



*Great Braxted
Parish Council*

Clerk to the Council:
Lynda Townend

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7th December 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 14th DECEMBER 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 20th September 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 a written 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

6.1 Energy Improvement Project

To discuss and agree requirements to improve the energy performance of the pavilion.

6.2 Outstanding Roof and Storage Improvements

To discuss and agree requirements for the outstanding roof works and storage improvements required at the pavilion.

6.3 Openreach Connection

To consider the Openreach cost of £2,500 for connecting Wi Fi to the Pavilion.

6.4 Solar Panels on Pavilion Roof

To consider installing solar panels on the roof of the pavilion.

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 **23/01170/HOUSE PP-12642944** 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) at Lea Lane Wood Lea Lane Great Braxted Witham.

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

7.2.1 **LDE/MAL/23/00886** - Claim for lawful development certificate for the use of the dwelling without complying with agricultural and forestry occupancy condition imposed upon planning permission FUL/MAL/98/00684 at The Barn Braxted Park Road Tiptree Colchester. **No objection**

7.2.2 **FUL/MAL/23/00834** - Section 73a application for the conversion of car port to an annexe and rear extension to car port. Land At Lea Lane Cottage Lea Lane Great Braxted. **No objection.**

7.2.3 **23/01005/FUL PP-12448705** - Construction of agricultural storage building at Old House Farm Braxted Road Kelvedon. **No objection.**

7.2.4 **23/01042 and 23/01043/LBC PP-12560795** Extension and alterations to the existing dwelling including garden annex, cart lodge with accommodation above stables. New driveway location and external works at Ashmans Farm Braxted Road Kelvedon Colchester. **No Objection**

7.3 To note Maldon District Council's decision on recent planning applications affecting Great Braxted.

- 7.3.1 **23/00685/FUL PP-1223023** – Retrospective application for alterations to and resurfacing of existing vehicle crossover at Apple Barn Maldon Road Tiptree.
Approved

8. Environment

8.1 Removal of Informal Parking Space by the Pavilion

To discuss ways the informal parking space outside the pavilion can be managed.

8.2 Traffic Management in the Village

8.3 Extending the TruCam Scheme

To discuss and decide whether to extend Maldon District Council's TruCam service for a further 6 months and decide on the scope for 2024/25. [Report attached.](#)

8.4 Local Highways Application

To approve the submission of a Local Highways Panel application to install speed signs in the village. [Application attached.](#)

8.5 Post and Rail Fencing

To discuss replacing the post and rail fencing around the playground.

8.6 Hedges impeding Footpath Access

To discuss management and processes for addressing overgrown hedges impeding footpath access.

8.7 Salt Box and Gritting Lorry

To discuss salt gritting options for the village.

8.8 Christmas Tree

To discuss installing a Christmas tree in the village in 2024.

8.9 Planting Hedge Saplings

To consider quotes received to plant hedge saplings. To follow.

9. Finance

9.1 Accounts for Payment

To agree the accounts for payment, made between meetings, for the period between the 9th September 2023 and the 7th December 2023. [\(attached\)](#)

9.2 Bank Reconciliation

To receive and note the bank reconciliation for Quarter 2. [\(attached\)](#)

9.3 Budget Comparison

To receive and note the budget comparison to the 30th November 2023. [\(attached\).](#)

9.4 Information Commissioner’s Office (ICO) Annual Payment

To agree to make the annual payment to the ICO by direct debit. [Report attached.](#)

9.5 Clerk’s Salary

To note the National Joint Council’s pay award from the 1st April 2023 is an increase of £1,925 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all National Joint Council (NJC) pay points two to 43 inclusive. This equates to an increase of £1/hour to the clerk’s current hourly rate. Backpay from the 1st April will be paid in December amounting to £160.

10. 2024/25 Budget Objectives

To review the draft budget and discuss and decide on the Council’s budget objectives for 2024/25. Sent with agenda.

11. Draft Earmarked and General Reserves Policy

To consider adopting an Earmarked and General Reserves Policy. Draft policy [attached.](#)

12. General Announcements

13. Items to be Included on the next agenda

14. Date of Next Meeting

18th January 2024.

15. Chairman to Close the Meeting

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

Reports are available from the Parish Clerk

Minutes of the Extraordinary Parish Council Meeting held at Sextons Barn, Sextons Lane Great Braxted on 20th September 2023 at 8pm

Present:

Councillor R Collins (Chairman), Councillor C Knapman (Vice Chairman), Councillor M Davis, Councillor L Holt and the Clerk.

