband have been requested to develop a solution to provide high speed broadband to the area of Little Braxted. This is being funded by the village Trustee's to improve the current provision, particularly in the outlying properties.

The clay pigeon tower on the Little Braxted Hall estate has been made available to act as key access point, it was also suggested that the barn at Hales Farm would be available if required.

4 Survey Results

The survey has clearly demonstrated that the clay pigeon tower (CPT) would be an ideal location as a key site to install a receiver and onward transmitter.

The images demonstrate a good reach from the tower, this should provide coverage of; Little Braxted Lane, Lea Lane and Braxted Park Road.

We did carry out further testing at Hales Farm, this would connect back to the CPT, however any onward service from this site is very limited. We can see x3 properties to the main part of the village, north of the barn.

The views to the East are impacted by the line of conifers and would not add any value to the properties in Lea Lane.

Testing at the Green Man demonstrated that the tree line was too extensive to be able to gain a wireless link to this part of the village.

5 Suggested Build

If it were agreed by the trustees that there is value in improving service to the outlying properties of the village in; Little Braxted Lane, Lea Lane and Braxted Park Road. The recommendation would be to build the transmitter at the CPT only in the first instance.

Hales Farm may be useful, if the conifers were cut to a level to provide line of sight to the East to connect any property shielded by trees from the CPT and to connect the three properties to the north of this location.

I will send a pack of photographs that will enable you to see the view from both locations.

6 Requirements

County Broadband would require power to be run to the tower to install the main access point. For safety reason we would also require some remedial work to the CPT to ensure that each platform is secure and the ladder is tested and certified for use.

If Hales Farm were to be used the line of conifers would require cutting back, the owner did suggest that he would be happy to arrange this.



7 Costs

The costs below are an estimated cost based on the survey, any unforeseen costs would be chargeable, this proposal is valid for 90 days.

I have included the costs of the main transmitter at the CPT and a separate price should it be decided that Hales Farm would add value.

7.1 Costs Clay Pigeon Tower

Cost to extend the network and supply and fit the receiving and transmitting hardware

E	1,500.00	Network build
E	250.00	Cable, Enclosures & Fixings

E 1,750.00 Total Cost

7.2 Hales Farm Extension

E	1,360.00	Network build
E	150.00	Cable, Enclosures & Fixings

E 1,610.00 Total Cost

8 Residential Services

We would be able to offer residential and business services to 32Mbps at the following tariffs.

Package	Data Allowance GB	Download Mbps	Upload Mbps	Price per Month (inc VAT)
NGA Home Standard	80	16	16	£21.99
NHA Home 16 Unlimited	Unlimited	16	8	£26.99
NGA Home 24 Unlimited	Unlimited	24	12	£31.99
NGA Home 32 Unlimited	Unlimited	32	16	£36.99

Members are to consider whether to apply for further grant funding to implement the scheme.

ITEM 7

To Note the Quotations for the Bridge Repairs/Repaint and the Funding Decision of the Essex Community Foundation

The Council has investigated the costs of repairs to the bridge over the river, and received the following estimates from Essex County Council:-

Option 1 - £5,104.27 + VAT

Replace 8m of rotten timber with concrete posts and galvanised rail

Dispose rotten timber to contractors licenced tip

Option 2 - £28,611.11 + VAT (Hardwood)

Remove existing rotten timber post and renew with hardwood material

Remove concrete posts and rail

Replace to match existing

Replace all keyclamp fittings and fixings to match existing

Dispose all rotten/existing material to contractors licenced tip

Option 3 - £26,790.48 + VAT (Softwood)

