



*Great Braxted  
Parish Council*

Clerk to the Council:  
Lynda Townend

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Mundon  
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10<sup>th</sup> October 2024

**To: Members of Great Braxted Parish Council**

**You are hereby summoned to attend**

**AN EXTRAORDINARY MEETING OF THE PARISH COUNCIL  
TO BE HELD AT THE PAVILION  
ON THURSDAY 17<sup>TH</sup> OCTOBER 2024 AT 8.00 PM**

**for the purpose of transacting the following business:**

**Chairman of the Council**

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**A G E N D A**

**1. Apologies for absence**

**2. Minutes of the Parish Council Meeting**

Minutes of the Meeting held on 10<sup>th</sup> September 2024 to be taken as read and signed as a correct record by the Chairman. [Attached](#).

### **3. Declarations of Interest**

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. Public Participation Session**

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

### **5. Planning**

**5.1** To consider the planning applications below and any planning applications submitted and published on Maldon District Council's website between the circulation of this agenda and the meeting.

**5.1.1 24/00730/FUL** – Demolition of the existing detached 3 bedroom bungalow. Erection of new replacement 4 bed dwelling and associated changes to soft and hard landscaping and biodiversity offset area. Bakerson, Maldon Road Great Braxted.

**5.2** To note planning decisions made by Maldon District Council.

**5.2.1 24/00562/FUL** Erection of agricultural storage building at Broadfield Farm, Braxted Road, Great Braxted. **APPROVED**

### **6. Environment**

#### **6.1 Field Hedge Cutting**

To consider quotes to trim the hedging around the field. [Report attached.](#)

### **7. Updates**

To receive updates on the following matters:

**7.1** Openreach

**7.2** Fencing and Gate Replacement Project

**7.3** Gate and Posts

### **8. Items to be Included on the Next Agenda**

**9. Date of Next Meeting – 12<sup>th</sup> November 2024**

**10. Chairman to Close the Meeting**

# Minutes of the Parish Council Meeting held at The Pavilion on 10<sup>th</sup> September 2024 at 8pm

## Present:

Councillor C Knapman (Vice Chairman), Councillor L Holt, Councillor E Miles the Clerk and 3 members of the public

## 24/47 Apologies for Absence

All Members were present.

## 24/48 Minutes of the Parish Council Meeting

**RESOLVED:** that the minutes of the meeting held on the 23rd July 2024 were agreed as a correct record and signed by the Chairman.

## 24/49 Declarations of Interest

None declared.

## 24/50 Maldon District Councillor Update

No update was provided to the Council.

Cllr Collins advised 222 receive electronic updates about activities taking place throughout the District and suggested relevant information should be shared via the Braxted Bulletin.

Councillors discussed how to engage with more residents.

**RESOLVED:** that Cllr Knapman will create a flyer informing residents of the Braxted Bulletin and how to join the electronic mailing list.

## 24/51 Public Participation Session

A member of the public asked if a letter could be sent to the commodity centre asking them to improve their signage so large vehicles don't use the village.

**RESOLVED:** that the Clerk will seek advice from ECC Highways to request vehicle weight and 'unsuitable for heavy goods' signs for the village.

**RESOLVED:** that the Clerk will draft a letter to be sent/delivered to the Commodity Centre asking for larger signs to be placed directing their delivery drivers directly to the centre and not through the village.

A member of the public asked if a report would be published confirming the costs associated with the pavilion refurbishment.

The Chairman advised a report would be published when the works were completed and that grant funding had been obtained to cover the full cost of the works.

**RESOLVED:** that the council will publish a report, when all the works are completed, confirming the full cost for the refurbishment works.

A member of the public enquired if the septic tank is emptied on a regular basis.

The Chairman advised this matter was the responsibility of the Pavilion Management Committee.

A member of the public raised concern regarding the state of the septic tank lids.

**RESOLVED:** that the Clerk will refer the matter to the Pavilion Management Committee for action.

A member of the public enquired who was responsible for cleaning the signs and was advised this was the responsibility of Essex County Council Highways.

Speeding in the village was also mentioned and councillors discussed measures which could be taken to curb this.

**RESOLVED:** that the Clerk will make enquiries regarding the installation of a priority system.

A member of the public enquired who was responsible for pavements as there was a section of pavement where a tree root had caused heave.

**RESOLVED:** that Cllr Holt will take a photo and obtain a What 3 Words location with the Clerk to report to Essex County Council, Highways Department.

## 24/52 Pavilion Refurbishment

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

- The project was running to schedule.
- Groundworks were underway and the plumbing was connected to the new soakaway.
- The new roof was in place.
- Insulation had been installed in the roof space.
- Steels for the extension had been installed
- A new fuse board would be installed
- The meter will be recalibrated and repositioned in a more accessible place.
- Once the batons have been installed on the roof, the trays which hold the solar panels will be installed and tiled around.

**RESOLVED:** that the update be noted.

## 24/53 Planning

Councillors considered planning application 24/00694/HOUSE PP – 13381322 Single story side extension and alterations to fenestration at Buck House, Tiptree Road Great Braxted.

