



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 23rd April 2019 at 7.00 p.m.

Gordon Mussett
Parish Clerk
15th March 2019

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 Note the Resignation of Councillor Chapman**
To note the resignation of Councillor Chapman and express a vote of thanks for her service
- 5. To Agree and Approve the Minutes of the Meeting held 26th March 2019**
To agree and approve the minutes of the meeting held on 26th March 2019 as a true record
- 6. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 7. To Consider the Outcome of the Call for Sites and Initial Site Appraisal in Respect of the Affordable Housing Scheme – attached**
To consider the outcome of the call for sites and initial site appraisal in respect of the affordable housing scheme

8. To Receive an Update on Highway Matters raised with the Local Highways Panel – attached

To receive an update on highway matters raised with the Local Highways Panel

9. To Agree the Arrangements for the Remembrance Day Service 2019 and Beyond – attached

To agree the arrangements for the Remembrance Day Service 2019 and beyond

10. To receive a financial statement as of 29th March 2019 - attached

To receive a financial statement as of 29th March 2019

11. To Approve the following payments:-

To approve the following payments:-

Document Reference	Payable To	In Respect of	£
554	G N Mussett	Clerk's Salary	£125.15
555	H Bendall	Litterpicking	£41.60
556	Essex Association of Local Councils	Annual Subscription	£63.74
557	G N Mussett	Paperand Inkjet Cartridges	£42.50

12. Clerk's Report – for Information Only

- a. Repairs to Bridge
- b. Internal and External Audit Fees

13. Closure

ITEM 7

To Consider the Outcome of the Call for Sites and Initial Site Appraisal in Respect of the Affordable Housing Scheme

Following the last Parish Council, after criticism that not all landowners had been invited to offer their land for an affordable housing scheme the Parish Council undertook an additional “call for sites”. At the time of production of this agenda no other landowners have come forward to offer a site and the options of proceeding rest on those sites put forward by the only landowner willing to make land available.

Hastoe Housing have undertaken an initial planning appraisal on all the sites seemingly conforming to the Maldon District Council criteria, but the landowner of two of the sites has indicated that they do not wish to offer their land up, so the extract from the appraisal excludes these sites. The remaining site appraisals are shown below:-



Little Braxted, Essex
Strategic Site Appraisal
For Proposed Affordable Housing

On behalf of:
Hastoe Housing Association

Prepared by Barefoot & Gilles Architect
November 2018

barefoot & gilles
architects

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Introduction

This site appraisal has been produced at the request of Hastoe Housing Association which is working with Little Braxted Parish Council to examine the potential of several sites within the village to host new affordable homes. A requirement for two affordable homes has been identified within the village* with the potential of a single dwelling for the open market in order to ensure the financial viability of the project.

Hastoe Housing Association has provided locations for a total of FIVE sites which were reviewed with the Parish Council. The purpose of this report is to provide an initial assessment of the development potential of each of these sites.

Planning Context:

Little Braxted is a village and a civil parish located approximately 2 miles south east of Witham in the district of Maldon, Essex. The population in 2017 was 170 in 55 households. Little Braxted is identified as open countryside in the Maldon Local Plan and is not defined by a settlement boundary.

The intention is that both the affordable housing and the open market housing should be delivered as development on an exception site in accordance with Policy H5 - Rural Exception Schemes – in the Maldon District Local Development Plan ** - See Appendix A

*Housing Needs Survey published by the Rural Community Council of Essex (RCCE) November 2017

**Document SD01, Maldon District Approved Local Development Plan 2014 – 2019



Methodology

Sites included in this report had been previously identified during a public consultation exercise held by the Parish Council and their exact locations shown to Hasloe by the Parish Clerk with the Chairman identifying Land ownership.

The approach taken to identify suitable sites was to consider the village as a whole and to apply criteria such as proximity to village amenities and local impact. A diagram of possible sites was provided by the Hasloe Group – See Appendix B

The village of Little Braxted is arranged in a small cluster around the St Nicholas' Parish Church with a further group of dwellings further south and close to Wickham Bishops. The FIVE sites selected are located in the more southerly group of dwellings, close to the village facilities and in the absence of a settlement boundary care has been taken to identify locations which will minimise the intrusion of new buildings in the open countryside. In addition, consideration has been given to visibility for vehicle access, the location and condition of existing trees and the availability of utilities.



