



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 28th November at 7.00 p.m.

Gordon Mussett
Parish Clerk
21st November 2017

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 17th October 2017**
To agree and approve the minutes of the meeting held on 17th October 2017 as a true record
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Receive the Outcome Report on the Housing Needs Survey and Agree Further Action - attached**
To receive the outcome report on the Housing Needs Survey and agree further action
- 7. To Comment on the Following Planning Application – attached**
 - a) Application No. LBC/MAL/17/01148** Insertion of mezzanine floor and timber staircases and raised walkway; insertion of new bathrooms; new pitched roof infill between farmhouse and barn; insertion of windows and rooflights; new lowered ground floor construction; new external steps; conversion of stables to WC and utility room; change of barn roof finish; insertion of insulation to new floor, roof and exterior walls - Barn adjoining to the West of Hales Farm, Witham Road

- 8. To receive a financial statement as of 31st October 2017 - attached**
To receive a financial statement as of 31st October 2017

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

Document Reference	Payable To	In Respect of	£
461	H Bendall	Litterpicking – November	£37.60
462	G N Mussett	Clerk's Salary – November	£120.72
463	G N Mussett	Road Closure for Remembrance Day Parade	£107.00
464	Goodlife Countryside Services	Grasscutting – Village Green	£370.00
465	Goodlife Countryside Services	Grasscutting and flower planting – War Memorial	£275.00
466	EALC	Training Course	£45.00

10. Clerks Report – for Information

To receive an update from the Clerk including:-

- a) To note that no further correspondence has been received in respect of the Grant application to extend the litter-picking contract*
- b) To note the formal approval of the Maldon District Local Plan*
- c) To note the removal by Maldon District Council of the “Parish Trigger” in respect of planning applications*
- d) To note the listing of the War Memorial as Grade II by Historic England*
- e) To note the appointment of PFK Littlejohn as the Council's External Auditors*

11. Closure

ITEM 6

To Receive the Outcome Report on the Housing Needs Survey and Agree Further Action

The full report has been emailed separately to this agenda and is available on the Parish Council's website.

This Housing Needs Survey was carried out in the Parish of Little Braxted in 2017 by the Rural Housing Enabler employed by the Rural Community Council of Essex with the help of the Parish Council, who arranged delivery of the forms to both residents and businesses.

The response rate was **34%** which is well above average.

The respondents were fairly evenly divided on whether they would be in favour of a small scheme of affordable homes for local people, with **50% stating YES** and **46% stating NO**. One person declined to answer this question. The RCCE would recommend further consultation and engagement with the community as this might help to explore this hesitancy further.

Out of a **total of 26** completed or partially completed surveys, **6** respondents indicated a need for some form of housing in the future. Only 5 of these then went on to give us enough information to assess this need, two of which provided us with data around their children's projected need which would be too far into the future to take into consideration at this stage.

