



## 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 27<sup>th</sup> March 2018 at 7.00 p.m.

**Gordon Mussett**  
**Parish Clerk**  
**20<sup>th</sup> March 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 30<sup>th</sup> January 2018**  
*To agree and approve the minutes of the meeting held on 30<sup>th</sup> January 2018 as a true record*
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Consider Whether to Continue Investigating the Provision of Limited Low-Cost Housing and, if Agreed, to Select a Partner Housing Association – attached**  
*To consider whether to continue investigating the provision of limited low-cost housing and, if agreed, to select a partner Housing Association*
- 7. To Receive an Update on the Implementation of the General Data Protection Regulations – attached**  
*To receive an update on the implementation of the General Data Protection Regulations*

**8. To Approve the Investigations into, and the Potential Production of a Commemorative Booklet, those Remembered on the War Memorial – attached**  
*To approve the investigations into, and the potential production of a Commemorative Booklet, those remembered on the War Memorial*

**9. To Receive an Update on the Provision of a Permissive Footway in Little Braxted Lane, Rivenhall, and Agree to Pursue this Outstanding Matter – attached**  
*To receive an update on the provision of a permissive footway in Little Braxted Lane, Rivenhall, and agree to pursue this outstanding matter*

**10. To receive a financial statement as of 28<sup>th</sup> February 2018 - attached**  
*To receive a financial statement as of 28<sup>th</sup> February 2018*

**11. To Approve the following payments:-**  
*a) To approve the following payments:-*

<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
477	G N Mussett	ICO Annual Registration Fee	£35.00
478	H Bendall	Litterpicking - February	£45.60
479	H Bendall	Litterpicking – March	£55.50
480	G N Mussett	Clerk's Salary – February plus January back-pay	£123.20
481	G N Mussett	Clerk's Salary – March	£122.80
482	HMRC	PAYE/NI	£107.20

b) To Note that Cheque No. 505 has been cancelled as the recipient has waived the sum due.

**12. Clerks Report – for Information**

*To receive an update from the Clerk including:-  
Application to Awards4All for Royal Wedding Commemoration  
Local Highways Panel Scheme – particularly HGV weight signage*

**13. Closure**

## **ITEM 6**

### **To Consider Whether to Continue Investigating the Provision of Limited Low-Cost Housing and, if Agreed, to Select a Partner Housing Association**

The Council has had presentations from Hastoe Housing Association and English Rural Housing in respect of the support they can offer to the Parish in the identification of a site for a small-scale development of low cost housing, to meet the need identified in the Housing Needs Survey. Whilst both offer the same degree of assistance to Parishes to develop a small-scale scheme, the individuality of design, and factors in construction which reduce energy dependency for occupants, were particularly stressed by Hastoe Housing Association.

**Members are recommended to select a partner to continue the investigations**

## **ITEM 7**

### **To Receive an Update on the Implementation of the General Data Protection Regulations**

Maldon District Council are likely to be offering the opportunity (at a cost) for their Data Protection Officer to act for the Parish Council. More information will be provided as it is known so that Council can make a final decision (which has to be by 28<sup>th</sup> May).

I have completed the Model Audit in respect of Data Protection. As a Council we are lacking in a policy regarding data retention (particularly email accounts) and I shall consult with the appointed Data Protection Officer in due course as to a model policy that the Council can adopt.

I will shortly redistribute new contact agreement forms to all residents on the Council's email circulation list, together with those residents from other Parishes who are on the list.

**This item is for information only.**

## **ITEM 8**

### **To Approve the Investigations into, and the Potential Production of a Commemorative Booklet, those Remembered on the War Memorial**

Informal discussions have been held with Clive Potter, a respected local historian, and Clerk to Great Totham Parish Council regarding the possibility of producing a Commemorative Booklet giving further details of those remembered on the War Memorial. Whilst there is a lot of information already to hand, a request for further, perhaps more personal information is being circulated.

