



## 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 17<sup>th</sup> July 2018 at 7.00 p.m.

**Gordon Mussett**  
**Parish Clerk**  
**6<sup>th</sup> July 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 5<sup>th</sup> June 2018**  
*To agree and approve the minutes of the meeting held on 5<sup>th</sup> June 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**  
*To receive a report on the outcome of the survey on the possibility of extending Hi-Speed Broadband throughout the Parish*
- 7. To Comment on Planning Application No. 19/00786/HOUSE, 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 – attached**  
*To comment on Planning Application No. 19/00786/HOUSE, 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*

**8. To receive a financial statement as of 31<sup>st</sup> May 2018 - attached**

*To receive a financial statement as of 31<sup>st</sup> May 2018*

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

*To approve the following payments made between meetings:-*

<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
517	County Broadband	Survey Work re Extending Hi-Speed Broadband	£250.00
518	Essex County Council	Advance Fee re Bridge Works Assessment	£300.00

*To approve the following payments:-*

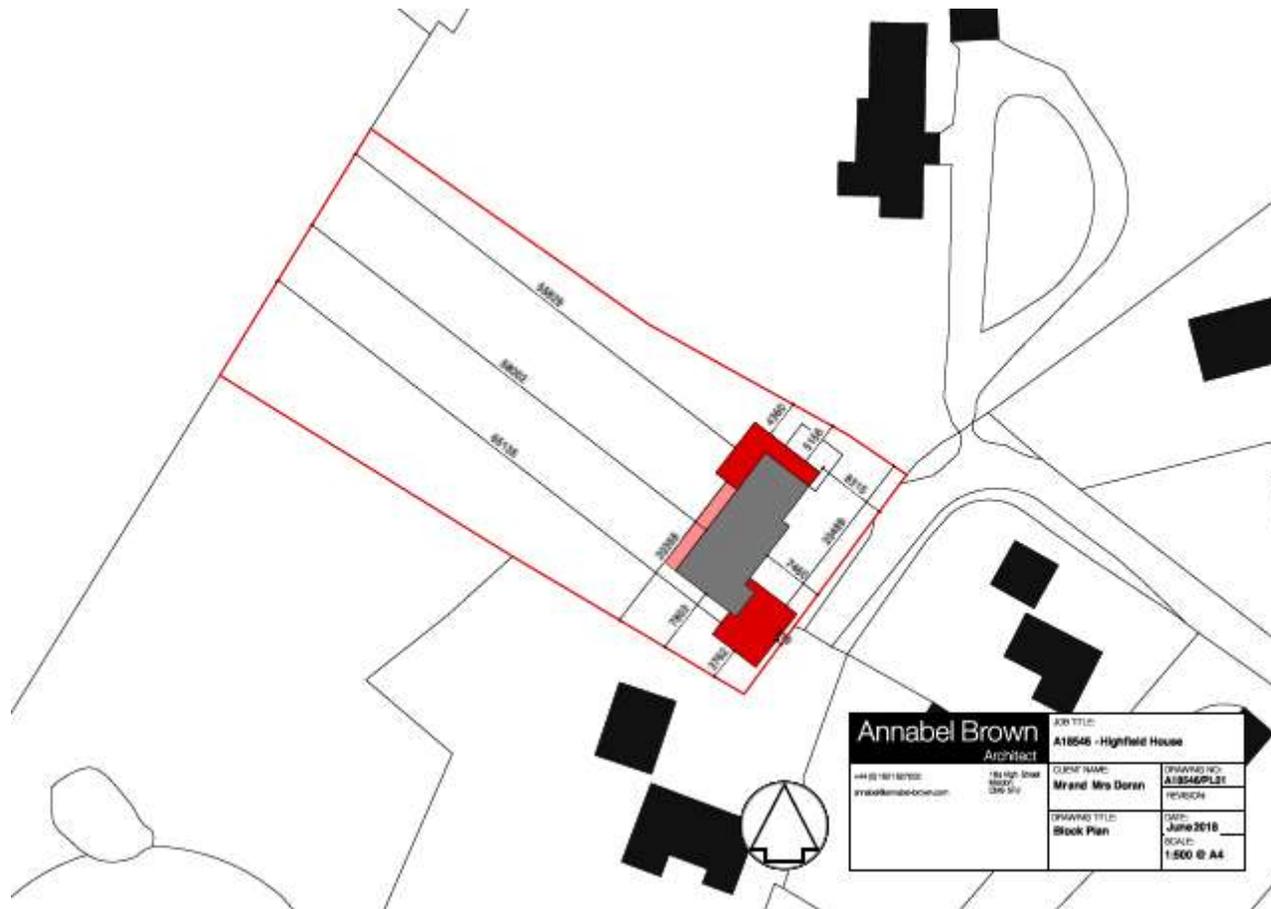
<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
519	H Bendall	Litterpicking June	£46.80
520	G N Mussett	Clerk's Salary – June	£122.80
521	HMRC	Tax and NI	£104.20
522	SALC	Internal Audit Fee	£117.60
523	H Bendall	Litterpicking July	£56.50
524	G N Mussett	Clerk's Salary July	£122.80