Site Assessment - Site 1

Site 1 – Lies on the corner of Old School Lane and Lea Lane and is part of an agricultural field. A thin line of trees lines the verge between the road and the field, some of which would need to be removed to provide access.

The proximity of the site to the junction may prove problematic as, although Old School Lane appears to be lightly trafficked, Lea Lane is a main distributor.

The trees lining the verge appear to be relatively young and where they need to be removed to create vehicular access any ecological value they may have could be replaced by strategic planting within the site.

The relationship of a residential site with the existing agricultural use in this location may prove to be difficult as access to the area of field fronting Old School Lane would be constrained by the new development.

There appears to be very little change in level between the site and the road frontage which would make creating an access relatively straightforward. In addition, there is no evidence of a ditch separating the road and the potential site which would mean a culvert is unnecessary.

There is some evidence of positive drainage for surface water to Old School Lane and if the mains drainage is a combined system then the site could be serviced by mains for both foul and surface water. A utilities search will be required to establish the services available to this site.

The view across Lea Lane to open countryside is particularly attractive.



Site Assessment - Site 2

Site 2 – is immediately adjacent to Site 1 and has the advantage that access could be located an acceptable distance from the junctions of Old School Lane with both Lea Lane and Little Braxted Lane.

Although located in an agricultural field as for Site 1, the orientation of this site and its frontage to Old School Lane would allow a more rational separation of a residential site from the field. The field could terminate with a straight-line boundary to the residential site thereby allowing easy access for agricultural machinery and the creation of a regular-shaped residential site.

The line of trees fronting Site 1 continues along the frontage of Site 2 and, again, any ecological value they may have can be replaced by planting within the residential sites. The relationship of Site 2 with the road is similar to Site 1 in that there is very little change in level and no apparent requirement for culverting.

If there is combined drainage present in Lea Lane, then this could serve Site 2 for both surface and water drainage.

Opposite Site 2 is a former school house which has been extended and converted to residential use. Placing new houses on Site 2 will therefore create a small cluster of homes at the western end of Little Braxted which will be more easily integrated visually into the fabric of the village.



Site Assessment - Site 3

Site 3 – lies on the westerly side of Kelvedon Road on the opposite side of the road from Glebe Cottage which is part of a short row of well-established two-storey houses in the centre of the village. The proposed residential site would be in a relatively level open field, separation of a residential site from the remaining agricultural use, however, appears to be difficult to achieve without compromising the cultivation of the field.

There is a line of trees fronting the site along Kelvedon Road although this is fairly sparse with many spaces through which it would be possible to create an access into the new site without the need to remove any of the existing trees. There is, however, a marked change in level between the road and the adjoining field which may create difficulties with the installation of a new access road. In addition, a ditch separates the field from the road which will require a culvert.

Site 3 lies in an area subject to Article 4 designation. This has the effect of limiting permitted development rights in order to protect the amenity of the area. This restriction should have no substantial impact on proposals for general purpose housing although future extensions of the properties would be strictly controlled.

Kelvedon Road is a distributor road connecting the village to B Class roads and although a speed limit applies through the village visibility is fair only in the northerly direction.



Summary

Policy H5 provides the opportunity for each of the sites to be considered as a location for a Rural Exception Site and as no settlement boundary exists for the village each would be given equal consideration. The Housing Needs Survey carried out by the RCCE last year has identified a need for TWO affordable houses and there is an acceptance that in order to make the affordable units ONE open-market house could be acceptable.

It can be seen that the relatively close proximity of all FIVE sites to each other and their location within the extensive settlement pattern of Little Braxted affords equal status in terms of sustainability, access to local amenities and provision of utilities.

The decision as to which site to progress therefore falls to the physical characteristics of each of the sites, both the constraints and opportunities that each affords. Further site investigation, desktop studies and utilities searches will be required before the preferred site for development can be identified although it may be possible that this initial assessment of the sites can identify which of the FIVE to prioritise in this process.

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Members are to determine whether to proceed further with the scheme on any of these sites, or whether to determine if a site, in the ownership of the supportive landowner, closer to the Green Man is available and more likely to receive support.

Members are to determine whether to proceed with a scheme for two affordable properties for rent supported by one additional affordable for sale, or to seek funding to reduce the scheme to just two affordable for rent.

