



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 17th April 2018 at 7.00 p.m.

Gordon Mussett
Parish Clerk
10th April 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 27th March 2018**
To agree and approve the minutes of the meeting held on 27th March 2018 as a true record
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Agree with Hastoe Housing how to Progress the Investigation into the Provision of Limited Low-Cost Housing in the Parish– attached**
To agree with Hastoe Housing how to progress the investigation into the provision of limited low-cost housing in the Parish
- 7. To Receive an Update on the Recent Colemans Farm Quarry Liaison Meeting held on 11th April**
To receive an update on the recent Colemans Farm Quarry Liaison Meeting held on 11th April

8. To Agree to Submit a Grant Request to the Little Braxted Community and Educational Trust for Funding to Install Weight Restriction and Associated Signage in Witham Road – attached

To agree to submit a grant request to the Little Braxted Community and Educational Trust for funding to install weight restriction and associated signage in Witham Road

9. To receive a financial statement as of 31st March 2018 and agree the year-end accounts- attached

To receive a financial statement as of 31st March 2018 and agree the year-end accounts. The Bank Reconciliation is to follow upon receipt of the latest Bank Statement.

10. To Approve the following payments:-

To approve the following payments:-

Document Reference	Payable To	In Respect of	£
511	EALC	Annual Subscription	£62.71
512	H Bendall	Litterpicking – April	£46.80
513	G N Mussett	Clerk's Salary - April	£122.80

11. Clerks Report – for Information

To receive an update from the Clerk including:-

Application to Awards4All for Royal Wedding Commemoration

12. Closure

ITEM 6

To Agree with Hastoe Housing how to Progress the Investigation into the Provision of Limited Low-Cost Housing in the Parish

At the last meeting the Council agreed to work with Hastoe Housing to try to provide a small low-cost housing development in the Parish. The Hastoe Housing Officer will be in attendance and the Council will be agreeing the next steps in exploring the options, including public meetings, site searches, and mix of ownerships.

ITEM 8

To Agree to Submit a Grant Request to the Little Braxted Community and Educational Trust for Funding to Install Weight Restriction and Associated Signage in Witham Road

The County Council have retained the provision of advance weight restriction signs at the junction(s) of Witham Road and Lea Lane in their programme for 2018/19, but with no forecast of when these signs will be installed. Their estimated cost is £3,000. In addition since the creation of the new farm access east of the church, there is now a (final) turning opportunity for HGV's which could now be signed as such (not being included in the ECC scheme).

The opportunity exists to try to prevent further damage to residents' and County Council property and advance the installation of these signs by making a bid to the Trust.

Members are recommended to consider this option.

ITEM 10**To receive a financial statement as of 31st March 2018****INCOME**

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
28/04/2017		Maldon District Council	Precept	£ 3,125.00				£ 3,125.00
02/05/2017		HMRC	VAT Refund				£ 553.67	£ 553.67
15/12/2017		EALC	Course Bursary Refund			£ 33.75		£ 33.75
21/12/2017		Great Braxted Parish Council	War Memorial Upkeep		£ 50.58			£ 50.58
21/12/2017		Essex Community Foundation	Litterpicking Grant			£ 2,460.00		£ 2,460.00
28/12/2017		Essex Community Foundation	Neighbourhood Watch Meetings Grant			£ 972.00		£ 972.00
12/01/2018		Wickham Bishops Parish Council	War Memorial Upkeep		£ 280.36			£ 280.36
Total for Year				£ 3,125.00	£ 330.94	£ 3,465.75	£ 553.67	£ 7,475.36

