



*Great Braxted  
Parish Council*

Clerk to the Council:  
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12<sup>th</sup> January 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 18<sup>th</sup> JANUARY 2024 AT 8.00 PM**

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

*LTownend*  
**Clerk to 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 14<sup>th</sup> December 2023 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 Refurbishment

To receive an update from the Chairman on the refurbishment project.

### 6.1 Solar Panels on Pavilion Roof

To receive an update from Cllr Holt regarding solar panels.

### 6.2 Planning Application for Pavilion Storage Room

To approve the cost for drawings and application fees for the planning application for the proposed storage extension on the Pavilion.

### 6.3 Pavilion Energy Saving Project 2023 Phase 2

To update the council on phase 2 of the pavilion refurbishment project and to approve plans subject to receipt of the Community Initiative Fund grant.

### 6.4 Reallocation of Balance from National Lottery Coronation Grant

To approve reallocating the residual balance of the National Lottery Coronation Grant to alternative works on 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 ESS/42/23/BTE** – proposed relocation of plant site, ready mixed concrete plant, bagging plant and associated ancillary facilities, including for establishment and use of a filed conveyor network with bridge over Braxted Road; along with enhancement and use of existing points of access off Braxted Road, together with restoration to agricultural land and nature conservation habitats, in advance of the A12 road widening and improvement national infrastructure project on land at Colemans Farm Quarry. **Location** Appleford Farm

## 8. Environment

### 8.1 Annual Village Spring Clean

To discuss the logistics of the annual village spring clean. [Proposed poster attached.](#)

### 8.2 Post and Rail Fencing

To consider quotes to replace a section of the post and rail fencing on the field. [Report attached.](#)

### 8.3 Speed Camera Signs

To consider quotes for speed camera signs to be displayed in the village. Report to follow.

## 9. Finance

### 9.1 Accounts for Payment

To agree the accounts for payment, made between meetings, for the period between the 8<sup>th</sup> December 2023 and the 11<sup>th</sup> January. [\(attached\)](#)

### 9.2 Quarter 3 Bank Reconciliation

To receive and note the bank reconciliation for Quarter 3. [\(attached\)](#)

- 10. 2024/25 Budget and Precept Demand**  
To approve the budget for 2024/25 and agree the precept. [Report attached.](#)
- 11. Hiring Terms and Conditions**  
To agree the terms and conditions hirers will be required to follow when using Parish Council land and equipment. Draft Terms and Conditions attached.
- 12. Selecting Information Received by the Parish Council to Pass to all Residents.**  
To discuss a process to use to select information received by the Parish Council which would benefit residents and could be distributed by the Braxted Bulletin and Council Facebook page.
- 13. Hedgehogs R Us Highway Project**  
To consider supporting the Hedgehogs r Us Highway Project. [See attached.](#)
- 14. Schedule of Meeting Dates**  
To agree the meeting dates for March 2024 and for the next civic year April 2024 to March 2025. [Schedule attached.](#)
- 15. Sole Trustee Status of the Pavilion**  
To receive and consider a request from the Pavilion Management Committee that the Parish Council becomes the Sole Trustee of the Pavilion.
- 16. Hedges Impeding Footpath Access**  
To discuss management and processes for addressing overgrown hedges impeding footpath access.
- 17. Installation of Village Christmas Tree for 2024**  
To discuss installing a Christmas tree in the village in 2024.
- 18. General Announcements**
- 19. Items to be Included on the next agenda**
- 20. Date of Next Meeting**  
12<sup>th</sup> March 2024.
- 21. 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 Annual Parish Council Meeting held at The Pavilion, Great Braxted on 14<sup>th</sup> December 2023 at 8pm

## Present:

Councillor R Collins (Chairman), Councillor C Knapman (Vice Chairman), Councillor M Davis, Councillor L Holt, the Clerk and 5 members of the public.

The community statement was read out to the public.

## 23/67 Apologies for Absence

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

## 23/68 Minutes of the Extraordinary Parish Council Meeting

**RESOLVED:** that the minutes of the meeting held on the 20<sup>th</sup> September 2023 were agreed as a correct record and signed by the Chairman.

## 23/69 Declarations of Interest

None declared.

## 23/70 Maldon District Councillor Update

The clerk read out an update provided by Cllr Siddall.