Remove existing rotten timber post and renew with softwood material

Remove concrete posts and rail

Replace to match existing

Replace all keyclamp fittings and fixings to match existing

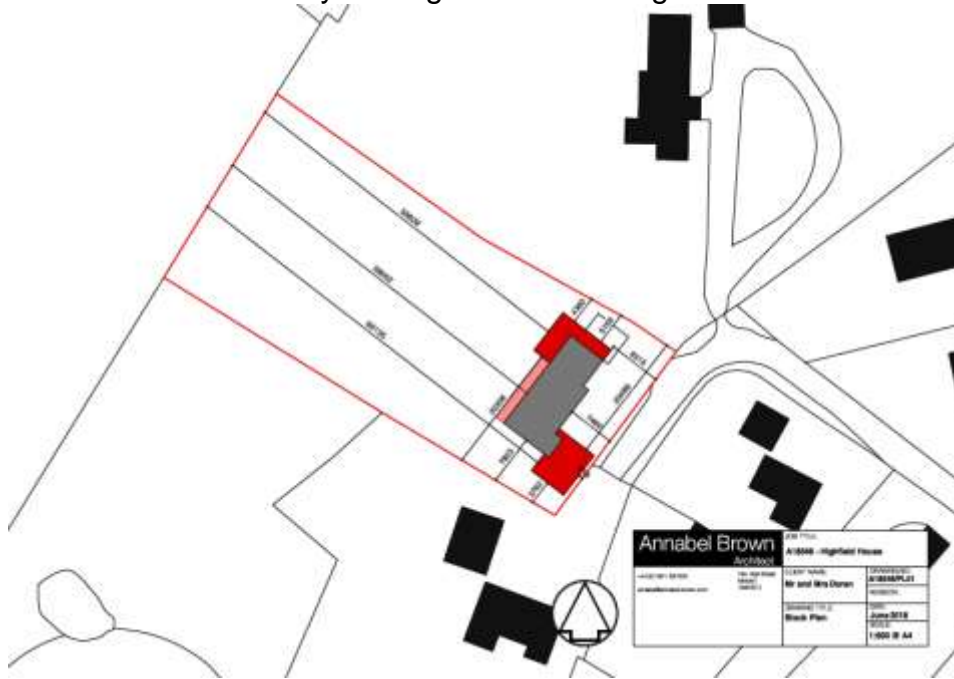
Dispose all rotten/existing material to contractors licenced tip

An initial funding submission has been made to Essex Community Foundation for the sum of £10,000, but no decision has yet been made. Members will be updated at the meeting.

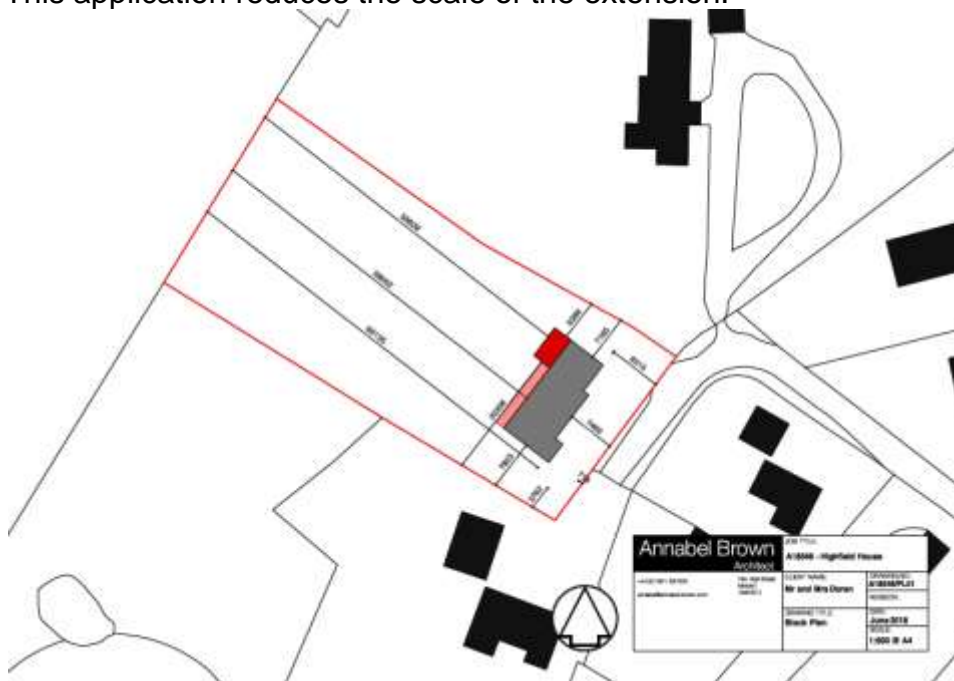
ITEM 8

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Permission has already been granted for a larger extension:-



