



*Great Braxted
Parish Council*

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27th July 2023

To: Members of Great Braxted Parish Council

You are hereby summoned to attend

**AN EXTRAORDINARY MEETING OF THE PARISH COUNCIL
TO BE HELD AT SEXTONS BARN, SEXTONS LANE GREAT BRAXTED
ON WEDNESDAY 2nd AUGUST 2023 AT 8.00 PM**

for the purpose of transacting the following business:

Chairman of 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 13th July 2023 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 of mutual interest.

5. Grant Application

To approve the proposed Community Initiative Fund (CIF) grant application for refurbishment works on the pavilion at an anticipated value of £10,000.

6. Hedge Trimming

To receive and approve a quote to trim the hedging around the field.

7. Date of Next Meeting

8. Chairman to Close the Meeting

Minutes of the Annual Parish Council Meeting held at the Pavilion on 13th July 2023 at 8pm

Present:

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

23/25 Apologies for Absence

No apologies received as all Members were present.

23/26 Minutes of the Parish Council Meeting

RESOLVED: that the minutes of the meeting held on the 18th May 2023 were agreed as a correct record and signed by the Chairman.

23/27 Declarations of Interest

None declared.

23/28 Maldon District Councillor Update

No update was received prior to the start of the meeting.

Cllr Colins advised the meeting Cllr Richard Siddall is now the Leader of Maldon District Council. The Clerk also advised that Maldon District Council hold their meetings on a Thursday evening so this conflicts with the Great Braxted Parish Council Meetings.

The Council may look to alter the meeting dates in future to prevent the conflict.

23/29 Public Participation Session

A member of the public asked if the hedging around the field, along the length of Tiptree Road and around the playground and car park gates could be trimmed.

RESOLVED: that the Clerk will obtain a quote for the works from DW Maintenance, Cllr Holt will obtain a quote from a local farmer and Cllr Knapman will obtain a quote from Walton Tree Services.

A member of the public noted there is an area of the hedge which requires filling in with new plants.

RESOLVED: that the Clerk will investigate if the Woodland Trust is still offering free trees.

23/30 Sole Trustee Status for Great Braxted Pavilion

Mr Hornett gave an update on plans for the Parish Council to become the Sole Trustee of the Pavilion advising the Pavilion Management Committee had resolved to progress with the change of status, confirming the day to day running of the Pavilion will remain with the committee.

In due course the minutes, confirming the resolutions, will need to be sent to the RCCE. The change in status and transfer to the Parish Council will also need to be advertised via the Village notice board, Parish Council website and local newspaper.

At the point of transfer the Parish Council will be required to pass a resolution agreeing to the transfer and to agree the Chairman should sign the documents to set up the Trust. Once signed these documents will be sent to the Charities Commission for ratification.

A discussion took place regarding the setting up of a separate bank account ensuring Pavilion and Parish Council monies are kept separate.

RESOLVED: that Mr Hornett's update be noted.

A member of the public suggested a trustee, who is due to step down from the Pavilion Management Committee, should be recognised and acknowledged for his contribution to the Village.

RESOLVED: that this matter is added to the agenda for the next Parish Council meeting.

A member of the public left the meeting at 20.28pm

23/31 Parish Council Meet and Greet

Cllr Knapman advised he felt there were many community members who are unaware or unsure of the role of the Parish Council and a Meet and Greet would be an opportunity to engage with the residents and seek ideas of what priorities they would like the Parish Council to focus on. However, due to the time of year, when many residents are away from home, he felt this would best take place in autumn and discussion on the format deferred to the next meeting.

RESOLVED: the Parish Council Meet and Greet is added to the agenda for the next Parish Council meeting.

23/32 Planning

23/32/1 23/00527 PP-12176694 Addition of cladding and the infill of four windows to the south elevation and two windows to the east elevation, village Hall, Tiptree Road Great Braxted

Cllr Collins confirmed the Parish Council's formal response had been added to Maldon District Council's planning portal.

RESOLVED: that the Parish Council's '**no objection**' response (made outside of a meeting) was noted.

Cllr Collins gave an explanation of the proposed works, the tendering process, the stages of the proposed refurbishment project and how the project will be managed.

23/33 Environment

23/33/1 Pavilion and Playground Parking

Cllr Knapman advised a recent event, which was held in the playground and Pavilion, caused distress to residents due to attendees parking on the verges around the Pavilion instead of using the car park. He felt, had the Parish Council been aware of the event, communication could have been passed to residents to advise them of the timings of the event and how it may impact them.

