



*Great Braxted  
Parish Council*

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3<sup>rd</sup> March 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 9<sup>th</sup> MARCH 2023 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. Election of a Chairman

2. Apologies for absence

3. Minutes of the Parish Council Meeting

Minutes of the Meeting held on 12<sup>TH</sup> March 2023 to be taken as read and signed as a correct record by the Chairman. ([attached](#)).

4. Declarations of Interest (existence and nature)

With regards to items on the Agenda. Councillors are reminded that the code of conduct that took effect from 1st July 2012 provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.

5. Councillor Resignation

To note Cllr Iain Armstrong has resigned from his position as a councillor and Chairman with effect from the 31<sup>st</sup> January 2023.

6. Maldon District Councillor Update

7. Public Participation Session

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

8. Sole Trustee Status for the Pavilion

Cllr Hornett to give an update on investigations to obtaining Sole Trustee Status for the Pavilion.

**9. Side Gate to Playing Field**

Councillors to discuss removing the field pedestrian gate re Minute 47.5 from the November 2022 meeting, where it was resolved to remove this gate and replace it with post and rail fencing.

**10. Pavilion Gate**

Cllr Knapman to confirm costing for the new carpark gate.

**11. King's Coronation Event**

Councillors to discuss and confirm the Parish Council's plans to commemorate the King's Coronation.

**12. Remembrance Day Sunday Service**

To receive a request from Cllr Simon Morgan to regarding proposals for the three councils to hold a service at the War Memorial. [Report attached.](#)

**13. Parish Council Meeting Dates 2023/24**

13.1 To approve the schedule of meetings for the electoral year 2023/2024. Draft meeting schedule [attached.](#)

13.2 To confirm the date of the Annual Parish Meeting for electors.

**14. Great Braxted Village Clean Up 2023**

Cllr Knapman and Cllr Hornett to provide an update to the Council on the organisation for the 2023 village clean up scheduled to be held on the 18<sup>th</sup> March 2023.

**15. Parish Council Meet & Greet**

To discuss holding a 'meet and greet' session with residents and the new Parish Council to brainstorm future events.

**16. Volunteer Policy for Great Braxted Parish Council.**

To receive a draft Volunteer Policy and discuss if this should be adopted by GBPC. [Draft policy attached.](#)

**17. Planning**

There are no planning applications to discuss.

**18. Environment**

18.1 To discuss the effectiveness of subscribing to MDC's TRUCAM service and decide if the Parish Council wish to continue using the service. [Report attached.](#)

**19. Clerks Training**

To receive an update from the Clerk on training needs and approve the application for the Essex Association of Local Councils (EALC) Bursary.

**20. Finance**

**20.1 Accounts for Payment**

To agree the accounts for payment, made between meetings, for the period between 13<sup>th</sup> January and 1<sup>st</sup> March 2023. [\(attached\).](#)

**20.2 Signatory Removal from Bank Account**

To sign the necessary forms to remove Mr Iain Armstrong as a signatory to the Council's bank account.

**21. General Announcements**



*Great Braxted  
Parish Council*

Minutes of the Parish Council Meeting held at the Pavilion  
On 10<sup>th</sup> November 2022 at 8pm

**Present:**

Councillor I Armstrong (Chairman), Councillor R Collins, Councillor K Hornett, Councillor L Kane, Councillor C Knapman, Clerk.

**22/40 Apologies for Absence**

None received.

**22/41 Minutes of the Parish Council Meeting**

The minutes of the meetings held on 26<sup>th</sup> September 2022 were agreed as a correct record and signed by the Chairman.

**22/42 Declarations of Interest**

None received.

**22/43 United in Kind**

The United in Kind Coach will be offered an agenda item at the January meeting.

**22/44 Maldon District Councillor Update**

District Councillor Siddall was not present.

**22/45 Public Participation Session**

None present.

**22/46 Planning**

**46.1** 22/00499/FUL – Erection of twelve stables on land rear of Hawthorns, Braxted Park Road, Great Braxted. **No objection.**

**22/47 Environment**

**47.1 It was resolved** to approve the quote from Walton Tree Services for a health survey of the second oak tree on the cricket field at a cost of £400 + VAT, subject to the survey being carried out by a qualified professional and after advice from the insurer.

**47.2** Councillor Collins to research grants available to fund the outdoor fitness initiative in 2023.

**47.3** An update on Pavilion matters was received. The plans for a car park extension are currently on hold.

**47.4 It was resolved** to request £25 per home cricket match per year from the Pavilion Management Committee, as a contribution towards grass cutting costs. This will be invoiced for each autumn from 2023. The Parish Council requested that when the Committee make decisions relating to Parish Council land, that the Parish Council be consulted.

