



Great Braxted Parish Council

Clerk to the Council:
Lynda Townend

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7th March 2024

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 MARCH 2024 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 the 18th January and the 5th March 2024 to be taken as read and signed as a correct record by the Chairman ([attached](#)).

3. Declarations of Interest (existence and nature)

Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct which took effect in July 2022.

Unforeseen interests must be declared similarly at the appropriate time.

4. Maldon District Councillor Update

To receive an update from Cllr Siddall.

5. Public Participation Session

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

6. Pavilion Refurbishment

To receive an update on the pavilion refurbishment project.

7. Planning

To consider planning applications detailed below and any planning applications published on the MDC planning website between the circulation of this agenda and the meeting:

7.1 23/01177/VAR PP-12650295 Variation of condition 2 on approved planning permission 21/01218/VAR (Conversion of farm buildings into a dwelling with single storey extension, detached cart lodge and associated external alterations.) Variation: Amendment to previously approved outbuilding to form an annexe at first floor at Apple Barn Shrub Farm Maldon Road Tiptree Colchester.

7.2 24/00072/PACUAR Application for prior approval for the change of use of two agricultural buildings into four dwellings at The Barn Braxted Park Road Tiptree Colchester Essex CO5 0QB.

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):

7.3 24/00112//REQDCO Requirement 3 - 2nd Iteration Environmental Management Plan (EMP) for National Highways A12 Chelmsford to A120 Widening Development Consent Order 2024 TR010060 for the Widening Project for A12 Great Braxted Essex. **No Comment.**

7.4 24/00131/REQDCO Requirement 3 - 2nd Iteration Environmental Management Plan (EMP) Appendix I Landscape and Ecology for National Highways A12 Chelmsford to A120 Widening Development Consent Order 2024 TR010060 for the Widening Project For A12 Great Braxted Essex. **No Comment**

To note, applications submitted and distributed to the Council, by Maldon District Council marked 'for information only'.

7.5 24/00188/AGR PP-12802636 Prior notification for an agricultural grain storage building at land adjacent to Broomfields Farm, Lea Lane Great Braxted.

8. Planning Decisions

To note, planning decisions made by Maldon District Council.

8.1 HOUSE/MAL/23/01170 Replacement garage with first floor home office, single storey rear extension and new carport in grounds. (Resubmission of approved application ref HOUSE/MAL/21/00072) Lea Lane Wood Lea Lane Great Braxted Witham. **Approved.**

8.2 FUL/MAL/23/01042 Extension and alterations to the existing dwelling including demolition. Erection of outbuildings including garden annexe, cart lodge with accommodation above and stables. New driveway location and external works at Ashmans Farm Braxted Road Kelvedon Colchester. **Refused.**

9. Essex Minerals Local Plan 2024-2040

Councillors to confirm their response to the consultation and consider providing a financial contribution to the Braxted and Blackwater Conservation Group to appointment of a Planning Consultancy to carry out research and prepare a representation to the consultation.

10. Environment

10.1 Use of Byelaws or Signage on the Field

To receive a report on implementing byelaws for prohibited activities on the field. [Report attached.](#)

10.2 Hedging to Hide Waste Bins Outside 10 & 11 High Ridge

To discuss the best method for hiding the waste bins.

10.3 Speed Calming Signs

To consider purchasing two additional speed camera repeater signs. [Report attached.](#)

10.4 Continuation of TruCam Service

To consider contracting the TruCam service for 2024/25. [Report attached.](#)

10.5 Easter Egg Hunt

To decide if an Easter Egg Hunt can take place on Easter Sunday or another day over the Easter period.

11. Finance

11.1 Accounts for Payment

To agree the accounts for payment, ([attached](#)) made between meetings, for the period between the 12th January to the 7th March 2024.

11.2 Grant to Beacon Hill Football Team

To consider donating a sum of money to the Beacon Hill Football Team.

12. Policies and Procedures

12.1 Procurement Policy

To consider adopting a Procurement Policy. Draft policy [attached](#).

12.2 Biodiversity Policy

To receive a report outlining the Council's obligations under the Natural Environment and Rural Communities (NERC) Act 2006 and consider adopting a Biodiversity Policy. Report, draft policy, and draft action plan [attached](#).

12.3 Gov.uk Domain Name

To receive a report ([attached](#)) with a recommendation to adopt a Gov.uk domain name.

12.4 Pavilion Terms of Hire

To agree the Terms of Hire to be imposed on hirers of Parish Council land. Draft Terms of Hire [attached](#).

13. General Announcements

14. Items to be Included on the Next Agenda

15. Date of Next Meeting

Combined Annual Parish Meeting and Annual Parish Council Meeting 14th May 2024.

16. Chairman to Close the Meeting

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

Minutes of the Parish Council Meeting held at The Pavilion on 18th January 2024 at 8pm

Present:

Councillor R Collins (Chairman), Councillor C Knapman (Vice Chairman), Councillor M Davis, Councillor L Holt, Councillor E Miles, Councillor Richard Siddall and the Clerk and 4 members of the public

23/81 Apologies for Absence

No apologies were received as all Members were present.

23/82 Minutes of the Parish Council Meeting

RESOLVED: that the minutes of the meeting held on the 14th December 2023 were agreed as a correct record and signed by the Chairman.

23/83 Declarations of Interest

None declared.