23/58 Apologies for Absence

Apologies were received from Cllr Miles and noted by the Council.

23/59 Minutes of the Parish Council Meeting

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

23/60 Declarations of Interest

None declared.

23/61 Public Participation Session

No members of the public were present.

23/62 Exclusion of the Press and Public

RESOLVED: that under the Public Bodies (admission to Meetings) Act 1960, the press and public be excluded from the meetings for the following items of business on the grounds that publicity would be prejudicial to the public interest.

23/63 Tender Evaluation for Work to the Pavilion

Members evaluated the quotes received and approved a contractor to provide the works for each core task.

Cllr Collins advised there was currently a shortfall of funds for the refurbishment project and asked the council to approve a contribution of £5,000 from the council's general reserves to support the project.

RESOLVED: that the Parish Council earmark £5,000 from the council's general reserves to support the pavilion refurbishment project.

The council also discussed priority works which could be incorporated into the refurbishment project should the council be successful in additional funding bids. The combined cost of the priority works total £11,000 and include:-

- Priority 1 – balustrade and handles – expected cost £1,000
- Priority 2 – New trees planted to offset the environmental impact of felling the mature oak tree – expected cost £ 2,500.
- Priority 3 – Shutters – expected costs £2,500
- Priority 4 – Kitchen upgrade – expected cost £2,000
- Priority 5 – Signage – expected cost £500

- Priority 6 – Wi Fi – expected cost £2,500

RESOLVED: that Cllr Knapman will contact all the successful contractors.

RESOLVED: that the clerk will write to each unsuccessful contractor.

23/64 Public Domain

Members agreed that the above matter could now be moved to the public domain.

RESOLVED: that agenda item 23/63 be moved to the public domain.

23/65 Date of Next Meeting

The date of the next meeting was confirmed as the 9TH November 2023.

23/66 Chairman Closed the Meeting

There being no further business the meeting closed at 21.37

Signed: _____ Date: _____



Great Braxted Parish Council Agenda Report

TruCam Service

Agenda Item 8.4

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.

The Council has continued to subscribe to the service by renewing the agreement every 6 months.

The current cost of the service is £40.53/hour.

Summary

Renewal of the service was due on the 1st October 2023. In the interim period Maldon District Council have continued to operate the service.

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

Members should expect the cost to increase by at least 7% for services provided in 2024/25.

Recommendation

The clerk advises the council agree to subscribe to the service for a further 6-month to the 31st March 2024. After this date, if the council wishes to continue with the service, I would recommend subscribing to the service for a full 12 months; from 1st April 2024 to 31st March 2025.

SCHEME REQUEST FORM FOR LHP

Name of Parish / Councillor:	Road Name:	Location:	Date Submitted:
Great Braxted	Tiptree Road	Great Braxted	21/09/2023

Requests can be submitted by County Councillors, District / Borough Councillors, Parish / Town Councils and Residents Associations. Requestor to ensure that all relevant parties have been consulted prior to submission and County Member support has been gained in writing. Requests will be submitted to the Local Highways Panel for consideration, this does not guarantee approval.

Please mark the boxes to confirm that the proposal has the support of the following stakeholders:

County Councillor

District/Borough Councillor

Parish Council

What is the problem which has resulted in this request? (Please mark all relevant boxes)

Speeding

Difficulty crossing the
road

Congestion

Lack of footway

Parking

Signage



Other

Details:

Great Braxted Parish Council is requesting the installation of speed warning signs in the village which is in response to a growing concern among residents regarding speeding vehicles within the village.

Like many rural villages, Great Braxted has experienced an alarming increase in vehicles exceeding the 30mph speed limit in recent years. Several factors have contributed to this issue:

Population Growth: The village has witnessed a surge in population from surrounding towns and villages, leading to an influx of commuter traffic passing through Great Braxted.

Satellite Navigation Usage: The increased use of satnavs has inadvertently directed drivers to take shortcuts through the village, diverting them from major roads.

Recreational Visits: Families and individuals visiting Great Braxted for its excellent playground facilities have further compounded the traffic issue.

Efforts to address this problem have been made through the installation of two TruCam sites and the engagement of Maldon District Council's Community Engagement Team, which conducts 16 hours of speed checks in the village each month. Regrettably, reports indicate that drivers are consistently caught speeding, regardless of the time these checks are carried out.

Of particular concern to the Parish Council is the safety of disabled access to the redevelopment area, situated just off High Ridge. Drivers have been frequently observed exceeding the speed limit in this 30mph zone, which poses a significant risk to pedestrians and residents.