## 23/71 Public Participation Session

A member of the public queried the disabled access to the pavilion. Councillors and the public discussed access to the building. Cllr Holt noted there is room to park at the bottom of the ramp which would allow a wheelchair user direct access to the building from their car.

Cllr Knapman advised the new door was hung to improve access for disabled users.

A query was raised regarding the whereabouts of the old signs which had been removed from the building, one of which was in recognition to residents who contributed to the purchase of the field.

Cllr Knapman advised a new sign was planned to recognise those who had made the refurbishment project possible and stated a replica of the old sign would be made if the original wording could be provided.

**RESOLVED:** the clerk will ask Mr Hornett if he is aware of the wording and others present will make similar enquiries.

A member of the public advised there is a collection of water forming in the children's playground by the woods and is concerned this may be a safety hazard.

Cllr Knapman advised this has occurred due to Essex and Suffolk Water re-directing pipework to rectify the flooding which was occurring on Bung Row.

A member of the public asked if a ROSPA inspection had taken place on the playground equipment in the last 12 months.

Cllr Knapman confirmed it had.

The secretary of the Pavilion Management Committee advised the Council they would like to progress with the transfer of ownership of the pavilion to GBPC who would become the sole trustee. She suggested money should be allocated in the forthcoming budget to cover legal costs.

Cllr Collins advised he had been in contact with the RCCE to seek advice on the process and will ensure the matter is included on the agenda for the council's January meeting.

The secretary of the Pavilion Management Committee advised they were in the process of updating their Terms and Conditions of hiring and enquired if the Council had policies in place to cover the use of the field and playground.

Councillors discussed this and suggested there should be a review of policies to ensure all eventualities are covered.

**RESOLVED:** that the clerk will formulate a policy noting the terms and conditions hirers must follow when using Parish Council land. This policy will be presented to the council for approval.

A member of the public enquired who was responsible for paying Performing Rights Society licence fees if hirers were playing music at their events.

A member of the public asked if the pavilion would be used as an emergency centre if the need arose.

Cllr Knapman confirmed there was a box located in the pavilion with items to facilitate this.

## 23/71/1 Pavilion Energy Improvement Project

Cllr Collins provided an update on the pavilion refurbishment project to date, confirming this stage of the project was almost finished at no cost to residents as funding had been provided by successful grant funding.

Works still outstanding include hot water in the kitchen and the installation of shutters on the windows.

## 23/72/2 Pavilion Outstanding Roof and Storage Requirements

Cllr Collins advised the original refurbishment plan included re-roofing the building.

The storage improvements will enable the tables and chairs to be stored out of the main building to create more space and prevent damage to the interior when the table and chair storage trolleys are moved within the building.

The proposed storage space will require planning permission and the expected dimensions will be 4'. The Parish Council will liaise with the Pavilion Management Committee to ensure the storage is adequate.

A grant application is currently being considered to fund the works.

These works are dependent on funding and planning approval, which, if granted, will enable the works to start in late spring or early summer 2024.

It was noted all works completed to date, and currently in the planning stages are to secure the building for the future.

### 23/72/3 Pavilion Openreach Connection

The clerk advised the cost to connect Wi Fi to the Pavilion was in the region of £2,500.

Cllr Knapman advised the cost had been agreed in the original budget and will confirm when the application should be submitted.

**RESOLVED:** Cllr Knapman will advise the clerk when the application for the Wi Fi connection should be submitted to Openreach.

### 23/72/4 Pavilion Installation of Solar Panels

Cllr Collins advised the installation of solar panels had been investigated but the advice received stated the roof faces in the wrong direction to capture sufficient light to make it economically viable.

A discussion took place about the functionality of modern solar panels and their effectiveness.

**RESOLVED:** Cllr Holt will investigate the possibility of installing solar panels on the pavilion and will report her findings back to the council.

## 23/73 Planning

### 23/73/1 - 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.

**RESOLVED:** the council discussed the proposal and have no objection to the application.

### 23/73/3 – Planning Decisions

To note the Parish Council's response to planning applications considered outside of a meeting and circulated via email (in accordance with Council Resolution 20/12.2)

#### 23/73/3.1 LDE/MAL/23/00886

**No Objection.**

#### 23/73/3.2 FUL/MAL/23/00834

**No Objection.**

#### 23/73/3.3 23/01005/FUL PP-12448705

**No Objection.**

#### 23/73/3.4 23/01042 and 23/01043?LBC PP-12560795

**No Objection.**

### 23/73/4 – Maldon District Council Planning Decisions

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

## 23/73/4.1 23/00685/FUL PP-1223023

Approved.