23/84 Maldon District Councillor Update

Cllr Siddall provided an update on District activities including:-

- Cllr Siddall was the Leader of Maldon District Council running a minority administration and his priority is to transform the council and build confidence.
- In addition to the above role, Cllr Siddal is the Independent Representative for the East of England Local Government Association and Chair of the North East Economic Board.
- Maldon District Council is currently working on the 2025/26 budget which will be balanced and he hopes this will continue for 2025/26 and 2026/27.
- The Council is financially secure with over £5 million in reserves.
- The Council is aiming to source more commercial income.
- Building work has commenced on the new crematorium which is being built on the A414 between Maldon and Danbury.
- St Peters Hospital is due to close with services being moved to alternative locations. The Council is working with the NHS to ensure there is adequate cover provided to residents.
- Work on the Local Plan is progressing with modelling being completed and then a consultation will take place. The new Local Plan will include a Community Infrastructure Levy (CIL) which are funds provided by developers which are paid directly to Maldon District Council.
- The land supply is currently at 6.3years against a government target of 5 years.
- Community Hubs are continuing each month, focusing on topics such as sustainability and health and well-being.
- A service guide is available for residents who are struggling due to the cost-of-living crisis and winter hardship.

- Another restructure of the Council is in progress to ensure the services provided are meeting the needs of the community.
- Maldon District Council is encouraging Town and Parish Councils to consider Climate Action in the services they provide and are being asked to sign up to be a Climate Action Friend.
- Beat the street competition will launch in the summer to encourage residents to increase their activity level and prizes will be given to those who take up activity.
- The likelihood of devolution to the Greater Essex Authority is unlikely due to a lack of parliamentary time before the next general election.

Cllr Miles asked if a new secondary school was planned. Cllr Siddall advised the Plume Academy is due to expand with a satellite site.

23/85 Public Participation Session

A member of the public summarised agenda item 8.3, Speed Camera Signs and the reasoning for the quantity quoted for.

A member of the public asked if the Parish Council was considering budgeting a sum of money toward the upkeep of the churchyard.

Cllr Collins advised 1/3 of funds raised from the quiz night was given to Great Braxted Church, All Saints and 1/3 given to St Nicholas Church, Little Braxted.

A member of the public advised a tree has fallen in the area of dead ground on the field and that there are a considerable number of brambles.

Cllr Collins asked for suggestions to improve the area, requesting Members bring suggestions to the next meeting. It was agreed residents should also be consulted on how the area should be used.

RESOLVED: that Members will bring suggestions to improve the area to the next meeting.

RESOLVED: Cllr Davis will include an article in the Braxted Bulletin regarding the area of land.

A member of the public asked for an update regarding the old sign which was displayed on the Pavilion.

Cllr Knapman advised the original sign is to be replaced in a design in keeping with the new sign acknowledging those involved in the 2023 project works.

A member of the public suggested using a mobile WI FI connection instead of using a fixed fibre cable. Information will be sent to the clerk.

23/86 Pavilion Refurbishment

The Chairman provided an update on the pavilion refurbishment project noting:-

- The project to refurbish the pavilion, improving its carbon footprint has been completed with the installation of new cladding, a thermal blanket and insulation and new soakaways.

- A grant of £70k has been awarded by the Community Ownership Fund. Great Braxted was the only parish Council to receive an award. These funds will cover the cost of a new roof and storage area.

RESOLVED: that the update be noted.

23/86/1 Solar Panels on the Pavilion Roof

Cllr Holt reported her findings in investigation the possibility of installing solar panels on the pavilion confirming solar panels could be installed on the south side of the roof with or without a storage battery. The first quote was for £8,482 without battery storage and £12,643 with battery storage. Based on historic electricity records provided by the Pavilion Management Committee the panels would be able to provide 35% of the electricity needed.

Cllr Siddall advised funding for the project may be available from Rural Prosperity Fund

RESOLVED: that the council is keen to progress the installation of solar panels on the pavilion and comparative quotes will be sought.

23/86/2 Planning Application for Pavilion Storage Room

Cllr Collins distributed proposed plans for the storage room and advised planning permission would be required for the proposed storage room to be built on the eastern aspect of the pavilion.

RESOLVED: that the Council support the application and include the installation of solar panels on the pavilion roof in the same application. George Traer Clark will submit the application on the parish council's behalf for a cost in the region of £500.

23/86/3 Pavilion Energy Saving Project 2023 Phase 2

This item was covered in Minute number 24/06/2.

23/86/4 Reallocation of Balance from National Lottery Coronation Grant

Cllr Knapman advised there was a residual balance of £362.39 from the National Lottery Coronation Grant which had been allocated toward the cost of a replacement of the water heater. Cllr Knapman advised a 200m of hose pipe, trolley and outside tap would be beneficial to water the new trees on the field.

A member of the public advised there was an outside tap but did not know the exact location.

RESOLVED: that the Council agree to reallocate the balance of £362.39 from the National Lottery Coronation Grant toward the cost of a 200m hose, trolley and outside tap, if the existing tap cannot be located.

RESOLVED: Cllr Colins will ask a resident with a metal detector to try to locate the tap.

23/87 Planning

23/87/1 ESS/42/23/BTE/

Councillors considered the application and letter from Essex County Council dated 28th December 2023 asking for formal observations to relocate the plant site, ready mixed concrete plant, bagging plant and associated ancillary facilities including a conveyor network with bridge over Braxted Road.

RESOLVED: that the Council will not submit observations regarding this application due to the complexity of the application.

23/88 Environment

23/88/1 Annual Village Spring Clean

Councillors discussed the logistics of the annual village spring clean/litter pick.

RESOLVED: that the annual litter pick take place on Saturday the 16th March 2024.

RESOLVED: that the clerk will collect litter picking equipment from Maldon District Council.

23/88/2 Post and Rail Fencing

Councillors received a report and considered quotes to repair a section of fencing in the new financial year.

RESOLVED: that the quote provided by R Clark Landscaping for the sum of £1,090 be accepted for the works which will commence in the new financial year.

23/88/3 Speed Camera Signs

Councillors received a report and considered quotes for the purchase of speed camera signs to install on existing posts in the village.

RESOLVED: that the quote for £511 be accepted.