To mitigate speeding and enhance road safety in the village, the Parish Council is requesting the installation of the following speed warning signs:

2 x 'Police Speed Check Area' Signs: These signs, featuring white text on a blue background, will alert drivers to the presence of speed checks.

2 x Speed Camera Signs: These black text on white background signs will serve as a deterrent to speeding.

5 x Speed Camera Repeater Signs: Smaller black text on white background signs will reinforce the message of speed enforcement within the village.

The attached maps indicate the proposed locations for these signs, selected to maximize their impact in reducing speeding.

The Parish Council firmly believes that the installation of these signs will help enforce speed limits, raise driver awareness of regular speed checks, and contribute to a safer environment for all residents and visitors.

What is the area of concern? (Provide accurate location details. You could include a detailed sketch or map of the project area.)

See attached maps.

What evidence is there of the need for a scheme at this location?

(This can be provided through either a Parish Plan, survey, questionnaire, copy of letters received, petition, photos, etc.)

TruCam Reports: The monthly TruCam reports, provided by Maldon District Council, consistently reveal instances of drivers exceeding the speed limit in Great Braxted village. These checks are conducted on various days and at different times throughout the month. When these results are extrapolated to represent a full month, they unmistakably demonstrate a recurring issue of speeding within the village. An attached table summarises the TruCam captures recorded between January and September 2023.

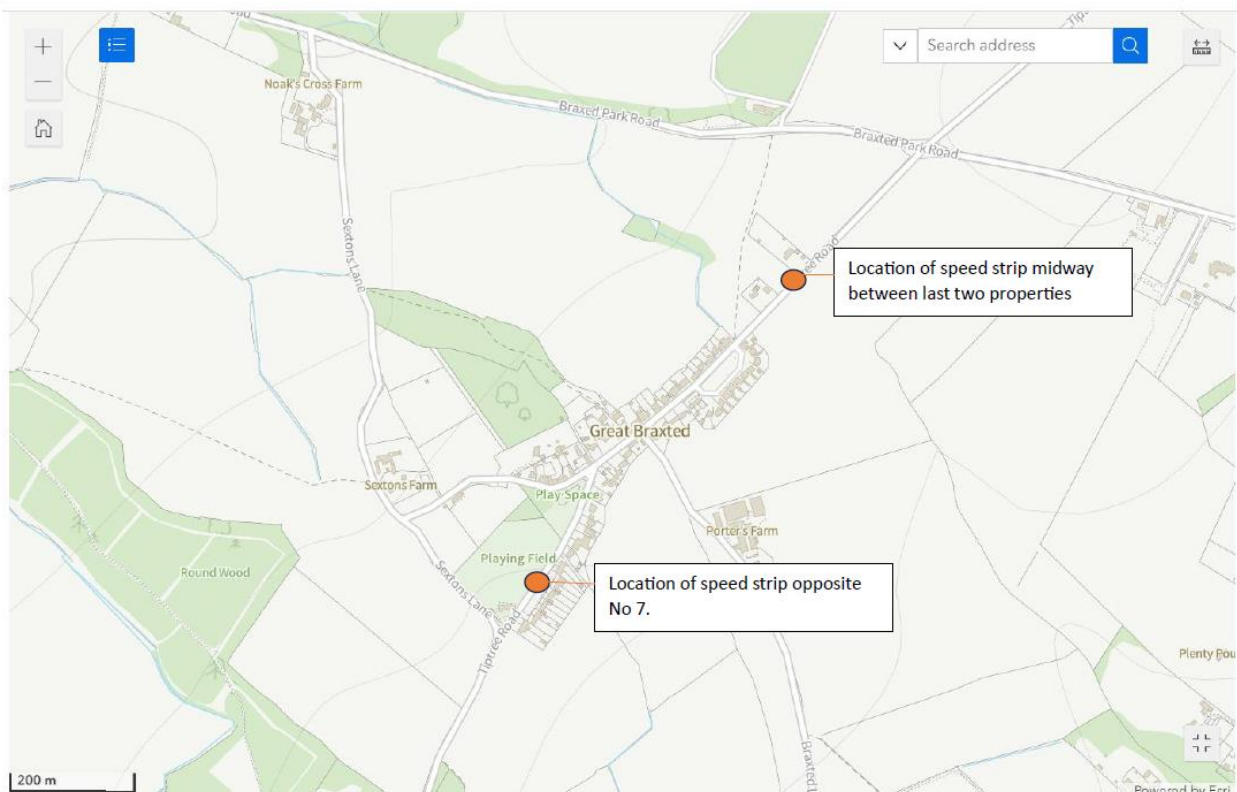
Resident Concerns: During Parish Council meetings, concerned residents frequently voice their apprehensions about the high speeds at which vehicles travel in the village. These firsthand accounts from residents provide further support for the urgent need to address the issue of speeding.