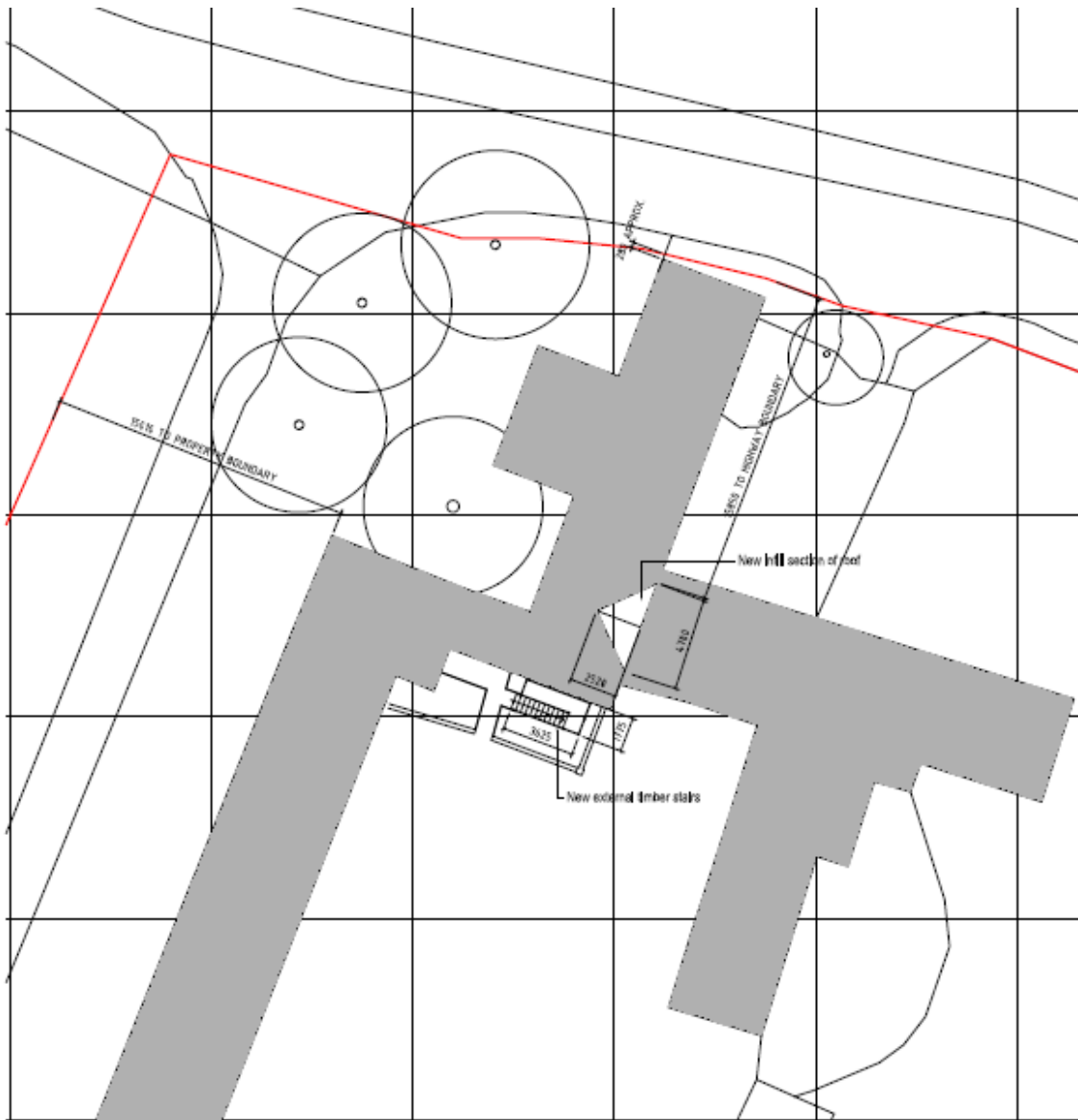
The RCCE have therefore calculated the need based on **3** respondents and following general planning guidance, the recommendation as discussed further in this report, would be for **1 or 2 affordable units for rent with 1 or 2 bedrooms each**. The exact number of units and bedrooms would need to be discussed further and agreed once the scheme and scope has been decided on.

Jackie Cox, Maldon District Council's Rural Housing Enabling Officer and Sarah Sapsford, Community Engagement Manager, RCCE will be in attendance to assist Members with their deliberations regarding further action.

ITEM 7

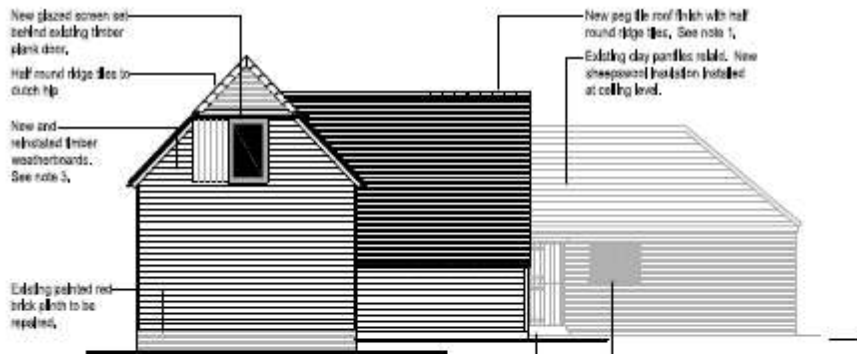
To Comment on the Following Planning Application – attached