## 23/74 Environment

### 23/74/1 Removal of Informal Parking Space by the Pavilion

Councillors considered possible options to deter drivers parking on the verge outside the gate and agreed no measures would be taken at this stage.

**RESOLVED:** that the council will take no further action on this matter at this stage.

### 23/74/2 Traffic Management in the Village

Councillors discussed installing Vehicle Activated Signs (VAS). The clerk advised the approximate cost of installation would be in the region of £5,000 to £7,000.

The installation of traditional speed warning signs was discussed.

**RESOLVED:** that Mr Olley will liaise with the clerk on suggested signs and locations and quotes will be sought for council approval at the January meeting.

### 23/74/3 Extending the TruCam Scheme

Councillors considered the effectiveness of subscribing to the TruCam scheme provided by Maldon District Council.

**RESOLVED:** that the Council will extend the TruCam scheme for a further 6 months to 31<sup>st</sup> March 2024.

### 23/74/4 Local Highways Application

Councillors considered a Local Highways Panel application to install speed camera signs in the village, noting the process for applying for such applications is currently under review.

**RESOLVED:** that the Council will submit the Local Highways Panel Application when the process has been confirmed by Essex County Council and if the signs noted in the Minute above prove ineffective.

### 23/74/5 Post and Rail Fencing

Councillors discussed replacing sections of the post and rail fencing around the pavilion field. Cllr Knapman had obtained an indicative quote from a local supplier to replace 14 posts and 30 rails including netting at a cost of £1,090.

**RESOLVED:** additional quotes will be sought and discussed at the January meeting for consideration. Cllr Knapman will forward the specification to a member of the public to seek a secondary quote.

### 23/74/6 Hedges impeding Footpath Access

Councillors agreed this item would be postponed and discussed at the January meeting.

**RESOLVED:** that the Council will discuss this at the January meeting

## 23/74/7 Salt Box and Gritting Lorry

Councillors discussed current measures in place in the village to protect residents from icy roads and footpaths.

**RESOLVED:** that the Council will enrol in Essex County Council's Salt Bag Partnership Scheme to receive a pallet of salt bags for residents to use on roads and footpaths in periods of bad weather. The salt will be delivered to the pavilion car park and residents informed and advised to collect the bags via social media.

## 23/74/8 Christmas Tree

Councillors agreed this item should be deferred until January 2024.

**RESOLVED:** that this item will be included on the agenda for the January meeting.

## 23/74/9 Hedge Sapling Planting

Councillors received quotes to plant 225 hedge saplings to fill gaps in the hedge.

**RESOLVED:** that the Council approve the quote provided by DW Maintenance for the works at a cost of £160.

## 23/75 Finance

### 23/75/1 To Approve Accounts for Payment Between the 12th September and the 31<sup>st</sup> December 2023

The Council approved the following payments:-

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
12/2/09/23	RCCE	Treasurers and Trustees Finances training course	65.00	-	65.00
15/09/2023	Waltons Tree Service	Hedge trimming by playground	240.00	48.00	288.00
25/09/2023	Maldon District Council	Litter bin	401.64	80.33	481.97
28/09/2023	Lynda Townend	September salary	231.80	-	231.80
28/09/2023	Lynda Townend	September expenses	70.90	-	70.90
26/09/2023	HMRC	September HMRC payment	57.80	-	57.80
30/09/2023	Unity Bank	Quarter three bank charges	18.00	-	18.00
04/10/2023	DW Maintenance	September grass cutting	555.00	-	555.00
05/10/2023	RJ Playle	Hedge trimming of field	300.00	60.00	360.00
06/10/2023	Blackwater Tree Specialists	Tree works on the field	480.00	96.00	576.00
11/10/2023	EALC	Budget and Precept Training Course	75.00	15.00	90.00