Speed Survey: The Parish Council acknowledges the value of a speed survey, However, the last one was completed several years ago. It is important to recognise that the results of these surveys report average speeds, which do not provide an accurate representation of the current situation. The nature of the problem might not be adequately captured by such averages, making real-time observations and technological measures more relevant in the present context.

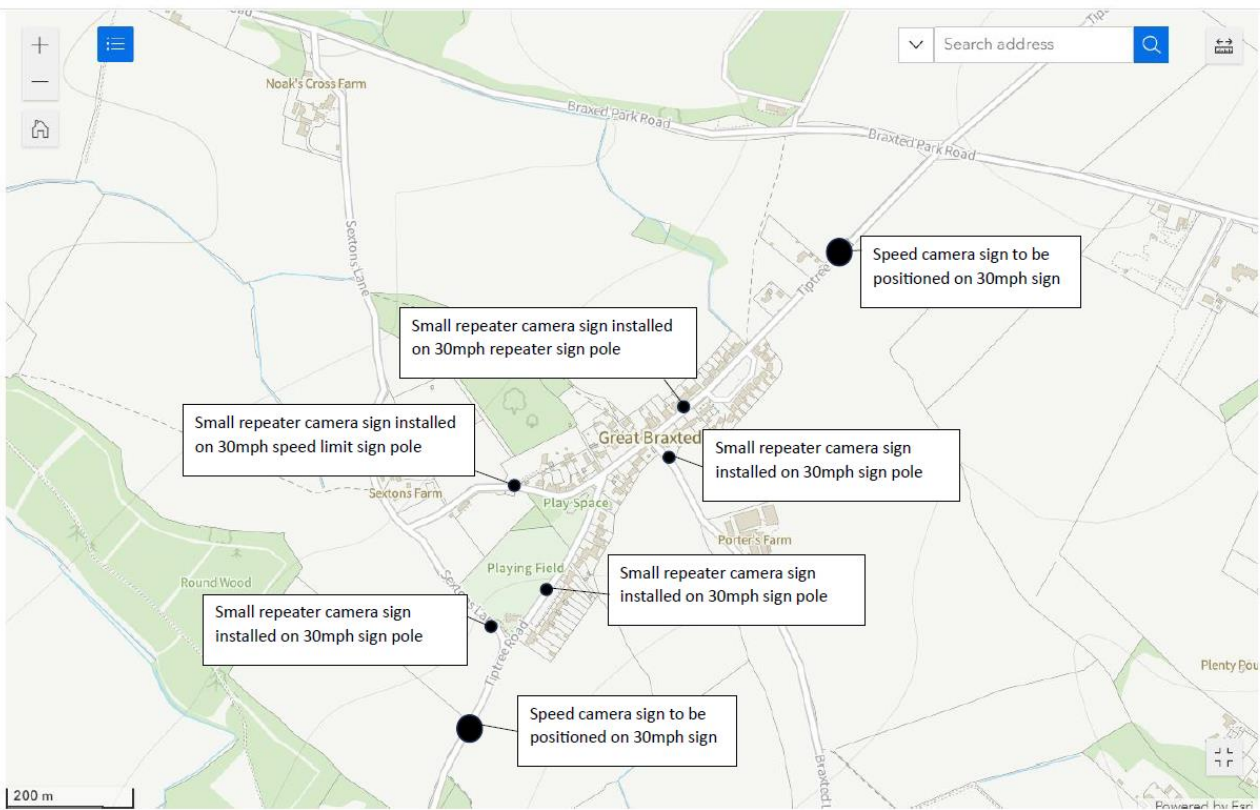
By combining TruCam reports, resident testimonies, and the acknowledgment of the limitations of average speed surveys, there is a compelling case for the installation of speed signs in Great Braxted village to address the genuine concerns regarding speeding.

Please forward completed form to relevant Highway Liaison Officer.