23/89/1 Accounts for Payments

The Council approved the following payments made between the 8th December 2023 and the 11th January 2024:-

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
12/12/2023	ECS Carpet Care	Deep clean pavilion carpets	£ 293.46	£ -	£ 293.46
13/12/2023	AM Landscaping	Additional stones for pavilion carpark	£ 600.00	£ -	£ 600.00
14/12/2023	Cllr Knapman	Items for pavilion	£ 92.70	£ -	£ 92.70
14/12/2023	AM Landscaping	Carpark labour and materials	£ 400.00	£ -	£ 400.00
21/12/2023	Cllr Knapman	Foyer rug for pavilion	£ 34.12	£ 6.82	£ 40.94
21/12/2023	Maldon Town Council	Recharge clerks training course	£ 75.00	£ 15.00	£ 90.00
24/12/2023	Cllr Knapman	Door mats for pavilion	£ 27.47	£ -	£ 27.47
25/12/2023	AJ Adams	Window cleaning of pavilion	80.00	£ -	£ 80.00
24/12/2023	ID Mobile	Mobile phone bill - December 2023	£ 5.00	£ 1.00	£ 6.00

09/01/2024	Information Commissioner's Office	Data Protection Fee	£ 35.00	£ -	£ 35.00
09/01/2024	Cllr Knapman	Expenses	£ 26.43	£ -	£ 26.43
11/01/2023	Wickham Bishops Parish Council	Remembrance Day costs	£ 160.60	£ -	£ 160.60

TOTAL:

£1,852.60

RESOLVED: The accounts for payment listed above be approved for payment.

Cllr Holt queried the sundry costs charged to the pavilion project and felt the cost of over £2k for sundry items was excessive.

Cllr Collins provided a summary of the costs and advised these were made in order to expediate the project and to replace items which had been discarded during building works.

Cllr Holt queried why the Pavilion Management Committee had not covered the cost of these items.

Cllr Collins advised all the pavilion costs had been covered by grant funding and the Pavilion Management Committee had contributed £29,100 from grants they had received toward the cost.

23/89/2 Quarter 3 Bank Reconciliation

Councillors received the bank reconciliation to 31st December 2023 which had been scrutinised by Cllr Holt prior to the meeting.

RESOLVED: that the bank reconciliation be noted and signed by Cllr Holt as a true account.

23/90 2024/25 Budget and Precept Demand

Councillors discussed the proposed budget and precept for 2024-25 and agreed a budget of £14,202.24 in expenditure, £225 in income and a precept demand of £13,977.24 giving a Band D rate of £77.01. This represents a 36.6% increase on the previous year.

A member of the public suggested a reduction in costs could be achieved if the frequency of mowing and strimming was reduced when the grounds maintenance contract next goes out to tender.

RESOLVED: the Parish Council approved the budget for the 2024/25 financial year.

RESOLVED: the Parish Council agreed the precept demand of £13,977 for the 2024/25 financial year.

23/91 Hiring Terms and Conditions

Councillors received draft terms and conditions to be given to hirers when using Parish Council land and equipment.

The use of Bylaws was discussed to enable enforcement of the proposed rules.

RESOLVED: that the clerk and Cllr Knapman will investigate introducing Bylaws to enforce rules.

RESOLVED: Cllr Knapman will distribute the draft terms and conditions to the Pavilion Management Committee for comment and will include reference to the proposed Bylaws in a second draft.

23/92 Selecting Information to Disseminate to Residents

Councillors discussed the type of information received by the Parish Council which should be disseminated to residents via the Braxted Bulletin and the Facebook page.

Cllr Davis advised it would be feasible to include this information.

RESOLVED: Cllr Collins will send relevant information to Cllr Davis to include in the Braxted Bulletin.

23/93 Hedgehogs R Us Highway Project

Councillors considered information received from Hedgehogs R Us to purchase hedgehog highway surrounds.

RESOLVED: that the project would not be suitable to use in such a rural area.

23/94 Schedule of Meetings

Councillors were provided with a calendar of proposed meeting dates for the civic year 2024/25.

RESOLVED: that the schedule of meeting for the civic year 2024/25 be approved.

23/95 Sole Trustee Status of the Pavilion

The chairman advised this matter was progressing.

23/96 Hedges Impeding Footpath Access

The council discussed the process which should be followed when complaints are received regarding matters affecting the village.

RESOLVED: that the Council will, in the first instance, post a letter to residents requesting which action they would like to be taken to improve conditions in the village.

23/97 Installation of a Village Christmas Tree

Members requested this item be discussed in September.

RESOLVED: that the item be included on the agenda in September 2024.

23/98 General Announcements

No general announcements were made.

23/99 Items to be Included on the Next Agenda

Any items to be included on the agenda should be submitted to the clerk.

RESOLVED: that Members will send information for future agenda items to the clerk.

23/100 Date of Next Meeting

The next Parish Council meeting will be held at 8pm on Tuesday the 12th March 2024, in the pavilion

23/101 Chairman Closed the Meeting

There being no further business the Chairman closed the meeting at 22.08

Signed: _____ Dated: _____

CLlr R Collins

Chairman

Minutes of the Extraordinary Parish Council Meeting held at

The Pavilion, Great Braxted on 5th March 2024 at 8pm

Present:

Councillor R Collins (Chairman), Councillor M Davis, Councillor L Holt, Councillor Miles the Clerk and 25 members of the public.

23/102 Apologies for Absence

Apologies were received from Cllr Knapman.

23/103 Minutes of the Parish Council Meeting

This item was deferred until the next meeting

23/104 Declarations of Interest

None declared.

23/105 Public Participation Session

Matthew Taylor, resident and founding member of the Braxted and Blackwater Conservation Group, presented information to the council on the proposed Essex Minerals Local Plan 2025-2040.

23/106 Essex Minerals Local Plan 2025-2040 and Call for Sites Consultation

This item was deferred to the meeting to be held on the 12th March 2023.

23/107 Date of Next Meeting

The next ordinary meeting of the Council will take place at 8pm on Tuesday the 12th March 2024 in the Pavilion, Great Braxted.