**10. Closure**

**ITEM 7**

**To Comment on Planning Application No. 19/00786/HOUSE, 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**

**Site Plan**





# Proposed Plan and Elevations



<b>Annabel Brown</b> Architect		PROJECT: 1188W - Highfield House	
DATE: 10/20/2024	SCALE: 1:100 (A1)	DESIGNED BY: Annabel Brown	PROJECT NO: 1188W-01
PROJECT NO: 1188W-01	SCALE: 1:100 (A1)	DATE: 10/20/2024	SCALE: 1:100 (A1)

## ITEM 8

To receive a financial statement as of 31<sup>st</sup> May 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
<b>Total for Year</b>				<b>£ 3,274.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 112.76</b>	<b>£ 3,386.76</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 £
17/04/2018	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
<b>Total for Year</b>					<b>£ 245.60</b>	<b>£ -</b>	<b>£ 62.71</b>	<b>£ -</b>	<b>£ 303.38</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 103.30</b>	<b>£ -</b>	<b>£ 714.99</b>	<b>£ -</b>	<b>£ 714.99</b>

## Budget Analysis

BUDGET ANALYSIS						
2018/19	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Net £	%age Budget Spend	Notes
Clerk's Salary	£ 1,841.00		£ 245.60		13.3%	
Subscriptions	£ 65.00		£ 62.71		96.5%	
Audit Fees	£ 140.00					
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					
Election Fees	£ 15.00					
Remembrance Day Parade	£ 260.00					
Parish Plan						Restricted funds
Village Fete						Restricted funds
Litterpicking	£800	£ 800.00	£ 103.30		12.9%	Restricted funds
Housing Needs Survey						
Defibrillator						Restricted funds
Precept		£ 3,274.00				
Neighbourhood Watch Meetings						Restricted funds
Data Protection Officer	£ 100.00					
VAT Refund		£ 80.00				
<b>Totals net of VAT</b>	<b>£ 5,021.00</b>	<b>£ 4,504.00</b>				

# Bank Reconciliation



LITTLE BRAXTED PARISH COUNCIL

Sort Code 20-97-40  
Account No 20189405

SWIFT BIC BARCGB22  
IBAN GB33 8069 2017 4002 189405

Issued on 01 June 2018

MR GORDON MUSSETT  
25 EBENEZER CLOSE  
WITHAM  
CM8 2HX

## Your Community Account

Date	Description	Money out £	Money in £	Balance £
1 May	Start Balance			8,600.39
	Cheque Issued Ref: 100513	122.80		8,477.59
10 May	Cheque Issued Ref: 100512	46.80		8,430.79
11 May	Direct Credit From HMRC Barclays BACS Ref: 780260		112.76	8,543.55
25 May	Cheque Issued Ref: 100513	122.80		8,420.75
31 May	Cheque Issued Ref: 100512	303.38		8,117.37
31 May	Balance carried forward			8,117.37
Total Payments/Receipts		595.78	112.76	

## At a glance

**01 - 31 May 2018**

Start balance	£8,600.39
Money out:	£595.78
• Commission charges	£0.00
Money in:	£112.76
• Credit interest earned	£0.00
End balance	£8,117.37

**As at 31/03/18**

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** £ 3,386.76

**Less Expenditure for year** -£ 714.99

**Total** **£ 8,061.45**

**As at 31/05/18**

**Represented by**

Petty Cash	£ 0.58
Barclays Bank	£ 8,117.37
<b>Total</b>	<b>£ 8,117.95</b>
Less Uncashed Cheques	-£ 56.50
<b>Total</b>	<b>£ 8,061.45</b>

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