- b) Application No. LBC/MAL/17/01148 Insertion of mezzanine floor and timber staircases and raised walkway; insertion of new bathrooms; new pitched roof infill between farmhouse and barn; insertion of windows and rooflights; new lowered ground floor construction; new external steps; conversion of stables to WC and utility room; change of barn roof finish; insertion of insulation to new floor, roof and exterior walls - Barn adjoining to the West of Hales Farm, Witham Road**





North Elevation (door closed), as proposed,
1:100



North Elevation (door open), as proposed,
1:100



Section D, looking north, as proposed,
1:100

GENERAL NOTES

1. All existing profiled metal roofing and tiles are to be removed. The roof structure is to be repaired and clad externally with painted tongued and grooved boards, raft-batt insulation, new battens and new red, hand made, clay plain peg tiles. The stable is to be re-roofed using existing and supplementary hand made clay pan tiles to match existing.
2. Rainwater goods are to be half round gutters with drooler downpipes, all in cast iron, finished in black.
3. All existing timber weatherboards to be carefully removed to enable inspection of the timber frame. Elm boards to be retained and reinstated wherever possible. Any new boards are to match the original boards in profile, size and material. Boards to be finished with a brushed tar to match existing.
4. The timber frame is to be repaired, insulated between and over the studs, externally. The frame is to remain exposed internally with new lime plaster between the studs.
5. The existing stone flags are to be raised, cleaned and reinstated in the kitchen to form a threshold floor. New stone flags to be provided to match the existing to complete the central stone floor.
6. The existing C20th timber floor finish is to be removed. The C20th concrete floor slab is to be broken up and removed. A new insulated floor is to be installed, with a stone 'weather padwater' to assist with the dispersal of ground moisture at the plinth walls. The new floor slab is to have a piped underfloor heating system, and is to be finished with engineered oak floorboards.
7. New windows are to be in European oak, glazed with triple double glazed units, finished in black. Rooflights are to be 'Conservation rooflights' with a traditional black frame and set at the plane of the roof finish.



REFUNDORATORY AND PARTIAL SOUTH CONVERSION NORTH ELEVATION AND SECTION D - AS PROPOSED			
for MR J GARNET HALES FARM WITHAM ROAD LITTLE BRAXTAD WITHAM, COVENTRY CV8 3ET	1568 / PD / 205 1:100 @ A3 AUG 18	OF A ST	DRAWN RE
AY PILSBURY THOMAS ARCHITECTS 11, STANLEY STREET WARWICK, CV4 7JF		TEL: 01927 550000 FAX: 01927 550001 CATHRYN@AYPTA.CO.UK WWW.AYPTA.CO.UK	

Context and description of the building

Hale's Farm house is a former hall house, probably dating from the C.15th, and is a Grade II listed building. The original timber framed form of the house is only visible internally, as a re-modelling exercise during the C.18th resulted in a more formal Georgian external appearance. The principal elevations are rendered, over a painted brick plinth, and have small paned sash windows. The roof is steeply pitched and is covered with red clay peg tiles. There is a central axial stack and a further stack to the west gable. A further wing was added to the south during the C.19th. There is a cartageway through to the yard located below the first floor at the west end of the house. The first floor extends over. The westernmost end of the house probably dates from the mid C.20th and adjoins the barn, which runs perpendicular to it.

The adjoining barn to the west is listed in its own right, also at Grade II. It is a 7 bay threshing barn, with a midstrey to the west elevation, probably constructed in the C.17th. The barn is timber framed, with a collared roof, clad externally with timber weather boarding, painted black. Much of the frame of the midstrey has been replaced, as have a number of studs at the east end of the barn. The roof is steeply pitched, half hipped at the north end and is predominantly covered with profiled steel sheets. The midstrey has a red clay peg tile roof. There are also sections of peg tiles towards the west of the barn, suggesting that the whole barn was also similarly finished. At the south end of the barn there are stone flags, perhaps relocated from the threshing floor. The remainder of the barn has a replacement timber board floor. There appears to be a void beneath the midstrey, suggesting that there is a suspended timber floor in that location. It is not possible to determine at this stage whether the remainder of the timber floorboards are laid over timber joists or an oversite concrete floor slab. There are electrical services in the barn, and a consumer unit is located on a panel at the south gable.