**Members are requested to approve these investigations and, once the material is complete, the submission of a funding bid to enable the production of a**

**Commemorative Booklet, hopefully in time for the planned national commemorations on 11<sup>th</sup> November 2018.**

**ITEM 9**

**To Receive an Update on the Provision of a Permissive Footway in Little Braxted Lane, Rivenhall, and Agree to Pursue this Outstanding Matter**

It was a condition of the planning application for the quarry that a permissive footpath would be provided in Little Braxted Road from the A12 sliproad to past the quarry entrance. Such a path has not been provided.

**Members are recommended to lobby Essex County Council to ensure this path is built in accordance with the planning approval**

**ITEM 10****To receive a financial statement as of 28<sup>th</sup> February 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
<b>Total for Year</b>				<b>£ 3,125.00</b>	<b>£ 330.94</b>	<b>£ 3,465.75</b>	<b>£ 553.67</b>	<b>£ 7,475.36</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 £
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
<b>Total for Year</b>					<b>£1,477.20</b>	<b>£ -</b>	<b>£ 61.75</b>	<b>£ 136.86</b>	<b>£ 347.74</b>	<b>£ 275.00</b>	<b>£ -</b>	<b>£ 79.16</b>	<b>£ 189.97</b>	<b>£ 532.04</b>	<b>£ 1,051.79</b>	<b>£ 4,151.51</b>	<b>£ 112.76</b>	<b>£ 4,264.27</b>





# BANK RECONCILIATION



MG 001817 F1VW003A 99999999C00112 38300 04190026433

MR GORDON MUSSETT  
25 EBENEZER CLOSE  
WITHAM  
CMB 2HX

LITTLE BRAXTED PARISH COUNCIL

Sort Code 20-09-40  
Account No 20165405  
SWIFT: BARCGB22  
BANK OF BARCELONA 2007 4029 1804 00  
Issued on 01 March 2018

## Your Community Account

**► Our UK ring-fencing plans**

We plan to transfer UK retail and business banking customers to our ring-fenced bank in April 2018. Learn more, including how to participate in the court process should you wish, at [home.barclays/ring-fencing-explained](http://home.barclays/ring-fencing-explained) or contact us via your usual point of contact at Barclays.

### At a glance

**01 - 28 Feb 2018**

Start balance	£6,897.11
Money out	£1,018.71
• Commission charges	£0.00
Money in	£0.00
• Gross interest earned	£0.00
<b>End balance</b>	<b>£5,878.40</b>

Date	Description	Money out £	Money in £	Balance £
1 Feb	Start Balance			6,897.11
6 Feb	Cheque Issued Ref: 100402	89.95		6,807.16
	Cheque Issued Ref: 100409	39.40		6,767.76
	Cheque Issued Ref: 100407	120.72		6,647.04
	Cheque Issued Ref: 100403	9.56		6,637.48
	Cheque Issued Ref: 100402	120.72		6,516.76
7 Feb	Cheque Issued Ref: 100409	99.20		6,417.56
15 Feb	Cheque Issued Ref: 100406	290.00		6,127.56
20 Feb	Cheque Issued Ref: 100471	45.60		6,081.96
	Cheque Issued Ref: 100474	45.60		6,036.36
26 Feb	Cheque Issued Ref: 100475	227.96		5,808.40
28 Feb	Balance carried forward			5,878.40
	<b>Total Payments/Receipts</b>	<b>1,018.71</b>	<b>0.00</b>	

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

<b>As at 31/03/17</b>	
Petty Cash	£ 2.44
Barclays Bank	£ 3,002.57
<b>Total</b>	<b>£ 3,005.01</b>
Less Uncashed Cheques	-£ 337.12
<b>Total</b>	<b>£ 2,667.89</b>
Add Income for year	£ 7,475.36
Less Expenditure for year	-£ 4,264.27
<b>Total</b>	<b>£ 5,878.98</b>
<b>As at 28/02/18</b>	
<b>Represented by</b>	
Petty Cash	£ 0.58
Barclays Bank	£ 5,878.40
<b>Total</b>	<b>£ 5,878.98</b>
Less Uncashed Cheques	£ -
<b>Total</b>	<b>£ 5,878.98</b>

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