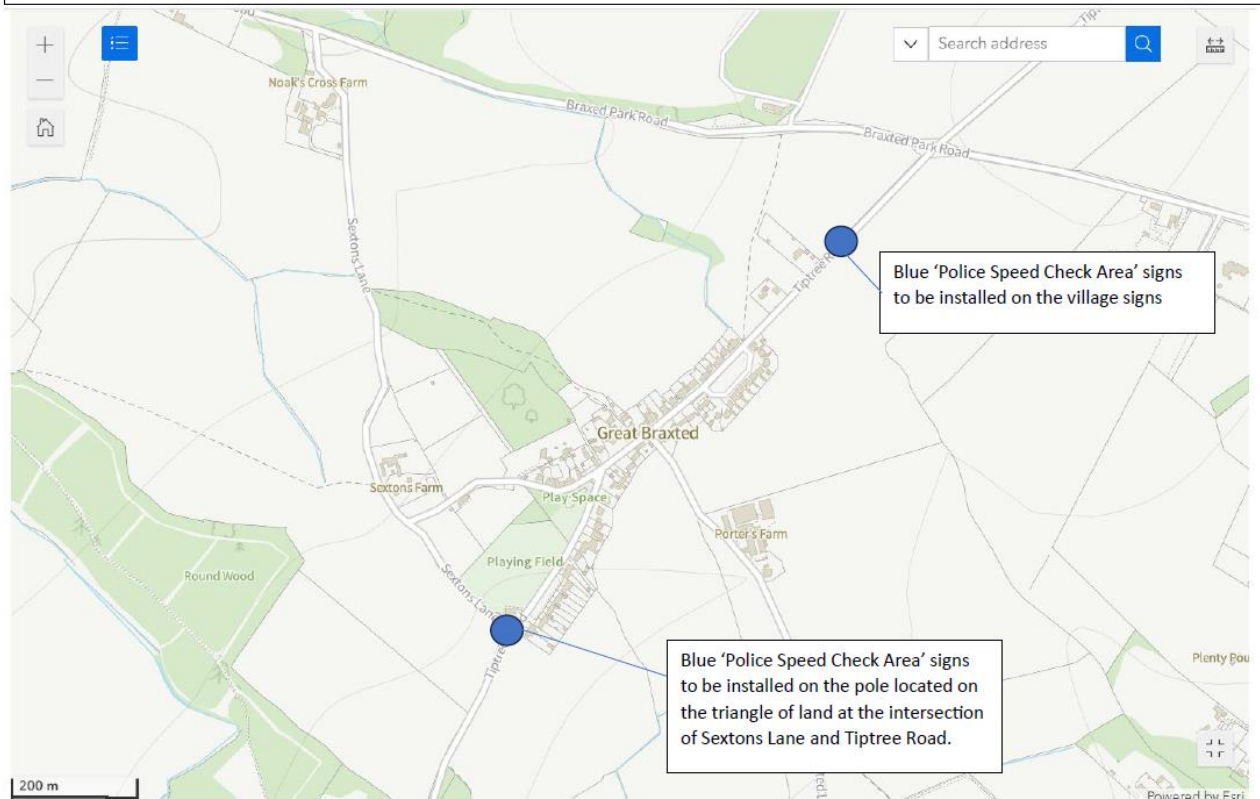
Proposed Position of Speed Strips for the Purpose of a Speed Survey ●



Proposed Position of Speed Camera Signs ● and Speed Camera Repeater Signs ●



Proposed Position of Blue Police Speed Check Signs ●



Agenda Item 9.1 Accounts for Payment

Accounts for Payment

For authorisation on 14/12/2023

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>	<i>Authorisation No.</i>	<i>Budget Heading</i>
12/2/09/23	RCCE	Treasurers and Trustees Finances training course	65.00	-	65.00	88609902	CC
15/09/2023	Waltons Tree Service	Hedge trimming by playground	240.00	48.00	288.00	745616076	FPE
25/09/2023	Maldon District Council	Litter bin	401.64	80.33	481.97	990011077	FPE
28/09/2023	Lynda Townend	September salary	231.80	-	231.80	547633848	CC
28/09/2023	Lynda Townend	September expenses	70.90	-	70.90	486495825	CC
26/09/2023	HMRC	September HMRC payment	57.80	-	57.80	To be paid as Q2 payment 198853980	CC
30/09/2023	Unity Bank	Quarter three bank charges	18.00	-	18.00	DD	CC
04/10/2023	DW Maintenance	September grass cutting	555.00	-	555.00	951037560	FPE
05/10/2023	RJ Playle	Hedge trimming of field	300.00	60.00	360.00	827155145	FPE
06/10/2023	Blackwater Tree Specialists	Tree works on the field	480.00	96.00	576.00	491443520	FPE
11/10/2023	EALC	Budget and Precept Training Course	75.00	15.00	90.00		CC
18/10/2023	Maldon District Council	TruCam for Jul, Aug, Sep	243.18	48.64	291.82	702114160	IS
18/10/2023	Connor Nichols (CN Electrical)	40% deposit for electrical works.	2,838.78	567.76	3,406.54	866904883	PP23