The barn has a small extension at the south west corner, where a doorway leads to the yard. To the west is a C.19th stable. The stable still retains its divisions and has its original cobble draining floor. The house, barn, stable and the adjacent open cart lodges create an enclosed farm yard, creating group value which is noted in the listing description of the barn.

Assessment of Significance:

The barn has had numerous alterations to its original form, but the majority of the timber frame to the walls and roof structure remains intact at the southern end. The north end appears to have been re-built and has modern studs. There is a good number of elm cladding boards around the barn. All of these elements are of high significance. The modern stud interventions are of low significance.

The floor boards in the barn are modern and are of low significance. The window insertions at the south gable are poorly executed and are of low significance.

The existing roof finish to the principal roof is profiled steel sheeting and is of low significance. The remainder of the roof finishes to the midstrey and the stable are of moderate significance. They are either part of a later Victorian development of the farmyard, or are replacements for the original thatched roof finish.

The farmhouse abuts the barn at ground floor, with a cartageway and loadbearing wall, and at first floor level with a small bedroom. This entire bay is a modern insertion and is of low significance. The internal fit-out on the first floor is also therefore of low significance. The remainder of the farmhouse in the context of the principal elevation, and that to the enclosed farmyard, is of high significance.

The stables are an C.18th addition to the enclosure of the farmyard. They contain the original stable block flooring and the stall partitions and fittings. All of these items are of moderate significance.

Listing:

The Listing for Hale's Farm house reads: *"TL 01 SW LITTLE BRAXTED WITHAM ROAD 3/100 Hale's Farmhouse GV II House. C18 or earlier with later additions and alterations. Timber framed and panel pargeotted. Red plain tiled roof with apex of rear wing to right ridge. Red brick chimney stack to left of this apex and a left external stack. 2 storeys. 6 window range to first floor, 3 range to ground floor of small paned vertically sliding sashes. Central C20 small paned door with full height side lights. Flat canopy over. Beneath the first floor right windows is a cartageway."*

The Listing for the barn reads:- *"TL 01 SW LITTLE BRAXTED WITHAM ROAD 3/101 Barn adjoining Hale's Farmhouse to the west GV II Barn. Probably C18 or earlier. Timber framed and weatherboarded. Corrugated iron clad roof half hipped to left. Right and central gabled midstreys, the latter with red plain tiled roof outshot to left and plaster to gable apex. Vertically boarded double doors. Good group value with the farmhouse."*

Heritage Values:

Evidential value: *Evidential value derives from the potential of a place to yield evidence about past human activity.*

Hale's Farm is an excellent example of how an agricultural holding developed from the C15th to the C20th. Its position, built archaeology and changing styles demonstrate how fashion, practicality and technology changed the way in which the site was used. The site contains a crown post roof, evidence of Georgian intervention, Victorian re-ordering, and the modern extensions for purely domestic purposes.

Historical value: *Historical value derives from the ways in which past people, events and aspects of life can be connected through a place to the present.*

Despite the barn being primarily agriculturally redundant, the majority of the barn structure remains intact. It demonstrates traditional construction techniques, form and materials. Past owners of Hale's Farm have remodelled and changed the property to reflect the needs of the occupiers at the time, their living standards and social expectations.

Aesthetic value: *Aesthetic derives from the ways in which people draw sensory and intellectual stimulation from a place.*

The farmhouse and the barn have a particularly endearing juxtaposition facing the public highway. They demonstrate the strong relationship between the domestic dwelling and the agricultural building(s). Although the farmhouse is well maintained and delightful, the barn has a make-shift roof, and needs future-proofing to enable aesthetic improvements to the external fabric.

Communal value: *Communal value derives from the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory.*

As a long standing agricultural holding, Hale's Farm will hold a significant community interest to Little Braxted.