RESOLVED: the Clerk will contact the Pavilion Management Committee's Lettings Officer to request booking information is sent to the Parish Council. Cllr Davis will publish details of booked events in the Braxted Bulletin.

Cllr Davis suggested setting up a Facebook Page of the playground and Cllr Miles advised details of the playground can be included on Google Maps.

RESOLVED: Cllrs Davis, Knapman and Miles will update Google Maps with the playground's details and set up a Facebook page which will direct visitors to the village where parking is available.

23/33/2 Side Gate

A quote was presented to the Council to consider replacing the side gate leading from Tiptree Road to the Pavilion.

RESOLVED: that the Council approve the quote for £559 to replace the side gate, gate posts, rails and wire and funds will be split 50/50 between the Playground Fund reserves and Parish Council funds.

23/33/3 Parish Council Land

Cllr Knapman presented a quote to the Council for the sum of £100 to clear the wooded area, near the playground, of rubbish to ensure it was safe.

RESOLVED: that the Council approve the quote.

23/33/4 Tree Works on the Village Green

DW Maintenance advised they were struggling to mow effectively under the trees due to low hanging branches. A quote for the sum of £480 to sympathetically trim the branches was considered.

RESOLVED: that the quote for £480 be approved and the Clerk instructs DW Maintenance to complete the works.

23/33/5 Waste Facilities at the Pavilion

Councillors discussed and considered a report and quotes for a commercial waste bin to be installed at the Pavilion in addition to the bin provided by Maldon District Council.

The discussion focused on the annual cost, the amount of waste which is generated and how the cost could be mitigated by passing on the cost incurred on to hirers.

RESOLVED: the Clerk will ask Maldon District Council if they could provide a second or larger bin at the Pavilion.

Councillors also discussed installing a community waste bin on the field.

RESOLVED: the Clerk will confirm the installation costs of a waste bin on the field and report these to Councillors.

23/34 Finance

23/34/1 To Approve Accounts for Payment Between the 12th May and the 6th July 2023

The Council approved the following payments:-

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Total £</i>
20/05/2023	EALC	Code of Conduct Training Course	90.00
31/05/2023	Traer Clark Architect	Pavilion Expense for design drawings and planning fee	903.00
01/06/2023	DW Maintenance	Grounds maintenance April 2023	555.00
08/06/2023	D W Maintenance	Grounds maintenance on the 12th and 26th May	370.00
08/06/2023	EALC	Law and Procedures Training Course	114.00
09/06/2023	BHIB Insurance	Additional insurance premium	56.14
15/06/2023	Cllr Knapman Expenses	Paint for playground	69.90
24/06/2023	ID Mobile	Mobile phone bill for May	6.00

28/06/2023	Lynda Townend	June Salary	231.80
28/06/2023	HMRC	June HMRC payment	57.80
30/06/2024	Unity Bank	Quarterly bank charges	18.00
05/07/2023	DW Maintenance	Grounds maintenance June 2023	370.00
13/07/2023	Cloud Next	Home hosting annual cost	59.98
13/07/2023	RCCE	Annual membership	52.80

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

23/34/1 Enovert Community Trust Funding Agreement

Cllr Collins advised the Council that Enovert offer grants to organisations living within 10 miles of a landfill site. Being 8.4m from the nearest landfill site the Council applied for a grant toward the cost of the Pavilion refurbishment project and were awarded the sum of £40,000. The £40,000 grant is subject to a payment of £4,000 being made from Parish Council funds in accordance with the grant terms and conditions.

Councillors reviewed the Enovert Community Trust Funding Agreement 1718 and approved the terms of the agreement.

RESOLVED: that the terms of the Enovert Community Trust Funding Agreement be approved.

23/34 General Announcements

Cllr Davis advised she hadn't received any response from residents interested in forming a Community Speedwatch Group. Councillors confirmed with no volunteers willing to set up the scheme it could not go ahead but confirmed the TRUCAM service offered by Maldon District Council will continue.

Speed Signs in the Village

The Clerk confirmed the Council would have to submit a Local Highways Panel application to request speed camera signs be installed in the village.

RESOLVED: the Clerk will request information from Essex Highways on installing the black and white speed camera signs.

The Clerk advised the Council the Keep Britain Tidy Campaign is launching Love Parks Week from the 28th July through until the 6th August 2023.

RESOLVED: the Council agreed to support the campaign.

The Clerk advised Essex County Councillor Mark Durham has a fund available to repair pot holes and if Councillors or members of the public are aware potholes which require repair to report these to her with a picture of the pothole and a What 3 Words reference.

23/35 Chairman Closed the Meeting

There being no further business the meeting closed at 21.39.