Date	Supplier	Item	Net	VAT	Total	Authorisation No.	Budget Heading
18/10/2023	Cllr Craig Knapman expenses	Litter pickers	23.95	-	23.95	681770268	FPE
23/10/2023	Cllr Craig Knapman expenses	Smoke alarms	76.52	-	76.52		PP23
23/10/2023	All Colour Windows & Doors	25% interim deposit for cladding.	6,248.75	1,249.75	7,498.50	763236603	PP23
23/10/2023	Cllr Craig Knapman expenses	Replacement trees	1,001.83	200.37	1,202.20	988959717	PP23
25/10/2023	ID Mobile	Mobile phone Oct 2023	5.00	1.00	6.00	DD	CC
25/10/2023	EALC	Financial Regulations course	75.00	15.00	90.00	798544652	CC
27/10/2023	Mrs L Townend	October salary	231.60	-	231.60	15992350	CC
	HMRC	October payment	58.00	-	58.00	To be paid as Q3 payment to HMRC on 28 Dec 2023	CC
30/10/2023	Royal British Legion	Poppy wreath donation	25.00	-	25.00	229226577	Section 137
30/10/2023	Cllr Knapman expenses	Mixer tap for pavilion	152.48	30.50	182.98	127696946	PP23
30/10/2023	Cllr Knapman expenses	Sink for pavilion	154.16	30.83	184.99	300666515	PP23
01/11/2023	Waltons Tree Service	Fell oak tree and grind stump	2,133.00	426.60	2,559.60	96460472	PP23
01/11/2023	Cllr Knapman expenses	First aid box	15.83	3.17	19.00	581928159	PP23
01/11/2023	Cllr Knapman expenses	Wall bracket for first aid box	3.81	0.76	4.57	78874307	PP23
01/11/2023	Cllr Knapman expenses	Watering cans	19.98	4.00	23.98	435115684	FPE

Date	Supplier	Item	Net	VAT	Total	Authorisation No.	Budget Heading
01/11/2023	Defib World	Defibrillator pads	58.00	11.60	73.59	325210517	FPE
02/11/2023	Maldon Town Council	Agenda and Minutes training course	75.00	15.00	90.00	96889151	CC
02/11/2023	Cllr Knapman expenses	Lighting for pavilion	85.75	17.15	102.90	7855781	PP23
03/11/2023	Cllr Knapman expenses	Sockets and switches	53.68	10.78	64.64	886412630	PP23
04/11/2023	Cllr Knapman Expenses	Tea urn for PP23	88.29	17.66	105.95	869440453	PP23
06/11/2023	Walton Tree Services	Fell elm tree	220.00	44.00	264.00	907184230	PP23
06/11/2023	Walton Tree Services	Plant 5 replacement trees	505.00	101.00	606.00	50021902	PP23
06/11/2023	Cllr Knapman expenses	Kettle for pavilion	24.99	5.00	29.99	392623683	PP23
07/11/2023	Cllr Knapman expenses	Rugs for pavilion	159.98	31.99	191.97	873262857	PP23
09/11/2023	Will Teasel	Installation of kitchen sink and taps	150.00	-	150.00	402332449	PP23
09/11/2023	AM Landscaping	30% deposit to cover material costs	2,815.50	-	2,815.50	535488530	PP23
09/11/2023	Cllr Knapman expenses	Pavilion sundry items	254.43	-	254.43	731135747	PP23
09/11/2023	Cllr Knapman Expenses	Bulbs	258.18	51.63	309.81	365405888	PP23
13/11/2023	All Colour Windows & Doors	Facias, soffits, door, key safe and Yale locks	5,390.00	1,078.00	6,468.00	885024799	PP23
13/11/2023	Cllr Knapman expenses	Keys and key cutting for pavilion	21.75	-	21.75	58372419	PP23
15/11/2023	DR Wallace	October grass cutting	185.00	-	185.00	436553763	FPE