18/10/2023	Maldon District Council	TruCam for Jul, Aug, Sep	243.18	48.64	291.82
18/10/2023	Connor Nichols (CN Electrical)	40% deposit for electrical works.	2,838.78	567.76	3,406.54
18/10/2023	Cllr Craig Knapman expenses	Litter pickers	23.95	-	23.95
23/10/2023	Cllr Craig Knapman expenses	Smoke alarms	76.52	-	76.52
23/10/2023	All Colour Windows & Doors	25% interim deposit for cladding.	6,248.75	1,249.75	7,498.50
23/10/2023	Cllr Craig Knapman expenses	Replacement trees	1,001.83	200.37	1,202.20
25/10/2023	ID Mobile	Mobile phone Oct 2023	5.00	1.00	6.00
25/10/2023	EALC	Financial Regulations course	75.00	15.00	90.00
27/10/2023	Mrs L Townend	October salary	231.60	-	231.60
	HMRC	October payment	58.00	-	58.00
30/10/2023	Royal British Legion	Poppy wreath donation	25.00	-	25.00
30/10/2023	Cllr Knapman expenses	Mixer tap for pavilion	152.48	30.50	182.98
30/10/2023	Cllr Knapman expenses	Sink for pavilion	154.16	30.83	184.99
01/11/2023	Waltons Tree Service	Fell oak tree and grind stump	2,133.00	426.60	2,559.60
01/11/2023	Cllr Knapman expenses	First aid box	15.83	3.17	19.00
01/11/2023	Cllr Knapman expenses	Wall bracket for first aid box	3.81	0.76	4.57
01/11/2023	Cllr Knapman expenses	Watering cans	19.98	4.00	23.98
01/11/2023	Defib World	Defibrillator pads	58.00	11.60	73.59
02/11/2023	Maldon Town Council	Agenda and Minutes training course	75.00	15.00	90.00
02/11/2023	Cllr Knapman expenses	Lighting for pavilion	85.75	17.15	102.90
03/11/2023	Cllr Knapman expenses	Sockets and switches	53.68	10.78	64.64
04/11/2023	Cllr Knapman Expenses	Tea urn for PP23	88.29	17.66	105.95
06/11/2023	Walton Tree Services	Fell elm tree	220.00	44.00	264.00
06/11/2023	Walton Tree Services	Plant 5 replacement trees	505.00	101.00	606.00
06/11/2023	Cllr Knapman expenses	Kettle for pavilion	24.99	5.00	29.99
07/11/2023	Cllr Knapman expenses	Rugs for pavilion	159.98	31.99	191.97
09/11/2023	Will Teasel	Installation of kitchen sink and taps	150.00	-	150.00

09/11/2023	AM Landscaping	30% deposit to cover material costs	2,815.50	-	2,815.50
09/11/2023	Cllr Knapman expenses	Pavilion sundry items	254.43	-	254.43
09/11/2023	Cllr Knapman Expenses	Bulbs	258.18	51.63	309.81
13/11/2023	All Colour Windows & Doors	Fascia's, soffits, door, key safe and Yale locks	5,390.00	1,078.00	6,468.00
13/11/2023	Cllr Knapman expenses	Keys and key cutting for pavilion	21.75	-	21.75
15/11/2023	DR Wallace	October grass cutting	185.00	-	185.00
15/11/2023	Cllr Knapman expenses	Pavilion sundry items	407.86	-	407.86
16/11/2023	Little Braxted Parish Council	War Memorial maintenance and insurance contribution	78.08	-	78.08
17/11/2023	Very Nice Blinds	Shutters for pavilion	1,376.67	275.33	1,652.00
24/11/2023	ID Mobile	Mobile phone - Nov 2023	5.00	1.00	6.00
20/11/2023	James A goody	Loft insulation for pavilion	3,000.00	600.00	3,600.00
21/11/2023	Cllr Knapman expenses	Flooring for pavilion	195.20	39.04	234.24
22/11/2023	James A goody	Repairs and decoration of the pavilion	7,110.00	1,422.00	8,532.00
22/11/2023	All Colour Windows & Doors	Roof vents and mesh at the pavilion	395.00	79.00	474.00
22/11/2023	All Colour Windows & Doors	uPVC windows at the pavilion	375.00	75.00	450.00
22/11/2023	All Colour Windows & Doors	Final cladding invoice for pavilion	18,746.25	3,749.25	22,495.50
23/11/2023	Cllr Knapman expenses	Consumable kitchen items for pavilion	203.72	-	203.72
26/11/2023	Will Teasel	Cistern installation at pavilion	496.44	-	496.44
26/11/2026	Cllr Knapman expenses	Key cutting for pavilion	25.00	-	25.00
27/11/2023	Connor Nichols (CN Electrical)	Electrical works at pavilion	4,258.17	851.63	5,109.80
27/11/2023	Connor Nichols (CN Electrical)	Additional electrical works at pavilion	558.60	111.72	670.32
28/11/2023	Mrs Lynda Townend	November salary	231.80	-	231.80
28/11/2023	Mrs Lynda Townend	Expenses	97.14	-	97.14
28/11/2023	HMRC	November payment	57.80	-	57.80
28/11/2023	Cllr Knapman expenses	Table trolley	360.23	72.05	432.28