Managing change:

Hale's Farm is a substantial property set on a generous plot. As a family home it has plenty of communal space on the ground floor. It suffers with a limited number of bedrooms on the first floor, further restricted by the way in which the occupants are required to circulate through the house. The scheme seeks to remedy this situation by inserting two additional bedrooms within the adjacent barn. This would be made possible by the full refurbishment of the barn itself, with limited impact upon the existing house.

The long term upkeep of the barn can be ensured by establishing a direct connection and use relating to the house. We believe that our designs achieve this relationship and provide reasonable benefit which justifies the very significant financial expenditure. The approach taken with the design follows a common approach to the conversion of threshing barns. The midstrey has been kept open to its full height (with the exception of a crossing walkway), with mezzanine floors inserted into the three bays to each side. The line of the first floor internal wall has also been set back from the midstrey, with a gallery each side.

It is increasingly common to find that such threshing barns have been converted and separated from the original house, to be sold off as individual dwellings. We believe that the proposals illustrated will retain and strengthen the historic connection between the house and the barn.

Ground floor

Drawing number 1568/PD/201 revision A illustrates the proposed ground floor plan. Firstly, we have noted that the existing floor construction in the barn is to be broken up and lowered. This will provide an increased head height under any inserted mezzanine level. The floor will be replaced with an insulated ground bearing slab, finished with engineered oak floor boards and containing underfloor heating pipework. The existing stone slabs which are presently at the south end of the barn would be taken up and reinstated as part of a stone threshing floor in the midstrey.

Doors and/or glazed screens have been shown to each side of the midstrey.

Generally, the barn has been left open on plan, with additions localised to the Victorian stable block to the west. We have indicated that the existing stable fittings could be retained in situ, with new partitions introduced to form toilet cubicles. These could be detailed to reflect the nature of the setting. The single brick exterior walls of the stable block have been shown insulated and lined with plasterboard. A single painted timber window is shown inserted in the north wall.

Access between the barn and the stable will require the removal of two timber studs. The studs in this location are later than those of the original barn, probably C19th, if not later.

First floor

Drawing number 1568/PD/202 revision A illustrates the proposed first floor plan. A new mezzanine floor has been shown to both sides of the midstrey, over three bays each. An en-suite bathroom has also been shown at the north end and immediately to the west.

A new stair has been shown on the first floor of the house, divided from the existing bedroom by a fire resisting partition. That particular bay of the house is a C20th addition to the original core of the property. The new stair rises from the first floor of the house to wall plate level of the barn. A single rafter would be removed to enable passage from one area to the other. A further stair is then shown to drop from wall plate to the new mezzanine. No further material change would be needed to the original timber frame of the barn.

Elevations

The elevations are illustrated on drawings 1568/PD/203 revision A to 206 revision A inclusive. Windows are shown inserted between the existing timber frame and reflect the use of the spaces within. Where necessary, 'Conservation Rooflights' have been shown. As requested, we have shown that the exterior cladding will retain as much of the existing elm weatherboarding as possible, supplementing new to match existing where necessary. The boards will receive a brushed tar finish.

The roof is shown with a red hand-made clay peg tile, to match the existing examples which are visible within the barn at the south end.

A small connecting roof has been shown between the house and the barn. The ridge of that roof would be lower than the existing.

The exterior walls of the barn will be upgraded to improve thermal performance. This is envisaged to be done with insulation fitted between the studs and on the outer face, thereby allowing the internal face of the studs to be left exposed.

As a summary the following list sets out the intentions of the current owners:

Generally:

1. The repair, reinstatement and underpinning of existing brickwork sub-structures and plinths.
2. The removal of existing floor finish and floor structure within the barn to enable the floor level to be lowered.
3. The reinstatement of an insulated floor structure incorporating underfloor heating.
4. The removal (and reinstatement wherever possible) of elm weatherboard cladding, insertion of sheep's wool insulation between the studs, replacement weatherboards with tar paint finish, over an additional breathable insulating layer to the outside of the studwork.
5. Fitting of new half round cast iron rainwater goods with circular downpipes, finished in black.
6. Installation of new mechanical and electrical services
7. Replacement of the existing profiled steel sheet roofing with red clay hand-made peg tiles.