**47.5 It was resolved** to remove the field pedestrian gate and replace it with post and rail fencing.

## 22/48 Accounts for Payment

**It was resolved that** the accounts for payment between 27<sup>th</sup> September 2022 and 10<sup>th</sup> November 2022 be approved as follows:

Staff costs	£699.20
Office expenses	£27.00
DW Maintenance	£435.00
Walton's Tree Services	£696.00 (including 22/47.1)
Maldon District Council	£258.77 ID
Mobile	£6.00
Royal British Legion	£25.00
Councillor Knapman (expenses)	£137.26

## 22/49 General Announcements

The following matters were raised:

- Consideration of nominating a particular area for the disposal of the cricket square grass cuttings next year.
- Potential for the Parish Council to become Sole Trustee of the Pavilion Charity.
- Thanks were offered to the outgoing Clerk.

Meeting closed at 9.23pm



**Background Information**

Historically, the three parish councils of Great Braxted, Little Braxted and Wickham Bishops have joined to commemorate those lost during the wars at a Remembrance Day Sunday Service held at the War Memorial located at the junction of Beacon Hill and Kelvedon Roads.

The associated costs of holding the service were split between the three council, depending on the number of residents in each parish.

Due to increasing costs in 2022 Wickham Bishops PC felt the costs could not be justified and suggested moving the service to a local village hall.

The other two councils were not in favour of this approach and whilst the service went ahead at the War Memorial in 2022, discussions had to be held regarding how costs could be kept to a minimum in future years.

**Summary**

At the Parish Council Meeting held on the 12<sup>th</sup> January 2023 members agreed they would like to continue holding the Remembrance Day Service at the War Memorial and were agreeable to attend a meeting to discuss how the service could be planned in 2023.

Cllr Simon Morgan is determined to hold the service at the War Memorial and has proposed setting up the Three Parishes Remembrance Day Traffic Control Committee, tasked with the following:

1. To apply for a Road Closure Order from Maldon District Council.
2. To formulate an Event Safety Plan and Risk Assessment.
3. Liaise with the Vicar regarding the order and format of the Service.
4. To seek sufficient volunteers to carry out the following tasks:
  - Distribute advance notice of the Road Closure to those dwellings that will be inside the Road Closure Area.
  - Obtain and deploy Road Closed signs.
  - Erect and man Barriers on the 4 approaches to the Memorial.
  - Following the Service dismantle the Barriers and collect in and return the Road Closure Signs

Cllr Morgan suggested the respective councils check their insurance to confirm their representatives would be covered in the event of a claim being made on the day and if volunteers are covered for

performing road closure duties. Our insurer Aviva via BHIB has confirmed Councillors and volunteers would only be covered if Great Braxted PC was the organiser of the event. Wickham Bishops PC insurers have indicated similar advice.

Cllr Morgan is currently working on a solution.

Cllr Morgan has requested a representative of the Parish Council join the committee, working toward holding the Remembrance Day Service at the War Memorial with the two neighbouring Parish Councils.

**Advice**

If agreeable to Cllr Morgan's proposal, members are asked to confirm which councillor will represent the Council on the Three Parishes Remembrance Day Traffic Control Committee.



## **AGENDA ITEM 16**

### **Draft Volunteer Policy**

#### **Purpose & Contents of this document**

Great Braxted Parish Council recognises the valuable contribution that volunteers make to the village and its community. They bring a richness of skills and experience and can often provide a vital bridge to the community. The Parish Council acknowledges that volunteers contribute in many ways and that volunteering can benefit the Council, local community and the volunteers themselves.

This policy applies to volunteers working on behalf of the Parish Council, not those employed by the Council or Members of the Council.

Volunteers shall be required to note that only volunteer work that has been authorized by the Council will be covered by the Council's insurance.

The Council may decide to set up a volunteer database that records volunteers and some basic contact details.

#### **Volunteer Activity**

1. Volunteers must inform the event supervisor (the Parish Clerk or a person appointed to the role by the Clerk) of work they intend to carry out before commencing such work. This can be in writing via email to the Clerk or by signing in ahead of a session. The record will be retained.
2. Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.
3. A risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing.

The risk assessment should include as a minimum.

- The job or activity
- The existing competency of volunteers
- The circumstances of the work (e.g., the degree of supervision)
- The tools and/or equipment being used
- Training requirements

The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work.

4. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the Parish Council.
5. All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous or



would contravene the principles of the Health & Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.

6. All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Great Braxted Parish Council and as such are representing the Council both in quality of work and possible interaction with the public.

7. A copy of this policy will be provided to all volunteers.

### **Joint Events**

Some events and activities like Remembrance Sunday are organised jointly with other local Parish Councils. In these circumstances one Council will be nominated as the organiser and will be responsible for insurance and volunteer management.