ITEM 8

To Receive an Update on Highway Matters raised with the Local Highways Panel

Action on Traffic Following Parish Plan Survey 2017

Survey Responses

	Very Strongly Agree	Strongly Agree	Agree	Disagree	Strongly Disagree	Very Strongly Disagree
Do the roads need to be in a better state of repair ?	13	8	15	2		
Are vehicles driven too fast through the village ?	25	7	6			
Should there be more restrictions on HGV's using the village as a shortcut ?	27	9	2			
Is there too much through traffic ?	17	10	7	3		
Are traffic calming measures required ?	19	5	10	2		1
Should speed limits be enforced ?	22	8	8			
Is a 20 mph limit required at the village green ?	16	5	10	7		
Should there be more footways ?	12	7	9	7	1	2
Are drivers damaging verges by driving on them ?	20	5	7	6		
Should some roads be designated "quiet lanes" ?	18	4	10	6		
Should there be more street lights ?	2		3	18	5	9

Responsibility for all matters related to roads and traffic rests with Essex County Council Highways. The procedure for small schemes (which includes speed reduction measures, traffic calming, signage) is to work through the Maldon Area Local Highways Panel, which has a devolved budget.

Action Taken

January 17 – Submitted a scheme for a walkway between the War Memorial and Old School House. ECC response was *“Thank you for your email below regarding an LHP scheme request for a walkway between the War Memorial to School House, Lea Lane, Little Braxted.”*

Our LHP scheme Validation team have advised that from site observation that the route is rural in nature and at the time of their visit the roads were quiet with little traffic. They did advise there appeared to be limited verge available to install a footway within the Village and also here could be areas of private verge. A suggestion had been to consider lining options to segregate pedestrians from motorised road users. Unfortunately this is not a feasible option as this could encourage pedestrians to walk in the road, especially during the hours of darkness when safety could be more of an issue. Traffic Calming measures would need further consideration and we would need current speed/volume survey data, as well as a pedestrian count to ascertain the extent of pedestrian need. The costs for an automatic traffic count are £250 for a seven day 24hour per day survey and a Video Pedestrian Count would be £250 per site per day.

We would normally take an incremental approach when considering traffic calming to ensure that road users are aware of what they are supposed to be doing and in this case who may be using the highway. Our Validation team felt that the first stage would be to install Pedestrians in Road warning signs, to highlight their presence to motorised road users with an estimated cost £2,500. This improvement suggestion has been added to the Maldon District LHP Potential Schemes List for their consideration.

We would welcome your comments on the findings of the LHP scheme validation team”

March 17 – Wrote to ECC as follows:-

Apologies for not replying sooner but I have been awaiting a decision from the Council, who met last week and failed to understand how, given that pedestrians were walking in the road already, a white line delineating an artificial kerb, would encourage them to further walk in the road. We had feedback, via our Parish Plan Survey, of residents' children having been clipped by wing mirrors of passing cars when walking to go to school, as well as other close encounters.

We are somewhat fortunate as a Parish as we have access to charitable funds which could pay for necessary works to improve pedestrian safety along the stretch from the War Memorial through to the Old School House (junction with Witham Road), and wonder whether, with this in mind, ECC might take a different view as to the viability of such a scheme. We are of course grateful for what is currently proposed, and indeed might be able to self-fund that in order to progress the matter speedier.

March 17 - ECC response was:-

Thank you for your email below regarding an LHP scheme to improve pedestrian access along Lea Lane, Little Braxted. In terms of traffic management improvements we would always want to take an incremental approach. The first stage along Lea Lane

would be to alert motorists to the possible presence of pedestrians in the carriageway. Once the Pedestrians in Road signage was installed we could then assess the impact of the signage before considering any other improvements.

March 17 – ECC allocated £7,000 towards “Gateway signage” in Lea Lane (at Great Braxted boundary). This eventually arrived during 2018. ECC allocated £2,500 towards “Pedestrians in Road” signage in Lea Lane from Old School House to War Memorial. This has yet to materialise despite being in 2018/19 budget. ECC allocated £3,000 towards a feasibility study/signage review of HGV signage to the A12. No review has been undertaken to our knowledge, but the question of HGV signage was chased again in December 2018.