01/12/2023	AM Landscaping	Footpath, soakaway, carpark extension at pavilion	6,660.00	-	6,660.00
01/12/2023	Cllr Knapman	Reframe cricket picture	22.00	-	22.00
01/12/2023	Cllr Knapman	Cleaning materials	17.35	-	17.35
04/12/2023	GW Flooring - Grant Woodham	Installation of new floor at pavilion	866.00	-	866.00
05/12/2023	Cllr Knapman expenses	Vacuum cleaner	116.67	23.33	140.00
07/12/2023	Cllr Knapman expenses	Various kitchen and toilet items for pavilion	204.73	-	204.73
07/12/2023	Cllr Knapman expenses	Fire extinguisher base	6.29	1.26	7.54
07/12/2023	Cllr Knapman expenses	Dart oche	29.09	5.81	34.90
07/12/2023	AM Landscaping	Deposit for shingle	600.00	-	600.00
28/12/2023	Mrs Lynda Townend	December salary	375.60	-	375.60
28/12/2023	HMRC	December payment	94.00	-	94.00
31/12/2023	Unity	Q3 Bank Charges	18.00	-	18.00
<b>TOTAL:</b>					<b>£84,707.35</b>

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

### 23/75/2 Bank Reconciliation

Councillors received the bank reconciliation to 30th September 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.

A member of the public left the meeting at 21.36.

### 23/75/3 Budget Comparison

Councillors received an up-to-date report showing expenditure and income against the 2023/24 budget.

**RESOLVED:** that the budget comparison to the 30<sup>th</sup> November 2023 be received and noted by the Council.

### 23/75/4 Information Commissioner's Office Annual Payment

Councillors received a report regarding the annual fee required to be paid to the Information Commissioner's Office and agreed this could be paid by direct debit.

**RESOLVED:** that the annual payment due to the Information Commissioner's Office will be paid by direct debit from December 2023.

## 23/74/5 Clerk's Salary

Councillors noted the National Joint Council's pay award from the 1st April 2023.

**RESOLVED:** that the clerk's salary be increased in line with the National Joint Council's confirmed pay award and back pay paid from 1<sup>st</sup> April in the December salary.

4 members of the public left the meeting.

## 23/75 Budget Objectives

Councillors were provided with a draft budget and discussed their objectives for the next financial year to plan the budget and precept demand for 2024/25

**RESOLVED:** that the final budget and precept demand will be agreed at the next meeting of the council in January 2024.

## 23/76 Draft Earmarked and General Reserves Policy

Councillors received a draft Earmarked and General Reserves Policy and agreed this should be implemented by the council.

**RESOLVED:** that the council adopt the Policy which will be reviewed at the annual Council meeting each year.

## 23/77 General Announcements

There were no general announcements.

## 23/78 Items to be Included on the next agenda

- Sole Trustee status of the pavilion
- Quotations for traffic signs and confirmation of locations.
- Quotations to replace fencing around the field.
- Procedure to follow when hedges were found to impede footpath access.
- Installation of a Christmas tree in December 2024.

## 23/79 Date of Next Meeting

The next meeting will take place at 8pm on the 18<sup>th</sup> January 2024 and will be held in the Pavilion.