**RESOLVED:** that the Council has no objection to the planning application.

## 24/53/1 Planning Decisions

**FUL/MAL/24/00562** Erection of agricultural storage building on land at Broadfield Farm, Braxted Park Road Great Braxted. **APPROVED**

## 24/54 Environment

### 24/54/1 Neighbourhood Plan

The Council considered a report regarding the Neighbourhood plan process and agreed to seek further advice.

**RESOLVED:** that the Chairman will speak to Mr Matt Winslow from Maldon District Council.

### 24/54/2 Oak Tree Maintenance

Councillors considered and discussed a resident's request to trim the height and width of several oak trees located on the field, along Tiptree Road and agreed the trees should only be trimmed if there was a risk to the public.

**RESOLVED:** that Cllr Holt will ascertain the pole numbers and advise the clerk so UKPN can be informed of the tree growth in their lines and ask they access the situation.

### 24/54/3 Updates

The Council was provided with updates on the following projects:

1. Hedge Trimming: Mr Playell has advised he is unable to provide a quote for the hedge trimming due to his machinery being too large to access the space. Quotes will be sought from other contractors.
2. Openreach: the Clerk advised the application for a fibre connection has been submitted to Openreach who are currently reviewing the application.
3. Fencing and Gate Replacement Project: Cllr Knapman advised this project to replace a large portion of fencing had been reduced to replace only three posts, seven rails and a new 4' gate.  
A member of the public enquired if the pedestrian gate on Tiptree Road could be inset as a safety measure for pedestrians exiting on Tiptree Road. Cllr Knapman will request a quote.
4. Hedge Infilling: the Clerk advised Essex County Councillor Forestry Officer has conducted a site visit to ascertain the requirements for hedging and has confirmed planting will take place on Monday the 9<sup>th</sup> December 2024. Volunteers are being sought to support the planting and the Clerk will advertise this once the times have been confirmed.

**RESOLVED:** that the updates be noted.

### 24/55 Accounts for Payment

The Council approved the following payments made between the 1<sup>st</sup> July to the 2<sup>nd</sup> September 2024:-

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
03/07/2024	Cloud Next	Domain renewal	7.99	1.59	9.58
08/07/2024	DW Maintenance	June grass cutting	370.00	-	370.00
08/07/2024	AG Woodcare Products	Danish Oil	72.71	14.55	87.26
11/07/2024	Water Irrigation	Hose and cart	228.26	45.66	273.92
22/07/2024	Cllr Knapman	Pavilion cleaning products	38.87	1.00	38.87
24/07/2024	ID Mobile	Mobile phone bill for July	5.00	1.00	6.00
27/07/2024	Maldon District Council	TRUCAM April to June	254.82	50.96	305.78
28/07/2024	Mrs Lynda Townend	July wages	247.60	-	247.60
28/07/2024	Mrs Lynda Townend	July expenses	100.00	-	100.00
28/07/2024	HMRC	July payment	62.00	-	62.00
29/07/2024	Cllr Knapman	Expenses	9.00	-	9.00
30/07/2024	Ecowatt	Solar PV installation	2,853.96	570.79	3,424.75
04/08/2024	PFK Littlejohn	External audit	420.00	84.00	504.00
06/08/2024	EALC	Website accessibility training	50.00	10.00	60.00
13/08/2024	DW Maintenance	July grounds work	370.00	-	370.00
24/08/2024	ID Mobile	Mobile phone bill for August	5.00	1.00	6.00
28/08/2024	Mrs Lynda Townend	August wages	247.60	-	247.60
28/08/2024	HMRC	August payment	62.00	-	62.00
02/09/2024	Cornwell Builders	First payment for phase 2 pavilion costs	20,000.00	4,000.00	24,000.00
<b>TOTAL:</b>					<b>£30,184.36</b>

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

## 24/56 CCLA Account

To Council discussed the amount of funds to invest in the CCLA Fund.

**RESOLVED:** that the Council will reconsider this at a later date.

## 24/57 General Announcements

Cllr Holt advised the state of the pavements and frontages look untidy due to weed growth. Cllr Knapman advised he has been clearing the weeds and will continue to do this.

It was noted the verges required mowing.

**RESOLVED:** that the Clerk will ascertain who is responsible for this and the frequency of the cuts.

Cllr Knapman had been approached by a resident who was keen to set up a friendly cricket club and enquired about insurance responsibility for accidental damage.

**RESOLVED:** That the Clerk will seek advice from the Pavilion Management Committee Secretary regarding their insurance cover for and damage caused by recreational activities.

## 24/58 Items to be Included on the Next Agenda

The following items will be added to the next council agenda:

1. Contracting to clear pavement weeds.
2. A regular 'update' item.

Cllr Miles enquired if a member of the Community Engagement Team or local Police could attend the meeting to provide an update on local matters.

**RESOLVED:** that the above items be included on the next agenda and Members will send information for future agenda items to the clerk.

## 24/59 Date of Next Meeting

The Clerk advised the next meeting will be held at 20.00 on the 12<sup>th</sup> November 2024.