23/108 Chairman Closed the Meeting

There being no further business the meeting closed at 21.17

Signed: _____ Date: _____

Cllr Richard Collins

Chairman



Agenda item: 10.1

AGENDA REPORT

Parish Council Byelaws

Investigation / Outcome / Recommendation

Paper written by Cllr Knapman & Parish Clerk Lynda Townend

4th March 2024

Background:

At the Great Braxted Parish Council meeting that took place at 8pm on Thursday 18th January 2024, it was raised by a member of the public that byelaws be created/introduced to curtail any potential future issues occurring on the village fields.

Byelaws are local laws made by a local council under an enabling power requiring something to be done – or not done – in a specified area. They are accompanied by some sanction or penalty for their non-observance which is enforced by the local authority through the magistrates' court. Contravening a byelaw can result in a fine upon a successful conviction.

Research / Findings:

- Cllr Knapman and Lynda Townend (Parish Clerk) extensively researched about byelaws.
 - We reviewed multiple websites including .gov.uk¹
 - We read a vast amount of literature and reached out to several sources for information / guidance.
- The process of drafting / obtaining byelaw(s) has been simplified when compared to previous years but there remains numerous hurdles / data requirements / seals & signatories etc.
- Where a council is proposing to make a new byelaw, it must first undertake its own deregulatory assessment of the impact that byelaw might have on all those potentially affected by it and submit that assessment, together with certain supporting material, to the Secretary of State.
- Provided the Secretary of State gives leave to proceed in making the byelaw the council completes the byelaw making process which involves advertising and consulting on the byelaw and then, having regard to any representations received.
- All byelaws have to be *“fair and proportionate and used as a last resort”*.
- A byelaw cannot be made *‘where alternative legislative measures already exist that could be used to address the problem’*.

¹ <https://www.gov.uk/guidance/local-government-legislation-byelaws>

- Cllr Knapman and Lynda Townend (Parish Clerk) reached out to other local Parishes to ascertain if they have byelaws for their fields or land assets, and requested copies to consider utilising /mirroring/adapting etc.
- Wickham Bishops Parish Council confirmed they do not have and byelaws on their playing fields. However, the Beacon Hill Sports Association has installed signage confirming rules for use of the sports field.
- As far as the GBPC is aware there hasn't been historically any persistent issue(s) regarding unacceptable behaviours on the field.
- Therefore, it is felt without this historical evidence it would be very difficult to be granted approved byelaw(s) for the cricket and playing fields.

Proposal:

- It was commented at the Parish council meeting on 18/01/24 by Cllr Miles that if a member of the public was disturbing the peace in field(s) and/or disobeying the rules of the field they can be asked to leave as the land and assets are privately owned.
 - Cllr Miles commented that failure to leave could/would result in technical trespassing and blue light authorities could be contacted to enforce / maintain the peace.
- However, to enforce the above a clear set of field rules needs to be on display outlining unacceptable public codes of conduct.
- Displayed rules can be utilised to prove inappropriate behaviour(s) within the fields and gives the land owner (i.e. GBPC) entitlement to request inappropriate action cease and/or removal themselves from land.
- This is the approach taken by other local entities.
- In Cllr Knapman and Lynda Townend (Parish Clerk) view it is felt this approach dovetails nicely with the recent request from the Great Braxted Pavilion Management Committee (GBPMC) to incorporate a sub-section wording into the Pavilions 'Hirer' conditions with regards to do/don'ts on PC owned land and assets
- Cllr Knapman and Lynda Townend (Parish Clerk) propose a sign similar to those installed in Wickham Bishops, Heybridge PC, Tiptree PC, is generated confirming field rules signs (as illustrated below)



Draft wording / signage for PC consideration within fields:

Great Braxted Cricket & Playing Fields

Privately owned & maintained by the Great Braxted Parish Council

In the interest of all please kindly respect the following field(s) rules:

- **NO** Littering / Vandalism / Dog Fouling
- **NO** Camping
- **NO** Fires or Barbeques
- **NO** Consumption of alcohol
- **NO** Illegal drugs on the premises
- **NO** Heavy goods vehicles, unauthorised parking or driving across the land (*excludes Bluelight Services*).
- **NO** Fireworks
- **NO** Animals other than Dogs
- **NO** Loud Music or External Speakers
- **NO** Festivals or Music Events
- **NO** Dogs in the playground area or off-lead in the playing field
- **NO** Model Aircraft or Model Cars
- This area is not a registered village green and no deemed rights under the Village Greens Act exist.
 - There are no public rights of way (other than signed posted footpath).
 - The Great Braxted Parish Council will not be held liable for loss, damage or personal injury.
- Some rules can be renounced for village-organised events which have received written permission from Parish Council.

Any complaints or misuse should be reported to the Parish Council Clerk on [07307 891 134](tel:07307891134) or email parishclerk@greatbraxtedpc.org.uk

Note:

- The proposed measurement of the signage would be 90 cm by 50 cm and raised on 2 posts each 8cm in diameter.
- The proposed location for the sign should be in a prominent position but one in each field to ensure rules are clearly visible and hence then enforceable by blue light authorities if required.



Agenda item: 10.3

AGENDA REPORT

Traffic Signs

Background information

The need for speed calming measures in the village of Great Braxted is regularly discussed at Parish Council meetings and on the 14th December 2023, under minute reference 23/74/2 the Council agreed to consider quotes for signs that could be installed in the village.

At the council meeting held on the 18th January 2024, Minute reference 24/08/3 Members agreed to purchase 10 signs; 5 x large speed camera signs, 4 x small speed camera signs and 2 x speed check area signs.

Summary

The signs were ordered and installed on the 17th February 2024.

Following the installation a member of the public felt two additional, small speed camera signs were needed to be positioned on High Ridge and adjacent to the new build houses.

The cost of the two additional signs would be £89.60

Advice

Councillors are asked to consider the request to install two additional speed camera signs.