Specifically,

On the ground floor,

8. Insertion of timber casement windows
9. Insertion of timber framed glazed screens behind existing midstrey doors.
10. Insertion of a new timber staircase to a new mezzanine floor over 3 bays at the south end of the barn, and 2½ bays at the north end.
11. Laying of new oak engineered floorboards and a breather perimeter of natural stone flags.
12. Re-laying of existing and supplementary natural stone flags within the midstrey area of the barn.
13. Insertion of a new painted timber window to the north wall of the stable.
14. Insulating and dry-lining of the stable walls.
15. Creation of 2 no. WC cubicles and a utility room by the sub-division of the stables.
16. Installation of an external timber staircase to allow access to the new master bedroom suite.
17. Removal of 2 no. C19th studs to form a doorway between the barn and the stables.
18. Replacement of fitted bar furniture in the midstrey.

On the first floor,

19. Insertion of a studwork partition wall in the westernmost bedroom of the house, to create a stairwell. Install a new staircase from first floor level to wall plate height of the barn, returning to the new mezzanine level within the barn.
20. Removal of 1 no. historic rafter to allow access through the roof, over the wall plate.
21. Removal of 1 no. painted timber window and replacement with 2 no. external doors.
22. Insertion of a floor structure adjacent to the main barn to form an en-suite bathroom.
23. Creation of a new master bedroom suite, with dressing room and stair lobby at the south end of the barn.
24. Insertion of a suspended walkway across the midstrey, with structural glass balustrade and gallery arrangement at each end.
25. Creation of a bedroom and adjacent en-suite bathroom at the north end of the barn.
26. Insertion of timber casement windows and 'Conservation Rooflights' in the pitched roof above.

Proposals and Mitigation Table:

No.	Proposal	Significance of affected element	Possible Impact	Mitigation/Justification
Generally				
1.	The repair, reinstatement and underpinning of existing brickwork sub-structures and plinths.	High/Moderate	Removal of existing C18th fabric. Structural Improvements. Visual improvement.	Works involved are required to enable stability of the existing structure to be maintained.
2.	The removal of existing floor finish and floor structure within the barn to enable the floor level to be lowered.	Low	Removal of existing modern building fabric. Existing stone flags retained for reinstatement.	The existing floors are in poor condition and uneven. The new floor build up will improve thermal performance and the general living environment.
3.	The reinstatement of an insulated floor structure incorporating underfloor heating.	Low	Improvement of thermal performance	Works carried out for enhancement of building energy performance
4.	The removal (and reinstatement wherever possible) of elm weatherboard cladding, insertion of sheep's wool insulation between the studs, replacement weatherboards with tar paint finish, over an additional breathable insulating layer to the outside of the studwork.	High	Visual improvement. Improvement of thermal performance.	Works will improve the aesthetics of the barn and provide good drainage management to protect the structures.
5.	Fitting of new half round cast iron rainwater goods with circular downpipes, finished in black.	High (Barn) Moderate (stables)	Visual improvement. Improved surface water management	Works will improve the aesthetics of the barns and provide good drainage management to protect the structures.
6.	Installation of new mechanical and electrical services	High/Moderate (depending upon location)	Visual impact. Improvement of heating, plumbing and electrical performance	Works are required to make the areas useful and habitable for the applicants for G21th living. Services to be concealed wherever

				possible.
7.	Replacement of the existing profiled steel sheet roofing with red clay hand-made peg tiles.	Low	Loss of late C20th building fabric. Visual and performance improvement.	The existing finish is of poor quality and is inappropriate for the barn. The new proposal is a traditional approach which will be serviceable. Long term weather protection enhanced.
8.	insertion of timber casement windows	High	Visual impact externally and internally. Increased natural illumination of the barn.	The windows are shown inserted between studs, with no loss of historic fabric. Windows minimised on the east elevation to reduce aesthetic impact when viewed from the highway frontage.
9.	insertion of timber framed glazed screens behind existing midstre doors.	High	Visual impact internally. Improvement to natural illumination of the barn.	New screens have been set behind the existing retained doors to enable doors to be closed to protect the principal elevation.
10.	insertion of a new timber staircase to a new mezzanine floor over 3 bays at the south end of the barn, and 2½ bays at the north end.	High	Visual impact internally.	Works required to provide an alternative means of escape from the new master suite. Staircase to be formed in oak, of simple and traditional design.
11.	Laying of new oak engineered floorboards and a breather perimeter of natural stone flags.	High	Positive visual impact internally	Proposals represent a visual improvement upon the existing arrangement. The breather perimeter will provide additional protection to the perimeter plinth masonry.
12.	Re-laying of existing and supplementary natural stone flags within the midstre area of the barn.	High	Visual improvement internally	The works represent a reinstatement of a previously lost detail. The reinstated threshing floor will provide a greater level of understanding of how the barn was used in the C18th.