## 23/80 Chairman Closed the Meeting

There being no further business the meeting closed at 21.57.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Agenda Item 6.4

### National Lottery Coronation Grant Account

Date	Amount	Description	Comments
11/04/2023	£ 4,368.00	National Lottery Coronation Grant	
03/05/2023	-£ 2,812.34	Pavilion Equipment	
Nov-23	-£ 945.00	Water heater	
04/11/2023	-£ 88.29	Tea urn	17.66 VAT reclaimed 30/11/23
07/11/2023	-£ 159.98	Rugs	£31.99 VAT reclaimed 30/11/23
TBC	-£ 362.39	Funding for additional water heater	Installation to be confirmed
<b>Balance</b>	£ -		

Agenda Item 8.1

# Annual Village Litter Pick

Saturday 16<sup>th</sup> March 2024

Meet at the Village Pavilion (10am – 12pm)

**Refreshments Provided**



**Please bring gloves, your own little pickers & hi-vis jackets if you have them, as we only have a limited numbers to borrow. Bags will be provided**

**Any help would be greatly received – Great Braxted Parish Council**



Agenda item: 8.2

## AGENDA REPORT

# Fencing Repair

### Background information

Minute 23/74/5 of the 14th December 2023 the Parish Council agreed it would set aside a sum of money each year to be used toward the cost of maintenance and repair of the fence surrounding the field.

A section of 14m has been identified as requiring replacement, in the next financial year, and quotes have been sought from three suppliers to complete the works.

### Summary

The specification given to the contractors was:-

- Remove and dispose of old posts.
- The supply and installation of 14 4x4 posts.
- The supply and installation of 30 rails.
- Replacement of chicken wire.
- Leave area tidy on completion.

Three quotes were returned which are summarised below:-

1. R Clark Landscapes £1,090
2. Farm and County Supplies £1,102 plus £4.50/m for old fence clearance
3. WLG Maintenance £2,450

### Recommendation

The Council are asked to consider the quotes provide and agree a contractor to complete the works which should be completed in the next financial year.

## Agenda Item 9.1

### Accounts for Payment

For authorisation on 18/01/2024

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>	<i>Authorisation No.</i>
12/12/2023	ECS Carpet Care	Deep clean pavilion carpets	£ 293.46	£ -	£ 293.46	821201272
13/12/2023	AM Landscaping	Additional stones for pavilion carpark	£ 600.00	£ -	£ 600.00	39037091
14/12/2023	Cllr Knapman	Items for pavilion	£ 92.70	£ -	£ 92.70	195884947
14/12/2023	AM Landscaping	Carpark labour and materials	£ 400.00	£ -	£ 400.00	56277863
21/12/2023	Cllr Knapman	Foyer rug for pavilion	£ 34.12	£ 6.82	£ 40.94	63891411
21/12/2023	Maldon Town Council	Recharge clerks training course	£ 75.00	£ 15.00	£ 90.00	826521432
24/12/2023	Cllr Knapman	Door mats for pavilion	£ 27.47	£ -	£ 27.47	336819050
25/12/2023	AJ Adams	Window cleaning of pavilion	80.00	£ -	£ 80.00	440433818
24/12/2023	ID Mobile	Mobile phone bill - December 2023	£ 5.00	£ 1.00	£ 6.00	DD
09/01/2024	Information Commissioner's Office	Data Protection Fee	£ 35.00	£ -	£ 35.00	DD
09/01/2024	Cllr Knapman	Expenses	£ 26.43	£ -	£ 26.43	47364442
11/01/2023	Wickham Bishops Parish Council	Remembrance Day costs	£ 160.60	£ -	£ 160.60	58965265

**TOTAL:**

**£1,852.60**

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

Date: \_\_\_\_\_



## Agenda Item 9.2

### Great Braxted Parish Council Bank Reconciliation Quarter 3

<b>Unity Trust Bank Balance at</b>	<b>01/10/2023</b>	<b><u>£ 37,348.54</u></b>
	Cheques not presented	£ -
	Plus income	£ 63,618.90
	Less expenditure	£ 85,200.97
	<b>Balance carried forward</b>	<b>£ 15,766.47</b>
<b>Unity Trust Bank Balance at</b>	<b>31/12/2023</b>	<b><u>£ 15,766.47</u></b>

Reconciled to bank statement on 18th January 2024

Signed:

\_\_\_\_\_

Name:

Cllr Lesley Holt

Dated:

\_\_\_\_\_

## Agenda Item 10



Agenda item: 10

# AGENDA REPORT BUDGET AND PRECEPT FOR 2024 – 2025

## Background information

Maldon District Council have requested the Parish Council's Precept demand is notified to them by the 5th January 2024. Due to the bi-monthly meeting schedule used by Great Braxted Parish Council I have asked MDC to stretch the deadline to the 19th January 2024.

## Summary

Last year the Council's budget was set at £10,231 with the Band D rate of £54.51.