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 £
18/04/2017	492		G N Mussett	Clerk's Salary	£ 90.72											£ 90.72		£ 90.72
18/04/2017	493		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
18/04/2017	494		EALC	Annual Subs			£ 61.75									£ 61.75		£ 61.75
18/04/2017	495		AON	Insurance Premium Virus Check Renewal					£ 347.74							£ 347.74		£ 347.74
18/04/2017	496		McAfee	Renewal								£ 79.16				£ 79.16	£ 15.83	£ 94.99
23/05/2017	497		SALC	Internal Audit				£ 135.00								£ 135.00	£ 27.00	£ 162.00
23/05/2017	498		H Bendall	Litterpicking										£ 45.60		£ 45.60		£ 45.60
23/05/2017	499		G N Mussett	Clerk's Salary	£ 90.32											£ 90.32		£ 90.32
26/05/2017	Cash		Post Office	Stamp				£ 1.86								£ 1.86		£ 1.86
27/06/2017	500		HMRC	PAYE/NI	£ 150.40									£ 9.20		£ 159.60		£ 159.60
27/06/2017	501		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
27/06/2017	502		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
27/06/2017	503		G N Mussett	Litterpicking Warning Sign										£ 76.88		£ 76.88	£ 15.38	£ 92.26
27/06/2017	504		A Stow	Installation of Defibrillator Cabinet											£ 180.00	£ 180.00		£ 180.00
27/06/2017	505		The Green Man	Electricity for Defibrillator Cabinet											£ 25.00	£ 25.00		£ 25.00
20/07/2017	506		H Bendall	Litterpicking										£ 45.60		£ 45.60		£ 45.60
20/07/2017	507		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
20/07/2017	508		Cancelled													£ -		£ -
05/09/2017	509		H Bendall	Litterpicking										£ 45.60		£ 45.60		£ 45.60
05/09/2017	510		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
17/10/2017	455		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
17/10/2017	456		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
17/10/2017	457		HMRC	PAYE/NI	£ 90.00									£ 11.20		£ 101.20		£ 101.20
17/10/2017	458		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
17/10/2017	459		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
17/10/2017	460		Royal British Legion	Wreath											£ 17.00	£ 17.00		£ 17.00

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 £
28/11/2017	461		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
28/11/2017	462		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
28/11/2017	463		Maldon District Council	Road Closure Notice											£ 107.00	£ 107.00		£ 107.00
28/11/2017	464		J Aldis	Grasscutting										£ 370.00		£ 370.00		£ 370.00
28/11/2017	465		J Aldis	Grasscutting						£ 275.00						£ 275.00		£ 275.00
28/11/2017	466		EALC	Training Course											£ 45.00	£ 45.00		£ 45.00
30/01/2018	467		Megabrokers	Noticeboard											£ 58.29	£ 58.29	£ 11.66	£ 69.95
30/01/2018	468		Speedy Hire	Drill Hire											£ 24.50	£ 24.50	£ 4.90	£ 29.40
30/01/2018	469		HMRC	PAYE/NI	£ 90.00									£ 9.20		£ 99.20		£ 99.20
30/01/2018	470		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
30/01/2018	471		H Bendall	Litterpicking										£ 45.60		£ 45.60		£ 45.60
30/01/2018	472		G N Mussett	Litterpickers										£ 9.56		£ 9.56		£ 9.56
30/01/2018	473		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
30/01/2018	474		H Bendall	Litterpicking										£ 45.60		£ 45.60		£ 45.60
30/01/2018	475		RCCE	Housing Needs Survey									£ 189.97			£ 189.97	£ 37.99	£ 227.96
30/01/2018	476		The Braxted Bakery	Hall Hire											£ 250.00	£ 250.00		£ 250.00
28/02/2018	505		Cancelled												-£ 25.00	-£ 25.00		-£ 25.00
27/03/2018	477		G N Mussett	ICO Registration							£ 35.00					£ 35.00		£ 35.00
27/03/2018	478		H Bendall	Litterpicking										£ 45.60		£ 45.60		£ 45.60
27/03/2018	479		H Bendall	Litterpicking										£ 55.50		£ 55.50		£ 55.50
27/03/2018	480		G N Mussett	Clerk's Salary	£ 123.20											£ 123.20		£ 123.20
27/03/2018	481		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
27/03/2018	482		HMRC	PAYE/NI	£ 91.40									£ 15.80		£ 107.20		£ 107.20
Total for Year					£1,814.60	£ -	£ 61.75	£ 136.86	£ 347.74	£ 275.00	£ 35.00	£ 79.16	£ 189.97	£ 648.94	£ 1,051.79	£ 4,640.81	£ 112.76	£ 4,753.57