13.	Insertion of a new painted timber window to the north wall of the stable.	Moderate	Loss of C19th building fabric. Visual Impact Internally and externally.	New window is required to provide acceptable levels of natural light and ventilation to this occupied area. The window design has been shown to replicate a Victorian style of joinery.
14.	Insulating and dry-lining of the stable walls.	Moderate	Visual Impact Internally. Enhancement of building's thermal performance	The works described will improve the internal living environment and make the building more sustainable.
15.	Creation of 2 no. WC cubicles and a utility room by the sub-division of the stables.	Moderate	Visual Impact Internally.	The inclusion of additional services makes the barn more useable during the winter months, thereby being less at risk from obsolescence. The stall divisions are retained to ensure that the works are reversible.
16.	Installation of an external timber staircase to allow access to the new master bedroom suite.	High	Visual Impact externally	The works provide an alternative means of escape and are reversible.
17.	Removal of 2 no. C19th studs to form a doorway between the barn and the stables.	High	Loss of historic fabric	The removal of 2 no. studs is the minimum required to allow direct access between the barn and the stables.
18.	Replacement of fitted bar furniture in the midstrey.	Low	Visual Improvement Internally	The existing fittings appear to be out of date and would warrant replacement with new.
19.	Insertion of a studwork partition wall in the westernmost bedroom of the house, to create a stairwell. Install a new staircase from first floor level to wall plate height of the barn, returning to the new mezzanine level within the barn.	Low	Visual Impact Internally. Reduction in floor area of first floor bedroom.	Partitions are required to create individual rooms and provide privacy. Internal joinery would be of a traditional appearance to reflect the style of the barn.

20.	Removal of 1 no. historic rafter to allow access through the roof, over the wall plate.	High	Loss of historic fabric.	Removal of the rafter is required to facilitate access through the roof structure, between the house and the barn.
21.	Removal of 1 no. painted timber window and replacement with 2 no. external doors.	High	Loss of C20th historic fabric. Visual Impact Internally and externally.	Insertion of new doors is required to enable access to new external staircase.
22.	Insertion of a floor structure adjacent to the main barn to form an en-suite bathroom.	High	Visual Impact Internally.	Inclusion of a new en-suite provides facilities for the remote bedroom.
23.	Creation of a new master bedroom suite, with dressing room and stair lobby at the south end of the barn.	Low	Loss of C20th building fabric. Visual Improvement. Improvement of building performance.	Partitions are required to create individual rooms and provide privacy. Internal joinery would be of a traditional appearance to reflect the style of the barn.
24.	Insertion of a suspended walkway across the midstrey, with structural glass balustrade and gallery arrangement at each end.	High	Visual Impact Internally	The new mezzanine floors provide additional floor area to enable the re-use of the barn as accommodation space. The midstrey is retained clear, excepting a high level walkway which would be detailed with structural glass balustrades to maximise clear sightlines across the midstrey.
25.	Creation of a bedroom and adjacent en-suite bathroom at the north end of the barn.	High	Visual Impact Internally	The proposal maximises the space of the barn without impacting upon the significant midstrey of the barn.
26.	Insertion of timber casement windows and 'Conservation Rooflights' in the pitched roof above.	High	No loss of building fabric. Visual Impact Internally and externally	The rooflights are required to provide natural light and ventilation to new mezzanine floor accommodation. The rooflight specified is of a traditional design and is appropriate for this style of building.