Agenda item: 10.4

AGENDA REPORT

Trucam Service

Background information

11th March 2021 – Council resolved to request 2 hours of TruCam service at a cost of £35.06 for an initial period of 6 months.

14th December 2023 – Council resolved to continue the TruCam service for a further 6 months to 31st March 2024. Minute reference 23/74/3.

Summary

Great Braxted Parish Council have contracted the services of Maldon District Council's Community Engagement Team to conduct 2 hours of TruCam patrols each month since March 2021.

Maldon District Council have advised the cost of the service for 2024/25 will be £42.47/hour giving a total annual cost of £1,019.28. This is within the budget, allocated for the service in 2024/25, of £1,070.

Members are asked to consider if they wish to continue subscribing to the service and if so for what period.

Recommendation

The clerk advises the council continues with the service for a period of 12 months, from the 1st April 2024 to the 31st March 2025.

Accounts for Payment

For authorisation on 12/03/2024

Date	Supplier	Item	Net	VAT	Total	Authorisation No.
21/01/2024	Mr A Holt	Water heater and valve	£ 195.00	£ 39.00	£ 234.00	139096772
21/01/2024	GB Pavilion Management Committee	Reimbursement of Pavilion Project costs	£ 447.24	£ -	£ 447.24	561703004
23/04/2023	Very Nice Blinds	Shutters for pavilion	£ 1,416.67	£ 283.33	£ 1,700.00	92100890
24/01/2024	ID Mobile	January mobile phone bill	£ 5.00	£ 1.00	£ 6.00	DD
28/01/2024	Mrs Lynda Townend	January Salary	£ 247.60	£ -	£ 247.60	669829562
28/01/2024	HMRC	January payment	£ 62.00	£ -	£ 62.00	<i>To be paid as part of the Q4 payment to HMRC</i>
28/01/2024	Mrs Lynda Townend	December and January expenses	£ 33.70		£ 33.70	58312799
29/01/2024	Point Graphics	Traffic signs	£ 511.00	£ 102.20	£ 613.20	813911243
06/02/2024	Cllr Knapman - expenses	pavilion expenses	£ 20.74	£ -	£ 20.74	34301094
06/02/2024	Cllr Knapman - expenses	Cricket sign	£ 44.50	£ 8.90	£ 53.40	195194111
06/02/2023	Maldon District Council	TRUCAM costs - Oct, Nov and Dec	£ 243.18	£ 48.64	£ 291.82	287689368
13/02/2024	Will Teasel	Install under sink water heater	£ 380.00	£ -	£ 380.00	723849440
13/02/2024	Cllr Knapman - expenses	New fire blanket for pavilion	£ 13.94	£ 2.79	£ 16.73	825280588
19/02/2024	Cllr Knapman - expenses	Furniture oil for playground	£ 26.64	£ 5.32	£ 31.96	115772200
19/02/2024	EALC	Training courses	£ 225.00	£ 45.00	£ 270.00	590558672
24/02/2024	ID Mobile	February mobile phone bill	£ 5.00	£ 1.00	£ 6.00	DD
28/02/2024	Mrs Lynda Townend	February Salary	£ 247.80	£ -	£ 247.80	995944172
28/02/2024	HMRC	February payment	£ 61.80	£ -	£ 61.80	<i>To be paid as part of the Q4 payment to HMRC</i>
29/02/2024	Maldon District Council	Election 2023 costs	£ 99.85	£ -	£ 99.85	321873859
04/03/2024	Cllr Knapman - expenses	Flash floor cleaner for Pavilion	£ 15.00	0	£15.00	447427511
05/03/2024	All Colour Windows and Doors	French door key turn barrels	£ 76.67	15.33	£92.00	58733832
TOTAL:					£2,543.60	



Procurement Policy

1. Introduction

1.1. Every Contract by the Council or person acting on its behalf shall comply with this Procurement Policy, the Parish Council's Standing Orders and Financial Regulations.

These regulations cover, amongst other things:

1.1 The number of quotations to be sought and the tendering procedures.

1.2 The purpose of this policy is to provide guidance on the factors that will be taken into account when purchasing goods and services.

1.3 A Contract is an agreement between the Council and an individual or organisation to provide works, goods or services (including the engagement of consultants) for which the Council will provide consideration.

The following contracts are exempt from the requirements of these rules:

Contracts relating solely to the disposal or acquisition of land; employment contracts and individual agency contracts for the provision of temporary staff.

1.4 Persons involved in the awarding of a Contract on behalf of the Council must ensure that the best value for money is obtained. Before commencing a procurement, it is essential that the authorised person leading the procurement has identified the need and fully assessed the options for meeting those needs. The best use of purchasing power shall be sought by aggregating purchases wherever possible.

1.5 Exceptions from any of the following provisions of these Contract Procurement Rules may be made under the direction of the Council where they are satisfied that the exception is justified in special circumstances.

2. Local Contractors Preferred

2.1 The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible, subject to paragraph 12 below.

3. Competence of Contractors and Due Diligence

3.1 The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.

3.2 All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety Policy and any rules specific to the site of operation. Provision of suitable risk assessments and method statements will be a condition of all such contractors.

3.3 The Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million.

4. Equality and Sustainability

4.1 The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.

4.2 The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products that protect biodiversity.

4.3 The Council will, wherever possible, purchase goods that meet Fairtrade standards (or similar).

5. Prompt Payment of Invoices

5.1 The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement. In order to comply with current legislation all payments, (apart from petty cash payments) are made by BACS transfer or cheque.

6. Pre-approval of Contractors

6.1 In respect of contracts that may be exempt from the Public Contracts Regulations of 2015, the Council needs to have access to pre-approved contractors to supply routine services or who can be called on to provide emergency services, including but not limited to:

- a) Electricians
- b) General builders
- c) Glaziers
- d) Grass and hedge cutting contractors
- e) Locksmiths
- f) Play equipment repairers
- g) Plumbing and heating engineers
- h) Tree surgeons

6.2 Contractors wishing to be included on the Council's register of approved contractors will be required to complete a registration form.

