



*Great Braxted
Parish Council*

Clerk to the Council:
Lynda Townend

GBPC
Rosewood The Furze
Main Road
Mundon CM9 6PU
Tel: 07307 891 134

Email: parishclerk@greatbraxtedpc.org.uk

9th May 2024

To: Members of Great Braxted Parish Council

You are hereby summoned to attend

**THE ANNUAL PARISH COUNCIL MEETING TO BE HELD AT THE PAVILION
ON THURSDAY 14th MAY 2024 AT 8.00 PM**

for the purpose of transacting the following business:

LTownend
Clerk to the Council

A G E N D A

1. Election of a Chairman
2. To receive the Chairman's Declaration of Acceptance of Office
3. Appointment of Vice Chairman
4. Apologies for absence
5. Minutes of the Parish Council Meeting
Minutes of the Meeting held on 12th March 2024 to be taken as read and signed as a correct record by the Chairman. ([attached](#)).
6. 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.

7. Maldon District Councillor Update

8. Public Participation Session

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

9. To Confirm the Council's Bank Account with Unity Trust Bank

To confirm the Council will maintain its current account with Unity Trust Bank for the coming year.

10. Appointment of Signatories to the Unity Trust Bank Account

To confirm which four Members will be signatories on the Unity Trust bank account.

11. To appoint a Member to Review the Quarterly Bank Reconciliations

In accordance with Financial Regulation 2.6, to confirm which member will be responsible for verifying the bank reconciliations on a quarterly basis.

12. To appoint the Internal Auditor for the financial year 2024/25

To agree to retain the services of Mrs Jan Stobbart as the Council's internal auditor for the year 2024/25 at a cost of £170.

13. Parish Council Policy Documents

To review the following policies and procedures:

- a) Standing Orders – revised to include updated public contract value
- b) Financial Regulations – new regulations
- c) Equal Opportunities Statement
- d) Grievance
- e) Data Protection
- f) Data Retention
- g) Social Media and Electronic Communication
- h) Publication Scheme
- i) Training
- j) Complaints

14. To adopt the Financial Risk Assessment for 2024/25

To note and agree the Parish Council's Financial Risk Assessment for 2024/25. [Attached](#)

15. Annual Return for Year Ending 2023/24

13.1 Internal Audit Report 2023/24

To receive and approve the Annual Internal Audit Report 2023/24 and note recommendations from the Internal Audit Report 2023/24. [Attached.](#)

13.2 Section 1 – Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) for the Year Ended 31st March 2024.

To receive, approve and agree for the Chairman and Clerk to sign Section 1, the Annual Governance Statement for year ending 31st March 2024.

13.3 Section 2 – Accounting Statements of the Annual Governance and Accountability Return (AGAR) for the Year Ended 31st March 2024.

To receive, approve and agree for the Chairman to sign Section 2, the Annual Governance Statements for year ending 31st March 2024.

13.4 To Note the Dates of the Period of Public Rights and Publication of Annual Return

The period of public rights will commence on Monday 3rd June 2024 and end on Friday 12th July 2024. [Copy attached.](#)

16. Planning

14.1 To consider any planning applications submitted and published on the MDC Planning website between the circulation of this agenda and the meeting.

14.3 To note planning decisions made by Maldon District Council on applications in the village.

14.3.1 FUL/MAL/24/00082 Great Braxted Construction of single storey extension to existing pavilion to form a new store room at the Village Hall Tiptree Road Great Braxted Witham.

Approved.

17. Braintree District Council's Call for Site

To consider proposing any sites in the village which could be considered for development.

18. Finance

16.1 To consider and agree the Parish Council's insurance for the year 2024/25 with Clear Councils Insurance at cost of £452.11.

16.2 To receive and approve the Council's bank reconciliation to the 31st March 2024. [Attached.](#)

19. Accounts for Payment

17.1 To agree the accounts for payment for the period between the 2nd March and the 9th May 2024. [Payment schedules attached.](#)

17.2 To approve a list of regular direct debits and BACS payments which will be made each month, outside of the meeting schedules. [Schedule attached.](#)

20. Sole Trustee Status for Great Braxted Pavilion

To consider a request from the Pavilion Management Committee for Great Braxted Parish Council to become the Sole Trustee of the General Management of the affairs of the Pavilion Management Committee and the administration of the Charity No 301309.