In the coming financial year, 2024-25, it is proposed the budget will need to be increased by 36.6% to £13,997 with the precept rising to £77.01. This represents an increase of £22.50/resident.

The large increase is due to inflationary pressures on supplier costs, another higher than anticipated NALC pay award in 2023-24. In addition, a phased plan of works will commence to replace and/or repair the fence around the field.

Additional income from the Pavilion Management Committee will see a contribution to the cost of grounds maintenance at a rate of £25 for each home cricket game.

During 2023-24 the Parish Council has:-

- Funded the grounds maintenance of the field and cricket pitch.
- Contributed toward the costs of the Remembrance Day Service and war memorial maintenance.
- Financed two hours per month for TRUCAM monitoring at a cost of £40.53/hour.
- Commissioned playground and tree inspections.
- Installed a new litter bin on the field.
- Funded the maintenance on trees surrounding the field.

The Parish Council has also successfully applied for and been granted in excess £71k funding which has been used on phase 1 and 2 of the Pavilion refurbishment project.

## **Draft Budget Calculations for 2023-24**

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

### **1. Income**

The council has two sources of income. The precept provides the majority of funding and the Pavilion Management Committee (PMC) contribute toward the grounds maintenance costs of the field and cricket pitch.

In 2023-24 from the precept was £10,231 and £225 was received from the PMC.

### **2. Expenditure**

**Clerk and Office Costs** – a budget of £5,049 is proposed (a decrease of 2%). Whilst the NALC pay award was higher than expected, training costs are £270 less than last year. A 7% increase in wages has been assumed for 2024-25. Expenditure in this area includes the clerks salary and office expenses £4,107, HMRC costs £792 and auditor costs £150.

**Insurance and Subscriptions** – a budget of £2,028 is proposed (an increase of 5.7%). Expenditure in this area includes TRUCAM costs £1,070, insurance £443, memberships £291 and a budget of £225 toward the cost of future elections.

**Grants and Donations** – a budget of £797 is proposed (an increase of 431%) as previously costs for the maintenance of the War Memorial and road closure costs associated with Remembrance Sunday have not been allocated. Expenditure includes a £30 donation to the Royal British Legion, £267 for War Memorial maintenance and Remembrance Sunday costs and £500 for a village event to commemorate the 80<sup>th</sup> anniversary of the D Day landings.

**Field, Playground and Environment** – a budget of £6,328 is proposed (an increase of 96%). This includes hedge cutting and funds to commence a phased roll-out of fence repairs. Expenditure includes grass cutting £3,330, £1,200 for hedge cutting and tree maintenance, £1,590 for fence maintenance/replacement and £208 for the cost of a replacement battery for the defibrillator.

**Reserves** – current reserves held include:-

- £2,795.60 for playground costs
- £1,825 for community projects

## **Recommendation**

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

## Agenda Item 11

### Draft v001 - Sub-Section for Pavilion Mgmt Committee - Terms of Hire Document

#### Standard Conditions for Great Braxted Parish Council Land & Assets when hiring the Great Braxted Village Hall

In conjunction with the above “*Standard Conditions of Hire for Great Braxted Village Hall*”, 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 Village Hall 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 village hall will be required to adhere to the following ‘Great Braxted Parish Council Land & Assets Guidelines’.

#### Common Land Usage

- **Permissible Activities:**

- Walking
- Dog walking
- Sports activities

- **Strictly Prohibited Activities:**

- Littering / Vandalism / Dog Fouling (*in accordance with the Anti-social Behaviour, Crime and Policing Act 2014*)
- Camping
- Lighting fires or the use of barbecues (*excluding village-organised events which have received written permission from Great Braxted Parish Council*)
- Lighting / setting off fireworks in any of the field(s) (*excluding village-organised events which have received written permission from Great Braxted Parish Council*)
- Bringing animals other than dogs on any of the field(s)
- Using external speakers for music (*excluding village-organised events which have received written permission from Great Braxted Parish Council*)
- Hosting festivals or music events with external music / speakers (*excluding village-organised events which have received written permission from Great Braxted Parish Council*)
- Any business, revenue, or profit-making activity without express written permission from Great Braxted Parish Council.
- Consumption of alcohol on any of the field(s) (*excluding village-organised events*)
- Illegal Drugs on any premises
- Driving across the land without express written permission *from Great Braxted Parish Council*
- 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 North-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](mailto: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 Hall" please contact the Parish Clerk at [parishclerk@greatbraxtedpc.org.uk](mailto:parishclerk@greatbraxtedpc.org.uk)



Agenda item: 13

## AGENDA REPORT

# Hedgehog Highway Project

### Background information

Information has been received from Hedgehogs R Us regarding an initiative they have set up to try to tackle the declining numbers of hedgehogs found and to raise awareness about conservation efforts.