This application reduces the scale of the extension:-



ITEM 8**To receive a financial statement as of 30th September 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
Total for Year				£ 3,274.00	£ -	£ 250.00	£ 112.76	£ 3,636.76

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

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 £
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
Total for Year					£ 828.60	£ -	£ 62.71	£ 98.00	£ 303.38	£ -	£ -	£ -	£ -	£ 332.88	£ 558.33	£ 2,183.90	£ 131.27	£ 2,315.17

Budget Analysis

BUDGET ANALYSIS										
2018/19										
Item	Budget £	Income £	Figures are net of VAT		%age Budget Sp	Notes				
			Expenditure £	Income						
Clerk's Salary	£ 1,841.00		£ 828.60		45.0%					
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								
Information Commissioner	£ 35.00									
Grass Cutting	£ 400.00									
Hall Hire	£ 300.00									
Transparency Fund	£ 90.00					Restricted funds				
Other	£ 200.00		£ 558.33	£ 250.00	154.2%					
Election Fees	£ 15.00									
Remembrance Day Parade	£ 260.00									
Parish Plan						Restricted funds				
Village Fete						Restricted funds				
Litterpicking	£800	£ 800.00	£ 332.88		41.6%	Restricted funds				
Housing Needs Survey										
Defibrillator						Restricted funds	Money in reserves to offset this spend			
Precept		£ 3,274.00		£ 3,274.00	100.0%					
Neighbourhood Watch Meetings						Restricted funds				
Data Protection Officer	£ 100.00									
VAT Refund		£ 80.00		£ 112.76	141.0%					
Totals net of VAT	£ 5,021.00	£ 4,504.00	£ 2,183.90	£ 3,636.76						
VAT		£ -	£ 131.27							
Totals inc VAT		£ 4,504.00	£ 2,315.17							

Bank Reconciliation



MG 001948 F1V1865A 89993104100118 36300 9410094489

MR GORDON MUSSETT
25 EBENEZER CLOSE
WITHAM
CM8 2HX




LITTLE BRAXTED PARISH COUNCIL.

Sort Code 20-97-40
Account No 20189405
SWIFTBIC BUKGB22
IBAN GB53 BUKB 2097 4020 1894 05
Issued on 01 October 2018

Your Community Account

Date	Description	Money out £	Money in £	Balance £
1 Sep	Start Balance			7,190.17
18 Sep	Cheque Issued Ref: 100526	46.80		7,143.37
19 Sep	Cheque Issued Ref: 100525	120.00		7,023.37
26 Sep	Cheque Issued Ref: 100528	46.60		6,976.77
28 Sep	Balance carried forward			6,976.77
Total Payments/Receipts		213.40	0.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

At a glance

01 - 28 Sep 2018

Start balance	£7,190.17
Money out	£213.40
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£6,976.77

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

65A 9410094489 1 of 2

Barclays Bank	£ 5,878.40
Total	£ 5,878.98
Less Uncashed Cheques	-£ 489.30
Total	£ 5,389.68
Add Income for year	£ 3,636.76
Less Expenditure for year	-£ 2,315.17
Total	£ 6,711.27
As at 30/09/18	
Represented by	
Petty Cash	£ 0.58
Barclays Bank	£ 6,976.77
Total	£ 6,977.35
Less Uncashed Cheques	-£ 266.08
Total	£ 6,711.27