INCOME/EXPENDITURE AGAINST BUDGET

2017/18	Budget		Figures are net of VAT						
Item	£	Income £	Expenditure £	Net £	%age Budget Spend	Notes			
Clerk's Salary	£ 1,900.00		£ 1,814.60	£ 85.40	95.5%				
Subscriptions	£ 65.00		£ 61.75	£ 3.25	95.0%				
Audit Fees	£ 85.00		£ 136.86	-£ 51.86	161.0%				
Insurance	£ 340.00		£ 347.74	-£ 7.74	102.3%				
War Memorial	£ 81.00	-£ 330.94	£ 275.00	£ 136.94	339.5%				
Information Commissioner	£ 35.00		£ 35.00	£ -	100.0%				
Grass Cutting	£ 380.00		£ 370.00	£ 10.00	97.4%				
Hall Hire	£ 300.00		£ 250.00	£ 50.00	83.3%				
Transparency Fund			£ 79.16	-£ 79.16		Restricted funds			
Other	£ 200.00	-£ 33.75	£ 144.79	£ 88.96	72.4%				
Election Fees	£ 15.00		£ 15.00	£ 15.00	0.0%				
Remembrance Day Parade	£ 220.00		£ 107.00	£ 113.00	48.6%				
Parish Plan	£0			£ -		Restricted funds			
Village Fete	£0			£ -		Restricted funds			
Litterpicking		-£ 2,460.00	£ 648.94	£ 1,811.06		Restricted funds			
Housing Needs Survey			£ 189.97	-£ 189.97					
Defibrillator	£0		£ 180.00	-£ 180.00		Restricted funds	Money in reserves to offset this spend		
Precept	-£ 3,125.00	-£ 3,125.00		£ -	100.0%				
Neighbourhood Watch Meetings		-£ 972.00				Restricted funds			
VAT Refund	-£ 100.00	-£ 553.67		£ 453.67	453.7%				
Totals net of VAT	£ 396.00	-£ 7,475.36	£ 4,640.81	£ 2,258.55					

BANK RECONCILIATION

Asset Register

Asset Register	Date of Acquisition	Value	Basis of Valuation
Village Green	First Registered	£ 1	Village green registration
Village Sign	unknown	£ 900	Estimate
Noticeboard	Jun-10	£ 178	Cost at time of purchase
Circular Teak seat	Donated Jan 2013	£ 1,000	Original purchase price
Queen Elizabeth Silver Jubilee Sign	1977	£ 200	Estimate
Traditional seat with arms	unknown	£ 650	Renewal price 2012
HP 15.6 Laptop	May-16	£ 250	Purchase price 2016
War Memorial	Jun-16	£ 1	Community Asset
HP Envy Wifi Printer	May-16	£ 58	Purchase price 2016
Best Village Sign 2015	Nov-15	£ 100	Purchase price 2015
Barriers	Apr-16	£ 60	Purchase price 2016
Defibrillator	Mar-17	£ 1,406	Purchase price 2017
		£ 4,804	

End of Year Balances

	Income	Expenditure in 2016/17	Restricted Funds Carried forward into 2017/18	Expenditure in 2017/18	New Income in 2017/18	Balance s at Year End	
Transparency Fund	£ 583.00	£ 406.97	£ 176.03	£ 79.16	£ -	£ 96.87	
Village Fete	£ 600.00	£ 600.00	£ -	£ -	£ -	£ -	
Parish Plan	£ 1,500.00	£ 1,115.40	£ 384.60	£ -	£ -	£ 384.60	
Litter Picking	£ 780.00	£ 516.42	£ 263.58	£ 648.94	£ 2,460.00	£ 2,074.64	
Defibrillator	£ 2,000.00	£ 1,406.00	£ 594.00	£ 180.00	£ -	£ 414.00	
Neighbourhood Watch				£ -	£ 972.00	£ 972.00	
Total	£ 5,463.00	£ 4,044.79	£ 1,418.21	£ 908.10	£ 3,432.00	£ 3,942.11	
Reserves		As at 31/3/16	As at 31/3/17				
General reserves		£ 1,645.74	£ 1,249.68	£ 3,845.47	£ 4,043.36	£ 1,447.57	13.67%
Restricted funds		£ -	£ 1,418.21	£ 908.10	£ 3,432.00	£ 3,942.11	64.02%
Total		£ 1,645.74	£ 2,667.89	£ 4,753.57	£ 7,475.36	£ 5,389.68	50.50%