21. Great Braxted Terms of Hire

To agree the terms of hire conditions for those utilising council owned facilities. [Draft copy attached.](#)

22. Items for the Next Agenda

23. General Announcements

24. Chairman Closes the Meeting

Minutes of the Parish Council Meeting held at The Pavilion

on 12th March 2024 at 8pm

Present:

Councillor R Collins (Chairman), Councillor C Knapman (Vice Chairman), Councillor E Miles, District Councillor Richard Siddall, District Councillor Jade Hughes, the Clerk and 4 members of the public

Cllr Collins read out the community statement.

23/109 Apologies for Absence

Apologies were received from Cllr Davis.

RESOLVED: that Cllr Davis' apology was noted by the council.

23/110 Minutes of the Parish Council Meeting

RESOLVED: that the minutes of the meeting held on the 18th January and the 5th March 2024 were agreed as a correct record and signed by the Chairman.

23/111 Declarations of Interest

None declared.

23/112 Maldon District Councillor Update

Cllr Siddall provided an update on Maldon District Council's activities including:-

- The council has been awarded a grant of up to £5m for cultural and sports initiatives. This was awarded as Maldon District Council is one of only a few Level 1 Authorities (designated to be a lower economic standard) to have received levelling up funding.
- The council are investigating the possibility of introducing a DART (call on demand) bus service in the local area.
- The council maintains a 6.3-year housing land supply. Cllr Collins queried this figure given many developers have reduced development of houses due to a lack of demand.
- The council has approved a balanced budget for 2024/25.
- The forecast for end of year is looking positive.
- £5m of reserves are held against a target of £2.4m
- A full restructure of the council is being planned.
- Officer motivation metrics have improved against a backdrop of cultural change.
- The Secretary of State has given his approval for the King Charles III England Coast Path Stretch in Essex, connecting Wallasea Island to Burnham-on-Crouch. All three sections are now open (Wallasea Island to Burnham on Crouch, Burnham on Crouch to Maldon and Maldon to Salcott)

- Councillors have been holding talks with the NHS regarding the proposed closure of St Peters hospital and are working together for a solution to maintain outpatient services in the area.
- The UK Prosperity Fund for capital assets has been launched.
- UFest will again take place in the summer.

- The council are currently recruiting for a Director of North Essex Councils
- The planning department was recently restructured and there is now a manager in place who is in charge of enforcement.

Cllr Collins requested Cllr Siddall respond to an email that he has sent on Monday 11th March 2024 regarding Orchard Farm to ensure proper planning consents have been received for all building works, mobile and static caravans currently located on the site.

Cllr Collins advised the District Councillors the commodity centre has, for over 7 years failed to adhere to planning conditions regarding the planting of nature areas.

Cllr Siddall confirmed he will escalate both issues and respond to Cllr Collins.

A member of the public asked if central green waste could be re-considered. Cllr Siddall advised this was not an option as it was less cost effective than the current process.

23/113 Public Participation Session

A member of the public raised concern about the Essex Minerals Plan and how, if the proposals are passed and new quarries start operating, will the roads in the village be kept clean.

The Chairman advised this will be covered by a separate agenda item.

23/114 Pavilion Refurbishment

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

- The contract had been signed by the government minister and the Chairman for the £69k grant. However, the council is waiting for the Department to request bank details to initiate the payment.
- The planning application for the storage extension is currently being considered by Maldon District Council with a decision expected by the 28th March 2024.
- Cllr Holt continues to investigate the installation of solar panels and quotes are being sought. However, there are several considerations to confirm including battery storage. Kelvedon Village Hall have recently installed solar panels. Councillors Collins and Holt plan to visit to discuss the system they have installed.

Cllr Knapman advised the Pavilion Management Committee has recently undertaken a fire risk assessment which raised a few concerns which the Parish Council will rectify as part of phase 1 of the refurbishment project.

RESOLVED: that the update be noted.

