



*Great Braxted
Parish Council*

Clerk to the Council:
Lynda Townend

GBPC
PO Box 13252
Chelmsford
CM1 9JR
Tel: 07307 891134
Email: parishclerk@greatbraxtedpc.org.uk

6th January 2023

To: Members of Great Braxted Parish Council

You are hereby summoned to attend

**THE PARISH COUNCIL MEETING TO BE HELD AT THE PAVILION
ON THURSDAY 12th JANUARY 2023 AT 8.00 PM**

for the purpose of transacting the following business:

LTownend
Clerk to the Council

A G E N D A

1. Apologies for absence

2. Minutes of the Parish Council Meeting

Minutes of the Meeting held on 10th November 2022 to be taken as read and signed as a correct record by the Chairman. ([attached](#)).

3. Declarations of Interest (existence and nature)

With regards to items on the Agenda. Councillors are reminded that the code of conduct that took effect from 1st July 2012 provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.

4. Sole Trustee Status for the Pavilion

To discuss the opportunities and benefits of sole trustee status.

5. Maldon District Councillor Update

6. 2023 Remembrance Day Service

To receive an address from Cllr Simon Morgan regarding the 2023 Remembrance Day Service

7. Great Braxted Village Clean Up 2023

To discuss the annual village litter pick.

8. Great Braxted Pavilion

To discuss groundworks engineering advice and proposals to update the village hall.

9. Public Participation Session

With respect to items on the Agenda and other matters that are of mutual interest.

10. Finance

10.1 To discuss and agree the budget and precept for the 2023/24 financial year ([agenda report attached](#)).

11. Planning

To note the Parish Council's response to a planning application considered outside of a meeting and circulated via email (in accordance with Council Resolution 20/15.2):

11.1 **22/01161/HOUSE PP-11679517**– Proposed single storey side/rear extension, Oak View House Tiptree Road Great Braxted Essex. No objection or comments

14. Environment

14.1 To discuss if outdoor fitness sessions will be offered in 2023 and funding opportunities

14.2 To discuss and decide if a grant towards the Pavilion car park extension will be made.

15. Accounts for Payment

To agree the accounts for payment for the period between 11th November 2022 and 12th January 2023. ([attached](#))

16. General Announcements



*Great Braxted
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Minutes of the Parish Council Meeting held at the Pavilion
On 10th November 2022 at 8pm

Present:

Councillor I Armstrong (Chairman), Councillor R Collins, Councillor K Hornett, Councillor L Kane, Councillor C Knapman, Clerk.

22/40 Apologies for Absence

None received.

22/41 Minutes of the Parish Council Meeting

The minutes of the meetings held on 26th September 2022 were agreed as a correct record and signed by the Chairman.

22/42 Declarations of Interest

None received.

22/43 United in Kind

The United in Kind Coach will be offered an agenda item at the January meeting.

22/44 Maldon District Councillor Update

District Councillor Siddall was not present.

22/45 Public Participation Session

None present.

22/46 Planning

46.1 22/00499/FUL – Erection of twelve stables on land rear of Hawthorns, Braxted Park Road, Great Braxted. **No objection.**

22/47 Environment

47.1 It was resolved to approve the quote from Walton Tree Services for a health survey of the second oak tree on the cricket field at a cost of £400 + VAT, subject to the survey being carried out by a qualified professional and after advice from the insurer.

47.2 Councillor Collins to research grants available to fund the outdoor fitness initiative in 2023.

47.3 An update on Pavilion matters was received. The plans for a car park extension are currently on hold.

47.4 It was resolved to request £25 per home cricket match per year from the Pavilion Management Committee, as a contribution towards grass cutting costs. This will be invoiced for each autumn from 2023. The Parish Council requested that when the Committee make decisions relating to Parish Council land, that the Parish Council be consulted.

47.5 It was resolved to remove the field pedestrian gate and replace it with post and rail fencing.

22/48 Accounts for Payment

It was resolved that the accounts for payment between 27th September 2022 and 10th November 2022 be approved as follows:

Staff costs	£699.20
Office expenses	£27.00
DW Maintenance	£435.00
Walton's Tree Services	£696.00 (including 22/47.1)
Maldon District Council	£258.77 ID
Mobile	£6.00
Royal British Legion	£25.00
Councillor Knapman (expenses)	£137.26

22/49 General Announcements

The following matters were raised:

- Consideration of nominating a particular area for the disposal of the cricket square grass cuttings next year.
- Potential for the Parish Council to become Sole Trustee of the Pavilion Charity.
- Thanks were offered to the outgoing Clerk.