Volunteers may find themselves registered for such events with a council other than their own. Where this occurs volunteers will be informed of the council that is nominated organiser and any other appropriate details.

**Appendix 1 Volunteer Agreement Form**

I, \_\_\_\_\_ [print name], volunteering for Great Braxted Parish Council, acknowledge that I have read, accept and will adhere to the Volunteer Policy.

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

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



**TRUCAM PATROLS**

**AGENDA ITEM 16.2**

**Background**

In July 2020 the Parish Council agreed to an initial trial using the TRUCAM speed enforcement service in the village at a cost of £34.20 plus VAT/hour. (Minute 20/18)

Since that time, the Parish Council has continued with the service for 2 hours per month on a rolling 6-month contract basis, with the current cost being £35.94/hour.

**Summary**

The current contract is due for renewal from April 2023.

The District Council has advised the hourly cost of the service in 2023/2024 will rise to £40.53/hour (£243.18/quarter assuming the contract remains at 2 hours/month). This represents a 12.8% increase in costs which is within the amount the Council has budgeted which assumed costs would be £268/quarter.

At the January 2022 meeting, a member of the public queried the use of large warning signs which were being deployed when TRUCAM was operational (Minute 22/58) and if money would be better spent installing speed camera signage.

Enquiries were made to MDC regarding the use of warning signs and they advised the signs started to be used on the 10<sup>th</sup> January 2023 and confirmed the reasoning as: -

*'We are using the signage as part of our patrol for a number of reasons.*

*We work in partnership with Essex Police and Safer Essex Roads Partnership, as part of the Community Safety Partnership and like them our team always seek to engage and educate, before enforcement, where appropriate.*

*Historically we haven't always used the signs but it is important that we seek educate and prevent, as enforcement alone will not achieve the goal of Vision Zero, details of which I have attached.*

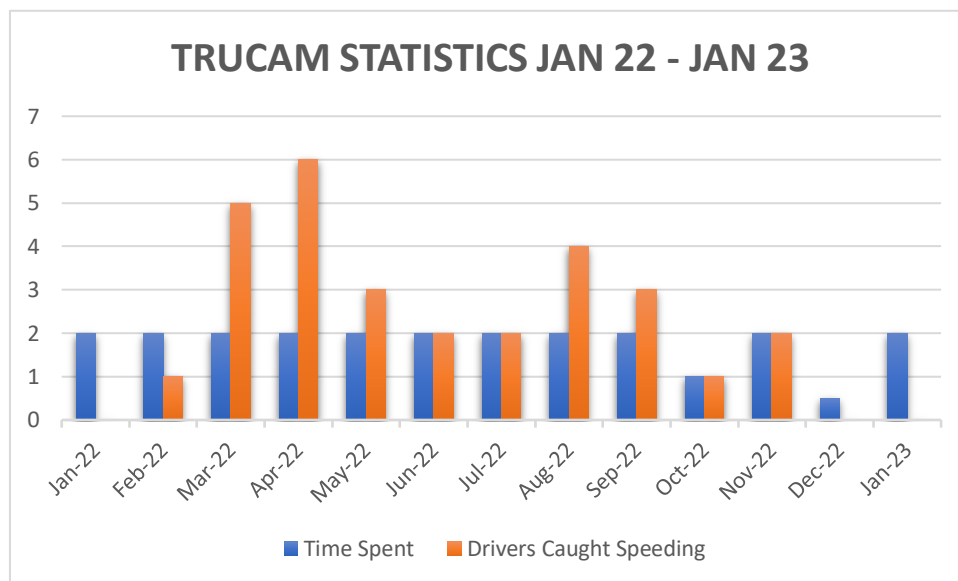
*Our team are often subject to abuse and being visible in our Hi Vis and with signs deployed, provides a clear and visible presence, which means drivers engage in what we are trying to do, which is to reduce speed, therefore if the captures do reduce, it means we are doing our job and achieving the desired outcome.*

*It is unlikely that anyone who is speeding will be missed by the TRUCAM, as there would not be enough time for the driver to slow down in time, as we can capture the speeding from a distance when the driver is at their highest speed’.*

Enquiries were also made to Essex County Council Highways regarding the Parish Council providing and installing speed camera signs on the speed limit signs in the village.

They responded to advise ‘*you cannot place any other signage on speed limit signs. Firstly, it is illegal and secondly, if you do not have speed cameras you cannot have speed sign warnings’.*

Data from the TRUCAM reports (shown below) indicate that since the warning signs started to be used in no drivers have been caught speeding in Great Braxted but it should be noted there is only one month’s data available at present.



#### **Advice**

The Parish Council are asked to consider if they should continue using MDC’s TRUCAM speed enforcement service at the costs noted above.