23/115 Planning

23/115/1

23/01177/VAR PP-12650295 Variation of condition 2 on approved planning permission 21/01218/VAR at Apple Barn Shrub Farm, Maldon Road Tiptree.
Councillors considered the application.

RESOLVED: that the council respond with **NO COMMENT**.

23/115/2

24/00072/PACUAR Application for prior approval for the change of use of two agricultural buildings into four dwellings at The Barn, Braxted Park Road Tiptree.

Councillors considered the application

Councillors will look at the applications in further detail and come back to the clerk.

RESOLVED: that councillors will study the application and send their comments to the clerk.

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)

23/115/3 24/00112/REQDCO – No Comment

23/115/4 24/00131/REQDCO – No Comment

To note applications submitted and distributed by Maldon District Council 'for information only'.

23/114/5 24/00188/AGR PP-12802636 Prior notification for an agricultural grain storage building at land adjacent to Broomfields Farm Lea Lane Great Braxted.

23/116 Planning Decisions

23/116/1 HOUSE/MAL/23/01170 replacement garage with first floor home office, single story rear extension and new carport in grounds at Lea Lane Wood, Lea Lane Great Braxted – **Approved**

23/116/2 FUL/MAL/23/01042 extension and alterations to existing dwelling including demolition. Erection of outbuildings including garden annex, cart lodge with accommodation above and stables at Ashmans Farm Braxted Road Kelvedon – **Refused**

Cllr Collins provided background information relating to the Orchards on Lea Lane and advised there appeared to be a house being built on site and questioned the number of mobile and static caravans on the site and queried if the correct planning permissions had been received. To date no enforcement action has been taken by Maldon District Council despite Lea Lane being regularly, illegally closed when caravans were installed.

Cllr Colins advised he had written to Maldon District Council on the 11th March 2024 to confirm the number of caravans (both mobile and static) are permitted on site and to confirm the day room is being built to the agreed plans.

RESOLVED: That the update be noted.

23/117 Essex Minerals Local Plan 2025-2040

Cllr Collins summarised the proposed plans on Colemans Farm, confirming land all the way to the river is currently being considered as new sites for quarries and Brice Aggregates have plans for the installation of a substantial conveyor belt measuring 400m long and 9m in height. Further, Cllr Collins explained the facts and planning elements of the site consultation document and the red, amber, green (RAG) assessment of each site.

If approved, the main access roads to western Essex will be through gravel pits for the next 15 years.

The Braxted and Blackwater Conservation Group have retained the services of an experienced consultant to examine the plans and provide a formal response to Essex County Council.

Several concerns have been raised including:-

- Several of the proposed sites are on a flood plain.
- The majority of sites run alongside the Blackwater River, an important ecological feature of the area.
- Contamination of the river and damage this will cause to wildlife habitats.
- The pollution caused by washing the gravel.

CLlr Siddal joined the meeting at 20.30pm.

CLlr Siddal advised Maldon District Council will be responding to Essex County Council recommending refusal for all sites.

CLlr Colins suggested all councillors object on a personal basis as well as the council submitting its own objection.

CLlr Hughes joined the meeting at 20.34.

Matt Taylor has obtained a quote for a consultant to examine the plan and obtain a professional response.

Councillors discussed contributing financially toward the consultant's costs and how the council will respond to the proposals.

Resolved: that GBPC will contribute £200 toward the costs under Section 137 powers.

Resolved: that the parish council will respond to Essex County Council objecting to the sites proposed which are located in the village.

23/118 Environment

23/118/1 Use of Byelaws or Signage on the Field

Councillors received a report noting the opportunity for creating a byelaw was remote with no evidence of wrong doing on the field able to be used to support the application. As a compromise a sign confirming the rules of use on the field could be installed, which would link to the Pavilion Management's rules of use.

CLlr Miles suggested a further line could be added stating 'refusal to leave, upon the request of a parish councillor or representative of, will be considered trespassing'.

RESOLVED: that the parish council will obtain quotes for rules of use sign and consider these at the next meeting.