June 18 – Funding request submitted to ECC for “No HGV’s beyond this point” and “HGV Turning Circle” in Witham Road. ECC refused because newly constructed farm access did not meet their criteria. Same funding request asked for physical width barriers past the church.

March 2019 – chased provision of “pedestrians in road” signs. No response to date

As Members can see from the correspondence from Essex County Council they take an incremental approach to traffic calming and speed reduction. We have achieved:-

- a) Additional 30 mph signage
- b) Village Gateways
- c) And when they are erected, Pedestrians in Road signage

After each item, a review of their effectiveness is undertaken before requests for additional measures are considered.

As regards speed, it is possible to hire in Maldon District Council’s Ranger Team who are trained in the use of speed cameras and whose evidence can lead to prosecution, but there is a cost implication to this. One visit is likely to put £3 per annum on the Council Tax, and will only catch offenders on part of one day.

The Neighbourhood Watch Co-Ordinator has, despite her best endeavours, been unable to gather sufficient volunteers to operate a community speedwatch scheme, and, had she been successful, there was only one site considered safe in the Parish at which the scheme could operate.

This item is for information only

ITEM 9

To Agree the Arrangements for the Remembrance Day Service 2019 and Beyond

Following the resignation of Councillor Chapman, changes need to be made to the administration and organisation of the Remembrance Day Service.

The Parish Clerk will become responsible for the Road Closure application, but the recruitment (and training) of stewards, together with the physical erection/dismantling of barriers needs to be agreed.

It would appear from a co-ordination meeting the both Wickham Bishops and Great Braxted Parish Councils have agreed to contribute towards the cost of the road closure notice. However the saving this accruing is insufficient to employ a Traffic Management Company to undertake the physical closure.

Members are to determine how to proceed

ITEM 10**To receive a financial statement as of 29th March 2019****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
06/08/2018		Essex Community Foundation	Grant towards Broadband Review			£ 250.00		£ 250.00
12/10/2018		Wickham Bishops Parish Council	Contribution to War Memorial Upkeep		280.36			£ 280.36
12/10/2018		Great Braxted Parish Council	Contribution to War Memorial Upkeep		50.58			£ 50.58
14/03/2019		Essex Community Foundation	Grant towards bridge refurbishment			£23,507.00		£ 23,507.00
Total for Year				£ 3,274.00	£ 330.94	£23,757.00	£ 112.76	£ 27,474.70

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
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
16/10/2018	531		HMRC	NI/PAYE	£ 91.80									£ 12.60		£ 104.40		£ 104.40
16/10/2018	532		H Bendall	Litterpicking										£ 56.70		£ 56.70		£ 56.70
16/10/2018	533		G N Mussett	Clerk's Salary	£ 122.80											£ 122.80		£ 122.80
16/10/2018	534		Fishwell Ltd	Noticeboard Glass											£ 25.00	£ 25.00	£ 5.00	£ 30.00

16/10/2018	535	Maldon District Council	Road Closure Notice									£ 139.17	£ 139.17	£ 27.83	£ 167.00	
27/11/2018	536	Goodlife Countryside Services	Grounds Maintenance					£ 350.00				£ 380.00	£ 730.00		£ 730.00	
27/11/2018	537	G N Mussett	Remembrance Day Wreath					£ 25.00					£ 25.00		£ 25.00	
27/11/2018	538	G N Mussett	Clerk's Salary	£ 122.80									£ 122.80		£ 122.80	
27/11/2018	539	H Bendall	Litterpicking							£ 46.60			£ 46.60		£ 46.60	
29/01/2019	540	G N Mussett	Clerk's Salary	£ 122.80									£ 122.80		£ 122.80	
29/01/2019	541	H Bendall	Litterpicking							£ 46.60			£ 46.60		£ 46.60	
29/01/2019	542	HMRC	Tax/NI	£ 91.80						£ 12.60			£ 104.40		£ 104.40	
29/01/2019	543	G N Mussett	Clerk's Salary	£ 122.80									£ 122.80		£ 122.80	
29/01/2019	544	H Bendall	Litterpicking							£ 56.70			£ 56.70		£ 56.70	
29/01/2019	545	G N Mussett	Litterpickers							£ 20.48			£ 20.48		£ 20.48	
27/02/2019	546	G N Mussett	Clerk's Salary	£ 127.50									£ 127.50		£ 127.50	
27/02/2019	547	H Bendall	Litterpicking							£ 50.30			£ 50.30		£ 50.30	
27/02/2019	548	Information Commissioner	Registration					£ 40.00					£ 40.00		£ 40.00	
26/03/2019	549	The Braxted Bakery	Hire of Room for Meetings									£ 250.00	£ 250.00		£ 250.00	
26/03/2019	550	The Braxted Bakery	Neighbourhood Watch Coffee Mornings									£ 284.69	£ 284.69		£ 284.69	
26/03/2019	551	G N Mussett	Clerk's Salary	125.15									£ 125.15		£ 125.15	
26/03/2019	552	H Bendall	Litterpicking							£ 48.20			£ 48.20		£ 48.20	
26/03/2019	553	HMRC	Tax/NI	93.6						£ 13.80			£ 107.40		£ 107.40	
Total for Year				£1,849.65	£ -	£ 62.71	£ 98.00	£ 303.38	£ 375.00	£ 40.00	£ -	£ 697.46	£1,637.19	£ 5,063.39	£ 164.10	£ 5,227.49