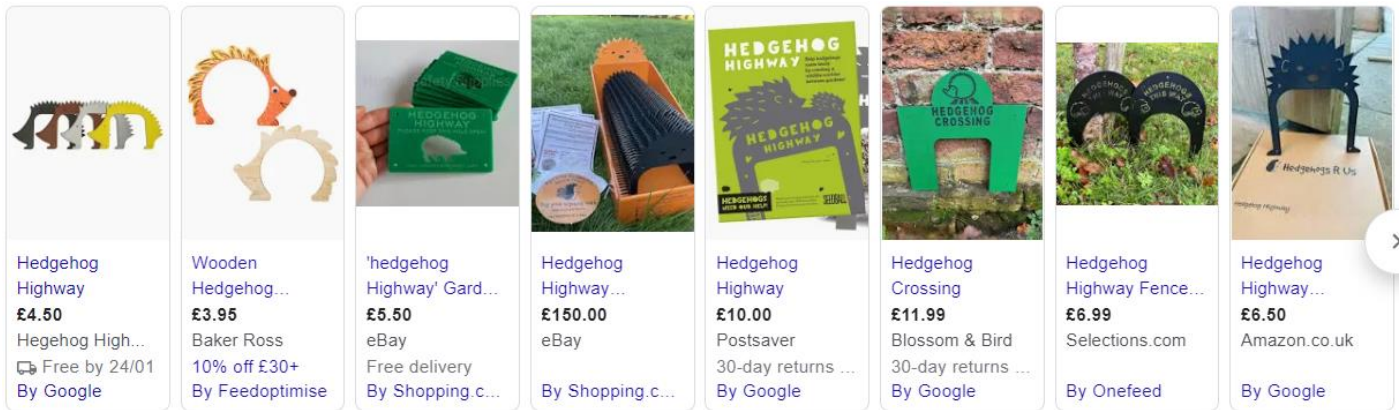
Hedgehogs, once a common sight in the United Kingdom, are facing a severe decline in their population. Over the past few decades, the hedgehog population has dramatically decreased due to various factors, including habitat loss, road accidents, pesticide use, and changes in farming practices. In the 1950's there were an estimated 50 million hedgehogs to just 1 million today. According to recent studies, hedgehog numbers have plummeted by over 50% in rural areas and 30% in urban areas since the turn of the century.

### Summary

Hedgehogs R Us is actively encouraging local councils to support the Hedgehog Highway Project by investing in a box of 50 hedgehog highway surrounds. Priced at £150 per box, this initiative provides residents with a hedgehog highway surround to be used around a 5' x 5' gap in their boundary fences. These gaps serve as access points for hedgehogs, allowing them to freely move between gardens, forage for food, and find suitable mates.

Each box also includes an informative leaflet to educate residents about the challenges hedgehogs face and what they can be done to support them. The surrounds create a focal point which can help to educate residents on the current plight of hedgehogs.

The cost/surround is £3. Similar hedgehog highway surrounds can be purchased online with prices ranging from £4.5 to £12.



## Advice

To help address the declining hedgehog population in the UK, local councils can support initiatives like the Hedgehog Highway Project.

Purchasing a box of 50 hedgehog highway surrounds at a cost £150 is a cost-effective way for councils to contribute to the conservation of hedgehogs.

## Recommendation

Councillors are asked to consider purchasing the hedgehog highway surrounds and ask residents to contribute toward the cost by purchasing a surround.



Linda Cook  
12 Richmond Close  
Market Weighton  
YO433EX

[HedgehogsRus@mail.com](mailto:HedgehogsRus@mail.com)

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

## Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- \* 50 Hedgehog Highway surrounds & 50 information leaflets
- \* A display box & window sticker showing you are part of the project.



Ideas of how to benefit your community include:

- \* Donate the Highways and leaflets to your local school to educate in wildlife conservation
- \* Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre

The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us