Date	Supplier	Item	Net	VAT	Total	Authorisation No.	Budget Heading
15/11/2023	Cllr Knapman expenses	Pavilion sundry items	407.86	-	407.86	912624	PP23
16/11/2023	Little Braxted Parish Council	War Memorial maintenance and insurance contribution	78.08	-	78.08	539355582	GDB
17/11/2023	Very Nice Blinds	Shutters for pavilion	1,376.67	275.33	1,652.00	78629738	PP23
24/11/2023	ID Mobile	Mobile phone	5.00	1.00	6.00	DD	CC
20/11/2023	James A goody	Loft insulation for pavilion	3,000.00	600.00	3,600.00	84657747	PP23
21/11/2023	Cllr Knapman expenses	Flooring for pavilion	195.20	39.04	234.24	629513131	PP23
22/11/2023	James A goody	Repairs and decoration of the pavilion	7,110.00	1,422.00	8,532.00	949923855	PP23
22/11/2023	All Colour Windows & Doors	Roof vents and mesh at the pavilion	395.00	79.00	474.00	119279432	PP23
22/11/2023	All Colour Windows & Doors	uPVC windows at the pavilion	375.00	75.00	450.00	890520333	PP23
22/11/2023	All Colour Windows & Doors	Final cladding invoice for pavilion	18,746.25	3,749.25	22,495.50	917332272	PP23
23/11/2023	Cllr Knapman expenses	Consumable kitchen items for pavilion	203.72	-	203.72	344635689	PP23
26/11/2023	Will Teasel	Cistern installation at pavilion	496.44	-	496.44	60722119	PP23
26/11/2026	Cllr Knapman expenses	Key cutting for pavilion	25.00	-	25.00	204016006	PP23
27/11/2023	Connor Nichols (CN Electrical)	Electrical works at pavilion	4,258.17	851.63	5,109.80	329251039	PP23
27/11/2023	Connor Nichols (CN Electrical)	Additional electrical works at pavilion	558.60	111.72	670.32	532522613	PP23
28/11/2023	Mrs Lynda Townend	November salary	231.80	-	231.80	376136286	CC

Date	Supplier	Item	Net	VAT	Total	Authorisation No.	Budget Heading
28/11/2023	Mrs Lynda Townend	Expenses	97.14	-	97.14	94743529	CC
28/11/2023	HMRC	November payment	57.80	-	57.80	To be paid as Q3 payment to HMRC on 28 Dec 2023	CC
28/11/2023	Cllr Knapman expenses	Table trolley	360.23	72.05	432.28	663615295	PP23
01/12/2023	AM Landscaping	Footpath, soakaway, carpark extension at pavilion	6,660.00	-	6,660.00	907433152	PP23
01/12/2023	Cllr Knapman	Reframe cricket picture	22.00	-	22.00	218405961	PP23
01/12/2023	Cllr Knapman	Cleaning materials	17.35	-	17.35	91658027	PP23
04/12/2023	GW Flooring - Grant Woodham	Installation of new floor at pavilion	866.00	-	866.00	557821357	PP23
05/12/2023	Cllr Knapman expenses	Vacuum cleaner	116.67	23.33	140.00	126337956	PP23
07/12/2023	Cllr Knapman expenses	Various kitchen and toilet items for pavilion	204.73	-	204.73	677405832	PP23
07/12/2023	Cllr Knapman expenses	Fire extinguisher base	6.29	1.26	7.54	130396592	PP23
07/12/2023	Cllr Knapman expenses	Dart oche	29.09	5.81	34.90	210474585	PP23
07/12/2023	AM Landscaping	Deposit for shingle	600.00	-	600.00	274716280	PP23
28/12/2023	Mrs Lynda Townend	December salary	375.60	-	375.60		CC
28/12/2023	HMRC	December payment	94.00	-	94.00	To be paid as Q3 payment to HMRC on 28 Dec 2023	CC

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>	<i>Authorisation No.</i>	<i>Budget Heading</i>
31/12/2023	Unity	Q3 Bank Charges	18.00	-	18.00	DD	CC
TOTAL:					£84,707.35		

Signed: _____
Chairman

Date: _____

Agenda Item 9.2 Q2 Bank Reconciliation

**Great Braxted Parish Council Bank Reconciliation
Quarter 2**

Unity Trust Bank Balance at	01/07/2023	<u>£ 25,277.90</u>
	Cheques not presented	£ -
	Plus income	£ 20,796.74
	Less expenditure	£ 8,726.10
	Balance carried forward	£ 37,348.54
Unity Trust Bank Balance at	30/09/2023	<u>£ 37,348.54</u>