Budget Analysis

BUDGET ANALYSIS						
2018/19	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Income	%age Budget Sp	Notes
Clerk's Salary	£ 1,841.00		£ 1,849.65		100.5%	
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	£ 350.00	£ 330.94	94.6%	
Information Commissioner	£ 35.00		£ 40.00		114.3%	
Grass Cutting	£ 400.00		£ 380.00		95.0%	
Hall Hire	£ 300.00		£ 250.00			
Transparency Fund	£ 90.00					Restricted funds
Other	£ 200.00		£ 483.33	£ 250.00	116.7%	
Election Fees	£ 15.00					
Remembrance Day Parade	£ 260.00		£ 164.17		63.1%	
Parish Plan						Restricted funds
Village Fete						Restricted funds
Litterpicking	£800	£ 800.00	£ 697.46		87.2%	Restricted funds
Housing Needs Survey						
Defibrillator						Restricted funds
Precept		£ 3,274.00		£ 3,274.00	100.0%	
Neighbourhood Watch Meetings			£ 284.69			Restricted funds
Data Protection Officer	£ 100.00		£ 100.00		100.0%	
VAT Refund		£ 80.00		£ 112.76	141.0%	
Totals net of VAT	£ 5,021.00	£ 4,504.00	£ 5,063.39	£ 3,967.70		
VAT		£ -	£ 164.10			
Totals inc VAT		£ 4,504.00	£ 5,227.49			

BANK RECONCILIATION

As at 31/03/18

Petty Cash	£	0.58
Barclays Bank	£	5,878.40
Total	£	5,878.98
Less Uncashed Cheques	-£	489.30
Total	£	5,389.68
Add Income for year	£	27,474.70
Less Expenditure for year	-£	5,227.49
Total	£	27,636.89

As at 29/3/19

Represented by



Petty Cash	£	0.58
Barclays Bank	£	28,451.75
Total	£	28,452.33
Less Uncashed Cheques	-£	815.44
Total	£	27,636.89

ON MUSSETT
25 EBENEZER CLOSE
CMB ZHX



Band Reconciliation

LITTLE BRAXTED PARISH COUNCIL

Sort Code 20-97-40
Account No 20189405

SWIFT/BIC BLKBGB33

IBAN GB53 8063 2097 4020 1894 05

Issued on 01 April 2019

At a glance

01 - 29 Mar 2019

Start balance	£5,162.55
Money out	£217.80
Commission charges	£0.00
Money in	£23,507.00
Gross interest earned	£0.00
End balance	£28,451.75

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

Date	Description	Money out £	Money in £	Balance £
1 Mar	Start Balance			5,162.55
4 Mar	Cheque Issued Ref: 120546	127.50		5,035.05
5 Mar	Cheque Issued Ref: 100547	50.30		4,984.75
8 Mar	Cheque Issued Ref: 100548	40.00		4,944.75
14 Mar	Direct Credit From Essex Community FC Ref: 4502992		23,507.00	28,451.75
29 Mar	Balance carried forward			28,451.75
Total Payments/Receipts:		217.80	23,507.00	

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