6.3 The register of approved contractors will be reviewed periodically.

7. Best Value

7.1 Normally the Council will accept the quotation, estimate or tender that provides best value for money. However, the Council is not obliged to accept the lowest of any tender, quotation or estimate, but must give valid reasons for not doing so.

8. Purchases on account

8.1 The Council may maintain monthly accounts with suppliers of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must be provided with a receipt. Limits will be set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised in advance.

9. Specifications

9.1 Enquiries and invitations to Tender shall be based on a written specification. The specification shall adequately describe the requirement procedure in sufficient details to enable effective procurement in accordance with these rules.

10. Contracts below £5,000 but above £500

10.1 While not obliged to seek competitive tenders for works below £5,000, where there are opportunities for competitive savings, 3 quotations shall be sought (subject to paragraph 7 above).

For purchased below £500 quotes may be sought in order to achieve price comparisons.

11. Contracts between £5,000 and £25,000

11.1 Written quotations must be sought by not less than three individuals or organisations that could undertake the contract.

12. Contracts above £25,000

12.1 A public notice must be made setting out the particulars of the contract and inviting persons interested to apply, within a period of not less than 10 days, for opportunity to tender.

12.2 After the expiration of the period specified in the public notice invitations to Tender shall be sent to not less than four individuals or organisations that could undertake the contract (or, if fewer than four apply, to those that are suitable).

12.3 Tenders to be submitted and opened in accordance with Paragraph 14 below.

12.4 Contract Procedure Rules 8 and 9 shall not apply to the following but wherever possible, alternative quotations shall be obtained:

- a) Purchase by auction or at public fairs
- b) Contracts involving special technical, scientific or artistic knowledge
- c) Contracts comprising spare or replacement parts or existing machinery or plant or repairs to such machinery or plant
- d) Urgent situations as agreed with the Chair of the Council where the Council is put at significant risk or significant costs could be incurred by not taking urgent remedial action.

12.5 Every written contract shall specify:

- a) The work, materials, matters or things to be furnished, had or done
- b) The price to be paid, with a statement of discounts or other deductions (if any); and
- c) The time or times within which the contract is to be performed.

12.6 Every contract which exceeds £25,000 shall comply with Articles 109 to 114 of the Public Contracts Regulations 2015 as explained in NALC Legal Topic Note 87 regarding advertising of contracts and the use of the 'contract finder' website.

13. Submissions of Tenders: submission procedures for contracts above £25,000

13.1 Where an invitation to tender is made, such invitation to tender shall state the general nature of the intended contract and the Responsible Financial Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitations shall in addition state that tenders must be addressed to the Responsible Financial Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked

envelope in which the tender is to be sealed and remain sealed until the prescribed dates for opening the tenders for the contract.

13.2 The tenders shall be kept in the custody of the appropriate nominated person until the time and date specified for their opening.

13.3 Tenders shall be opened by the Responsible Financial Officer in the presence of at least one councillor. Tenders shall be date stamped and signed on all pages containing price information.

13.4 Quotations and tenders may be received electronically provided they are kept in a separate secure folder under the control of the Responsible Financial Officer which is not to be opened until the deadline has passed for receipt of tenders.

14. Acceptance of Quotations and Tenders

14.1 The tender that offer the best value to the Council shall be accepted. Each tender shall be evaluated for the price and quality to ascertain the most economically advantageous tender. Local companies should be encouraged to apply.

14.2 For procurements over £25,000 the questions and scoring systems used shall be written before the tenders are received. The basis of this exercise shall be explained in any invitation to tender documentation.

14.3 Where the authorised person considers it in the best interest of the Council, he/she may negotiate with the tenderers whose tenders are being considered for acceptance. No negotiation on contracts whose value is in excess of £25,000 can take place without reference to the Chair of the Council. Any negotiations which would distort competition is expressly forbidden.

14.4 Arithmetical errors found in any tender when checking shall be dealt with as follows:

The tenderer shall have the error pointed out to them and be offered the opportunity to stand by their original tender, or their corrected tender, or withdraw it.

15. Signing and Sealing Contracts

15.1 Every successful quotation/tender shall be accepted in writing, provided that contracts as the Solicitors to the Council shall determine shall be set out in a formal contract document.

16. Nominated Sub-Contractors and Suppliers

16.1 Where a sub-contractor or supplier is to be nominated to a main contractor, the procurement of the services of the sub-contractor or supplier shall be subject to these Contract Procedure Rules.

17. Contracts Record

17.1 A record of all contracts in excess of £25,000 in value placed by the Council shall be kept by the Clerk.

This record shall specify for each contract the name of the contractor, the works to be executed or the goods or services to be supplied, the contract value and the contract period. This is the responsibility of the appointed person authorising the contract to ensure that an accurate record is maintained.

18. Contract Management

18.1 For contracts exceeding £25,000, project management shall be adopted, using industry agreed project management framework and standards as appropriate to the work being undertaken (for example, but not limited to, PRINCE2, PMI, RIBA, RICA). This expertise may be purchased by the Council – e.g. quantity surveyors.

Suppliers will be expected to demonstrate their Project Management competency and qualifications.

19. Contract Variations

19.1 Any necessary instructions to vary a contract shall be made in writing by the Clerk or persons responsible for supervising the contract. Where a variation occurs during the currency of the contract that is material and cannot be met from within the original contract sum an immediate report shall be made to the Council who shall decide what further action is necessary.

20. Bond, Guarantees and Insurances

20.1 For procurement projects where the spend is greater than £25,000 consideration must be given as part of the pre-qualification assessment and evaluation process as to whether a performance bond and/or parent company guarantee (if applicable) shall be required from the successful tenderer.