Reconciled to bank statement on 9th November 2023

Signed: _____

Name: Cllr Lesley Holt

Dated: _____

Agenda Item 9.3 Budget Comparison to the 30th November 2023

Income

Budget heading	Budget 2023/24	Actuals	Variance	Comments
Precept	£ 10,231.00	£ 10,231.00	£ -	
Other	£ -	£ 177.92	£ 177.92	Payments for KCIII mugs £101.40. Repayment of overpayment to Cllr Knapman £76.52
Pavilion Management Committee	£ 325.00	£ 225.00	-£ 100.00	Budget assumed 25 home games when only 9 were played.
VAT Reclaim	£ -	£ 4,437.94	£ 4,437.94	
TOTAL:	£ 10,556.00	£ 15,071.86	£ 4,515.86	

Expenditure

Budget heading	Budget 2023/24	Actuals	Variance	Comments
Clerk and office costs	-£ 5,162.00	-£ 3,839.52	£ 1,322.48	
Insurance and subscriptions	-£ 1,792.00	-£ 1,089.77	£ 702.23	
Grants/donations/bulletin	-£ 150.00	-£ 103.08	£ 46.92	
Field and playground	-£ 3,220.00	-£ 6,182.55	-£ 2,962.55	£239.16 are playground costs. £2,960 grass cutting. £2,317.12 tree work, hedge cutting and fence/gate repairs. £58 Defrib costs. £401.64 new litter bin and £206.63 KCIII Big Lunch costs
Maintenance	-£ 232.00	£ -	£ 232.00	
TOTAL:	-£ 10,556.00	-£ 11,214.92	-£ 658.92	

PAVILION PROJECT

Income

Grants	£ -	£ 75,468.00	£ 75,468.00
TOTAL:	£ -	£ 75,468.00	£ 75,468.00

Expenditure

Pavilion project/expenditure	0	-67,176.22	-£67,176.22
TOTAL:	0	-67,176.22	-£67,176.22



Great Braxted Parish Council Agenda Report

Information Commissioner's Office Annual Data Protection Fee

Agenda Item 9.4

Background Information

Data Protection Act 2018

General Data Protection Regulation (GDPR)

As an organisation which processes personal data the parish council is subject to the above legislation.

Under the Data Protection (Charges and Information) Regulations 2018 organisations who process personal data must pay an annual data protection fee to register as a data controller.

The annual fee for Great Braxted's Parish Council is due for payment on the 22nd December 2023 at a cost of £40.

Summary

Historically, this fee has been paid by the clerk, and reimbursed by the council. However, if the council chose to pay the fee by direct debit, they would receive a £5 reduction in the annual fee and annual renewal would be automatic.

In order for a direct debit to be set up, council approval is required.

Recommendation

The clerk advises the council to agree to make the annual Data Protection Fee by direct debit.



Great Braxted Parish Council

General and Earmarked Reserves Policy

1. Introduction

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires that billing and precepting authorities in England and Wales have regard to the level of reserves needed to meet future expenditure when calculating the budget requirement. There is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use. Consideration should be given to the CIPFA guidance notes on Local Authority Reserves and Balances issued in 2008.

The Council will hold reserves for these three main purposes:

- a) A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general reserves
- b) A contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves
- c) A means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements.

2. General Reserves

The General Reserve is a balance on the Council's revenue account which is not held for any specific purpose other than for the purposes set out in paragraphs a and b above.

The level of general reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget and the level of general reserves will form part of the medium-term financial strategy of the Council.

The level of General Reserves held by the Council will be agreed during the discussions regarding the setting of the budget for the next financial year.

3. Policy on General Reserves

The General Reserve is to be maintained at a level based upon a risk assessment carried out annually by the RFO when setting the budget for the forthcoming year, in so far as funding allows. Any surplus on the reserve above the required balance may be used to fund capital expenditure, be appropriated to earmarked reserves or used to limit any increase in the precept. If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular year the

Council would be able to draw down from its earmarked reserves to provide short term resources. Even at times of extreme financial pressure the Council will keep a minimum balance in general reserves sufficient to pay at least three month's salaries to staff and cover existing contractual obligations.

4. Earmarked Reserves

Earmarked Reserves represent amounts that are generally built up or set aside over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects. The setting aside of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year. The Council, when establishing an earmarked reserve, will set out:

- a) the reason/purpose of the reserve
- b) how and when the reserve can be used
- c) procedures for the management and control of the reserve
- d) a process and time-scale for review of the reserve to ensure continuing relevance and adequacy

5. Review of the Adequacy of Balances and Reserves

In assessing the adequacy of reserves the strategic, operational and financial risks facing the Council will be taken into account. The level of earmarked reserves will be reviewed as part of the annual budget preparation.

6. Policy Review

This policy will be reviewed annually at the Annual Council Meeting.

Signed:.....

Date:

Chairman