Meeting closed at 9.23pm


BUDGET AND PRECEPT FOR 2023 – 2024
AGENDA ITEM 10.1
Background Information

Maldon District Council have requested the Council's Budget and Precept are notified to them by the 6th January 2022. Due to the bi-monthly meeting schedule used by Great Braxted Parish Council, MDC have agreed to increase the deadline to the 16th January 2023.

Summary

Last year the Council's budget was set at £9,550 with the Band D precept of £54.51.

In the coming financial year, 2023-2024, it is proposed the budget will need to be increased by 4.4% to £10,231 with the precept rising to £56.93.

This is due to inflationary pressures on supplier costs and a higher than anticipated NALC pay award in 2022-23.

Additional income from the Pavilion Management Committee will see a contribution to the cost of grounds maintenance.

During 2022-2023 the Parish Council has:-

- Completed the playground refurbishment
- Held the Official Playground Opening on the 30th April 2022
- Funded the outdoor fitness initiative for residents
- Funded the grounds maintenance of the field and cricket pitch
- Contributed toward the costs of the Remembrance Day Service
- Funded HM The Queen's Platinum Jubilee village celebrations
- Financed two hours per month for TRUCAM monitoring at a cost of £35.94/hour
- Invested in a new laptop for the Clerk
- Commissioned playground and tree inspections

Draft Budget Calculations for 2023-24

These are very uncertain times in which to budget. Currently there is no cap on the amount that Parish Councils can raise via their precept (District Councils and County Councils are capped). This is under consideration but for now Central Government expects Parish Councils to demonstrate restraint and must be able to explain and justify larger precept increases to their residents.

1. Income

The council's only source of income in 2022-23 was from the precept; a sum of £9,550. In 2023-24 in addition to the precept the council will receive income from the Pavilion Management Committee to help toward the cost of ground's maintenance of the cricket pitch (agreed November 2022 Minute 22/47.4. This will be based on £25/home game played on the field and is estimated to achieve an income of £325 for the season.

2. Expenditure

Clerk and Office Costs – a budget of £5,362 is proposed (an increase of 28%). The increase is largely due to the higher than expected salary settlement in 2022-23, a 4% increase assumed for 2023-24 and a budget of £500 training costs for the new clerk. There will be a saving of £360 for the PO box redirection service as this will not be used going forward.

Insurance and Subscriptions – a budget of £1,835 is proposed (an increase of 12%). Expenditure in this area includes TRUCAM costs £1,073, insurance £360, memberships £277 and a budget of £125 for elections which will be held in 2023.

Grants and Donations – a budget of £150 is proposed (a decrease of 25%). Expenditure includes a £25 donation to the Royal British Legion and £125 for other grants or donations.

Field, Playground and Environment – a budget of £3,320 is proposed (an increase of 11%). Expenditure includes grass cutting £2,320, a reserve fund of £500 for emergency tree works and £500 to celebrate the King's Coronation in May (plans to be agreed).

There is a balance of £6,777.59 for playground costs.

Maintenance – a budget of £232 is proposed for Remembrance Sunday costs of road closures and War Memorial maintenance.

Advice

Councillors are asked to receive, consider and approve the proposed budget and precept.

Accounts for Payment

For authorisation on 12/01/23

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
30/11/2022	DW Maintenance	Grass cutting November 2022	£ 145.00	£ -	£ 145.00
01/12/2022	Lynda Townend Expenses	As attached	£ 102.59	£ -	£ 102.59
08/12/2022	Little Braxted Parish Council	Contribution to War Memorial and road closure for Remembrance Day	£ 231.05	£ -	£ 231.05
10/12/2022	ID Mobile	Mobile Phone	£ 5.00	£ 1.00	£ 6.00
31/12/2022	Unity Bank	Bank Charges	£ 18.00	£ -	£ 18.00
05/01/2023	Lynda Townend	December Salary	£ 318.56	£ -	£ 318.56
05/01/2023	HMRC	December Payment	63.60	£ -	£ 63.60

TOTAL:

£884.80