20.2 Consideration must be given as to the appropriate type (employee liability, public liability, professional indemnity, etc) and level of insurance requirements for each contract.

21. Termination of Contracts

21.1 The Council reserves the right to terminate any contract immediately for any of the following reasons:

Termination for Cause – where a supplier commits a material breach of the agreement to deliver services, or fails to deliver agreed services, in the agreed timeframe without a plan to address the failings.

22. Compliance with other Relevant Legislation

22.1 In cases where any law, statutory instrument or Government regulation is found to be at variance with any section of this policy, then that shall be applied and this document shall be amended accordingly.

23. Status of this Policy

23.1 This policy was created in January 2024 and will be monitored and reviewed periodically, or in response to changes in legislation.



Agenda item: 12.2

AGENDA REPORT

Biodiversity Policy

Background information

Natural Environment and Rural Communities Act 2006, the Environment Act 2021.

Summary

The SLCC guidance on the new government guidance on biodiversity states:

Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England to have regard to conserving biodiversity as part of their policy or decision making. Conserving biodiversity can include restoring or enhancing a population or habitat.

English public authorities, including town and parish councils, should be able to show their duty to have regard for conserving biodiversity if they have identified ways to integrate biodiversity when they:

- Develop policies and strategies and put them into practice.
- Manage the planning system.
- Manage:
 - Their land and buildings
 - Woodlands and nature reserves
 - Gardens, parks and public open space
 - Community amenities e.g. sports grounds, cemeteries and allotments
 - Waste and pollution
 - Energy and water
- Develop infrastructure, such as roads or flood defences.
- Make decisions about procurement.
- Implement economic, environmental and social programmes.

This duty has been reinforced under the Environment Act 2021.

The SLCC has produced a Model Biodiversity Policy which has been adapted to suit Great Braxted Council.

Advice

Government guidance, released in May 2023 requested councils complete their first consideration of what action to take for biodiversity by 1 January 2024 and agree policies and objectives as soon as possible afterwards.

Recommendation

Councillors are asked to consider adopting the Biodiversity Policy and action plan to ensure the council is compliant with current legislation and review both documents annually and the annual parish council meeting.

DRAFT



Great Braxted Parish Council

Biodiversity Policy

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006, updated by Section 102 of the Environment Act 2021, Maldon Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water, and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact/nature positive practices.
- encourage and support other organisations within the parish to manage their areas of responsibility with biodiversity in mind.

- support residents and local organisation activities to enhance and promote biodiversity.
- consider biodiversity issues and the implementation of changes when managing its buildings.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the development of a neighbourhood plan.

Land and Property Management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use.
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local Community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower areas and installation of wildlife shelters such as bird nesting boxes and hedgehog houses.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted on xx (Minute reference yy) and will be reviewed each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Open Spaces	<p>Sympathetically maintain hedging.</p> <p>Create 'no-mow' areas to provide shelter, habitats and supply food for pollinators including bees, butterflies, and beetles.</p> <p>Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.</p> <p>Additional planting including wildflower areas.</p> <p>Install and renew bird boxes and hedgehog houses as required.</p> <p>Only use environmentally friendly pesticides where absolutely necessary with the express permission of the Chairman. The application of which should only take place in ideal weather conditions and in the early evening.</p> <p>Work with the District and County Councils on verge management, favouring biodiversity</p>	<p>Food sources and cover.</p> <p>Encourages insects.</p> <p>Sustain and enhance natural habitats.</p>		Newsletter, social media, website

	<p>but noting which areas may need cutting for highway safety.</p> <p>Encourage residents to adopt areas to look after, making it clear what is expected e.g. to only using peat free compost and not using chemicals.</p>			
The Built Landscape	<p>Ensure that planning consultations are considered against the requirements of the Local Development Plan.</p> <p>Encourage the use of bee nesting bricks.</p> <p>Encourage the use of bird friendly bricks such as swift nesting bricks.</p> <p>Encourage hedgehog/small animal highways with permeable boundaries.</p> <p>Encourage the use of amphibian friendly kerbing.</p>	<p>Protecting/enhancing habitats</p> <p>Extending habitats and protecting wildlife from human activity.</p> <p>Extending habitats and protecting wildlife from human activity.</p> <p>Extending habitats and protecting wildlife from human activity.</p> <p>Extending habitats and protecting wildlife from human activity.</p>	Ongoing	Through planning consultations.
Increase Community Awareness of Biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the Braxted Bulletin.</p>	<p>Engagement/ownership of biodiversity.</p> <p>Promote biodiversity.</p>	Ongoing	Resident consultation Newsletter, social media, website

	<p>Create a page on the Parish Council's website for photographs, information, and links.</p> <p>Encourage local farmers to contribute and consider using environmentally safe working practices.</p> <p>Provide seed bombs/bulbs for residents' use.</p> <p>Discourage floodlighting.</p>	<p>Promote biodiversity and share good practice.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals.</p>		
Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with schools to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p> <p>Consider grants for organisations and community groups who promote biodiversity.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>	Ongoing	Newsletter, social media, website



Agenda item: 12.3

AGENDA REPORT

Gov.uk Domain Name

Background information

On the 9th February 2024 NALC (National Association of Local Councils) published a briefing note advising councils on the importance of using a dedicated email accounts for council business and provided practical guidance on email security.

Summary

NALC strongly recommend using official email addresses for council work. NALC and the SLCC (Society of Local Council Clerks) the Cabinet Office and Information Commissioners Office (ICO) recommend using an official gov.uk email address. They feel using a gov.uk email address:-

- Increases the Council's cyber security
- Gives control over web and email management
- Promotes credibility, trust and consistency in online communications
- Using official government branding creates trust and makes it easier for residents to identify official communications.

The Council currently use CloudNext for their Domain registration and service, the cost of which is currently £59.98 for the hosting service and £8.38 for the domain. CloudNext have confirmed they are able to create and register either of the following domain names. However, the last two use are the government approved conventions.