## 24/60 Chairman Closed the Meeting

There being no further business the Chairman closed the meeting at 21.26.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Cllr R Collins

Chairman



## AGENDA REPORT ITEM 6.1

### Hedge Trimming

#### Background information

At the Parish Council meeting on the 10<sup>th</sup> September 2024, the Council agreed to seek quotes to trim and face back the hedge around the cricket field; Internally and externally in the pavilion car park area and the height evened and externally only along High Ridge to Bung Row. Minute Reference 24/54/3.

#### Summary

Quotes were requested from DW Maintenance, Essex Tree Brothers, Skippers Grounds Maintenance and Walton's Tree Services.

A summary of the quotes received is shown below and the quotes are shown overleaf.

<b>Company</b>	<b>Method</b>	<b>Quote Provided</b>
DW Maintenance	n/a	Did not quote
Essex Tree Brothers	Not specified	£1,700
Skippers Grounds Maintenance	Tractor mounted side arm	£400
Waltons Tree Services	Hand held hedge trimmers	£1,392

#### Conclusion and Recommendations

The Council are required to consider the quotes and select a contractor to complete the works.





# Essex Tree Brothers Ltd

01245955117 | info@essextreebrothers.com | www.essextreebrothers.co.uk

**RECIPIENT:**

**Great Braxted Parish Council**

Great Braxted  
Tiptree

**Quote #2858**

Sent on Sep 28, 2024

**Total £2,040.00**

Product/Service	Description	Qty.	Unit Price	Total
Hedgecutting	<p>1. Hedge and vegetation on the boundary of Tiptree Road and Gt. Braxted park car park, reduced in height to approx 8ft and cut back hard away from the road</p> <p>2. Tiptree Road hedge line (between the Sexton Road and Bung Row intersections) faced up roadside and reduced in height to approx 6ft</p> <p>3. Bung Row hedge line (between Bung Row road sign and small gate leading into Gt. Braxted park) faced up roadside</p> <p>Arisings disposed of leaving the areas clean and tidy</p>	1	£1,700.00	£1,700.00

This quote is valid for the next 30 days, after which values may be subject to change.

<b>Subtotal</b>	£1,700.00
<b>VAT (20.0%)</b>	£340.00
<b>Total</b>	<b>£2,040.00</b>

10 October 2024

Great Braxted Parish Council

Dear Lynda,  
Please find quotation as requested.

**Quotation 4058 - Tiptree Road, Braxted**

To face back hedge and top where possible, using tractor mounted side arm, at location as outlined in image below.

*Please note; ensure car park is clear of vehicles for works to be completed.*

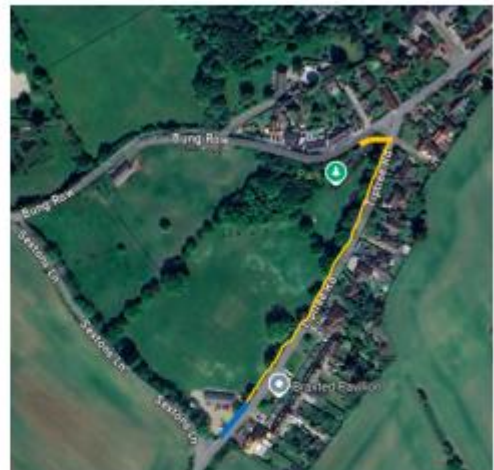
**Total for works    £    400.00**

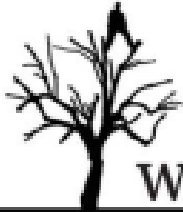
All prices are subject to VAT at the prevailing rate. If you require any further information please do not hesitate to contact me

Many Thanks



Chris Cheek, Skippers Ground Maintenance





# WALTON'S TREE SERVICES

12 The Westerings  
Nayland  
Colchester  
Suffolk  
CO6 4LJ

**To:**

Great Braxted Parish Council

**Quotation 947**

Quotation Date: 13/08/2024  
Valid For: 60 Days

Phone:

**Site Address:**

H1 - Tiptree road hedge line - Push back the face along the Tiptree road boundary (road side only )and reduce the height to about 6ft, Cut back the hedge/vegetation on the boundary of Tiptree road and the car park and reduce the height to approx. 8ft.

H2 - Bung Row - Face back the hedge line on bung row from the bug road sign to the small gat leading to the park area

\_ Works to be completed using hand held hedge cutters

To complete works as above £1,160.00

Net Amount: £1,160.00  
VAT@20% £232.00

Client signature to approve specification and agree to terms and conditions:

**Quote Total £1,392.00**

- All work shall be completed in accordance with BS3998:2010 'recommendations for Tree Work' where appropriate unless instructed otherwise by the customer
- Upon acceptance of this quotation, Walton's Tree Services LTD shall check for the presence of legislative constraints (Tree Preservation Orders etc.) We would be happy to act as an agent to submit and manage the application process on your behalf.
- No additional charges shall be applied to this work without first seeking your approval.
- All green waste produced by works undertaken by us, will be removed from site, and recycled, unless stated otherwise

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