ITEM 9
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
Total for Year				£ 3,125.00	£ -	£ -	£ 553.67	£ 3,678.67

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					£ 347.74							£ 347.74		£ 347.74
18/04/2017	496		McAfee	Virus Check 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
17/09/2017	455		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
17/09/2017	456		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
17/09/2017	457		HMRC	PAYE/NI	£ 90.00									£ 11.20		£ 101.20		£ 101.20
17/09/2017	458		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
17/09/2017	459		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
17/09/2017	460		Royal British Legion	Wreath											£ 17.00	£ 17.00		£ 17.00
Total for Year					£1,025.04	£ -	£ 61.75	£ 136.86	£ 347.74	£ -	£ -	£ 79.16	£ -	£ 384.48	£ 222.00	£ 2,257.03	£ 58.21	£ 2,315.24

Budget Comparison

BUDGET ANALYSIS						
2017/18	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Net £	%age Budget Spend	Notes
Clerk's Salary	£ 1,900.00		£ 1,025.04	£ 874.96	53.9%	
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			-£ 81.00	0.0%	
Information Commissioner	£ 35.00		£ -	£ 35.00	0.0%	
Grass Cutting	£ 380.00		£ -	£ 380.00	0.0%	
Hall Hire	£ 300.00			£ 300.00	0.0%	
Transparency Fund			£ 79.16	-£ 79.16	#DIV/0!	Restricted funds
Other	£ 200.00		£ -	£ 200.00	0.0%	
Election Fees	£ 15.00			£ 15.00	0.0%	
Remembrance Day Parade	£ 220.00		£ -	£ 220.00	0.0%	
Parish Plan	£0			£ -	#DIV/0!	Restricted funds
Village Fete	£0			£ -	#DIV/0!	Restricted funds
Litterpicking			£ 384.48	-£ 384.48	#DIV/0!	Restricted funds
Defibrillator	£0		£ 205.00	-£ 205.00	#DIV/0!	Restricted funds
Other	£0		£ 17.00	-£ 17.00		
Precept	-£ 3,125.00	-£ 3,125.00		-£ 3,125.00	100.0%	
VAT Refund	-£ 100.00	-£ 553.67		-£ 100.00	-100.0%	
Totals net of VAT	£ 234.00	-£ 3,678.67	£ 2,257.03	-£ 2,023.03		

Bank Reconciliation



LITTLE BRAXTED PARISH COUNCIL

MG 000003 F1VH83A 8993PEAK00110 38300 1466158011

BBW 0844 549C 2037 4020 1894 05

Issued on 01 November 2017



MR GORDON MUSSETT
25 EBENEZER CLOSE
WITHAM
CM8 2HX



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] or contact us via your usual point of contact at Barclays.

Date	Description	Money out £	Money in £	Balance £
30 Sep	Start Balance			4,490.58
23 Oct	Cheque issued Ref: 100400	37.60		4,452.98
	Cheque issued Ref: 100400	120.72		4,332.26
	Cheque issued Ref: 100400	37.60		4,294.66
	Cheque issued Ref: 100400	120.72		4,173.94
	Cheque issued Ref: 100400	17.00		4,156.94
25 Oct	Cheque issued Ref: 100400	101.20		4,055.74
31 Oct	Balance carried forward			4,055.74
	Total Payments/Receipts	434.84	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

30 Sep - 31 Oct 2017

Start balance	£4,490.58
Money out:	£434.84
* Commission charges	£0.00
Money in:	£0.00
* Gross interest earned	£0.00
End balance	£4,055.74

BANK RECONCILIATION¹

Over the next few months you may receive a Compensation Scheme.

As at 31/03/17

Petty Cash	£	2.44
Barclays Bank	£	3,002.57
Total	£	3,005.01
Less Uncashed Cheques	-£	337.12
Total	£	2,667.89

Add Income for year	£	3,678.67
Less Expenditure for year	-£	2,315.24
Total	£	4,031.32

As at 31/10/17

Represented by

Petty Cash	£	0.58
Barclays Bank	£	4,055.74
Total	£	4,056.32
Less Uncashed Cheques	-£	25.00
Total	£	4,031.32

0800 019600 F1VH83A 1466158011 1 of 3