- greatbraxtedpc.gov.uk
- greatbraxtedparish.gov.uk
- greatbraxted-pc.gov.uk
- greatbraxtedparishcouncil.gov.uk

In addition to the costs noted above there would be a registration charge of £110. However, funding is available from the Central Digital and Data Office of £100, reducing the council's actual cost to £10.

Cloud Next recommend continuing to pay for the org.uk domain for at least 12 months to ensure anyone looking at old information can be redirected to the new website.

Therefore, the total cost to the council for moving to a gov.uk domain would be:-

Gov.uk domain registration	110.00
Hosting cost x 2	119.96
Domain registration	16.76
Government funding	-100.00
	<u>£146.72</u>

Whilst the council is currently compliant with the current guidance as all councillors use a dedicated council email account, there is a suggestion that when the 2024 Practitioners Guide is published by the Joint Panel on Accountability and Governance it will recommend that all councils use a gov.uk email account.

Advice

To receive, note and consider if Great Braxted Parish Council will move to a gov.uk domain name and, if agreed, to choose the preferred format.

Recommendation

The clerk recommends the council approves the move to a gov.uk domain name and suggests using greatbraxtedparishcouncil.gov.uk as the domain.



Agenda item: 12.4

AGENDA REPORT

Draft v003 - Sub-Sec on for Pavilion Management Committee

Terms of Hire Document

Standard Conditions for Great Braxted Parish Council Land & Assets when hiring the Great Braxted Pavilion

In conjunction with the above “Standard Conditions of Hire for Great Braxted Pavilion”, it is hereby noted and agreed that all hirer(s) will additionally accept & adhere to the “Standard Conditions for Great Braxted Parish Council Land & Assets” when hiring the Great Braxted Pavilion as outlined below.

1. The village green, field(s), playground and gym apparatus are assets that are owned and maintained by the Great Braxted Parish Council.
2. These assets are dedicated to serving as a communal space, and the Great Braxted Parish Council ensure that these assets remain available at all times for the enjoyment and use of residents and visitors.
3. To ensure a positive experience for all, hirer(s) of the Great Braxted Pavilion will be required to adhere to the following ‘Great Braxted Parish Council Land & Assets Guidelines’.

Common Land Usage

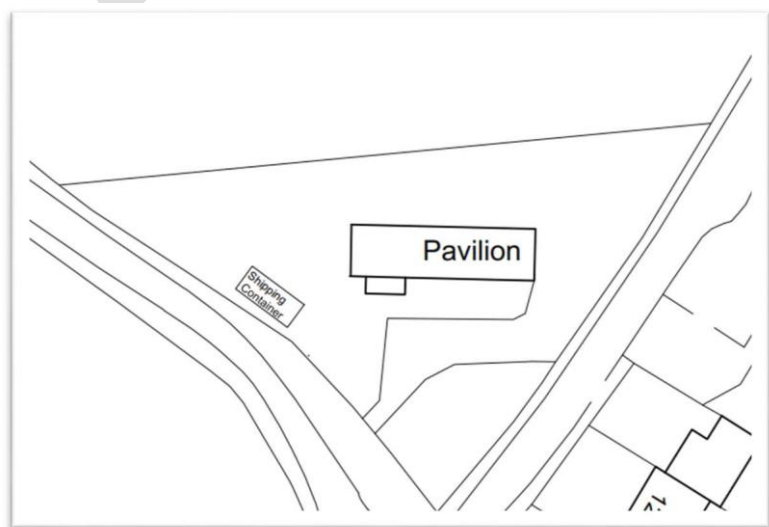
- Permissible Activities:
 - o Walking
 - o Dog walking
 - o Sports activities (i.e. Cricket)
- Strictly Prohibited Activities:
 - o Littering / Vandalism / Dog Fouling (in accordance with the Anti-social Behaviour, Crime and Policing Act 2014)
 - o Camping
 - o Fires or the use of barbecues (excludes village-organised events which have received written permission from Great Braxted Parish Council)

- o Lighting / setting off fireworks in any of the field(s) (excludes village-organised events which have received written permission from Great Braxted Parish Council)
- o Bringing animals other than dogs on any of the field(s) o Model Aircraft (including Drones) and/or Model Cars (without express written permission from Great Braxted Parish Council)
- o Loud Music & External Speakers (exclude village-organised events which have received written permission from Great Braxted Parish Council)
- o Hosting festivals or music events with external music / speakers (excludes village-organised events which have received written permission from Great Braxted Parish Council)
- o Any business, revenue or profit-making activity without express written permission from Great Braxted Parish Council.
- o Consumption of alcohol on any of the field(s) (excludes village-organised events which have received written permission from Great Braxted Parish Council)
- o Illegal Drugs on any premises
- o No heavy good vehicles, unauthorised parking or driving across the land without express written permission from Great Braxted Parish Council (excludes Blue light services)
- o Dogs in the Playground Area and off lead in the playing field (excludes Cricket Field).

Specific Rules & General Considerations

1. Bouncy castles are permitted in accordance with the express permission of the Pavilion Management Committee.

- a. Bouncy castles are only to be positioned South-West of the Pavilion (i.e., side closest to Shipping Container).
- b. Extension Cords must be made safe & secure to avoid trip hazards for any hirer(s) guests, visitors, dog-walkers and villagers.



2. Great Braxted Parish Council & Village assets are protected in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014. Any hirer(s) will be held responsible for any violations.

Misuse or Complaints

Any complaints or misuse should be reported to the Parish Council Clerk on 07852 810 406 or email parishclerk@greatbraxtedpc.org.uk

Should you have (1) any further questions (2) require further clarification or (3) require hard or electronic copy of the "Standard Conditions for Great Braxted Parish Council Land & Assets when hiring the Great Braxted Village Pavilion" please contact the Parish Clerk at parishclerk@greatbraxtedpc.org.uk