23/118/2 Hedging to Hide Waste Bins Outside 10 & 11 High Ridge

This item was not discussed as a resident has personally purchased hedging plants and asked for any funds the council may have paid toward the cost be put toward another project.

23/118/3 Speed Calming Signs

A member of the public advised speeding through the village seems to have calmed since speed warning signs were installed.

Councillors received a report and considered a quote to supply two additional signs.

RESOLVED: that the council purchase two additional signs at a cost of £89.60

23/118/4 Continuation of Trucam Service

Councillors received a report and considered continuing using Maldon District Council's Community Engagement Team to provide 2 hours per month of Trucam patrols.

RESOLVED: that the Trucam service be continued for a further 12 months, to 31st march 2025.

23/118/5 Easter Egg Hunt

A member of the public, and a resident of the village, addressed the council providing the organisation detail of an Easter Egg Hunt to be held in and around the village on Sunday the 31st March 2024 from 9.30am to 11.30am.

The member of the public sought permission to install temporary signs on the village green and advised if the event was well attended, they would consider making this an annual event.

RESOLVED: that the council have no objection and complimented the member of the public on her initiative in organising the event.

23/119 Finance

23/119/1 Accounts for Payment

The Council approved the following payments made between the 21st January 2024 and the 7th March 2024:-

Accounts for Payment **For authorisation on**
12/03/2024

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
21/01/2024	Mr A Holt	Water heater and valve	£ 195.00	£ 39.00	£ 234.00
21/01/2024	GB Pavilion Management Committee	Reimbursement of Pavilion Project costs	£ 447.24	£ -	£ 447.24
23/04/2023	Very Nice Blinds	Shutters for pavilion	£ 1,416.67	£ 283.33	£ 1,700.00
24/01/2024	ID Mobile	January mobile phone bill	£ 5.00	£ 1.00	£ 6.00
28/01/2024	Mrs Lynda Townend	January Salary	£ 247.60	£ -	£ 247.60
28/01/2024	HMRC	January payment	£ 62.00	£ -	£ 62.00
28/01/2024	Mrs Lynda Townend	December and January expenses	£ 33.70		£ 33.70
29/01/2024	Point Graphics	Traffic signs	£ 511.00	£ 102.20	£ 613.20
06/02/2024	Cllr Knapman - expenses	pavilion expenses	£ 20.74	£ -	£ 20.74
06/02/2024	Cllr Knapman - expenses	Cricket sign	£ 44.50	£ 8.90	£ 53.40
06/02/2023	Maldon District Council	TRUCAM costs - Oct, Nov and Dec	£ 243.18	£ 48.64	£ 291.82

13/02/2024	Will Teasel	Install under sink water heater	£ 380.00	£ -	£ 380.00
13/02/2024	Cllr Knapman - expenses	New fire blanket for pavilion	£ 13.94	£ 2.79	£ 16.73
19/02/2024	Cllr Knapman - expenses	Furniture oil for playground	£ 26.64	£ 5.32	£ 31.96
19/02/2024	EALC	Training courses	£ 225.00	£ 45.00	£ 270.00
24/02/2024	ID Mobile	February mobile phone bill	£ 5.00	£ 1.00	£ 6.00
28/02/2024	Mrs Lynda Townend	February Salary	£ 247.80	£ -	£ 247.80
28/02/2024	HMRC	February payment	£ 61.80	£ -	£ 61.80
29/02/2024	Maldon District Council	Election 2023 costs	£ 99.85	£ -	£ 99.85
04/03/2024	Cllr Knapman - expenses	Flash floor cleaner for Pavilion	£ 15.00	0	£15.00
05/03/2024	All Colour Windows and Doors	French door key turn barrels	£ 76.67	15.33	£92.00
TOTAL:					£2,543.60

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

23/119/2 Grant to Beacon Hill Football Team

The council discussed awarding Beacon Hill Football Team with a grant to be put toward new kit.

Cllr Hughes advised she was a coach at the club and confirmed several children in the village played for the team.

RESOLVED: that the council will contribute £50 toward the cost of new kit.

23/120 Policies and Procedures

23/120/1 Procurement Policy

Cllr Collins advised the council that many grant funding application require sight of the council's procurement policy. Councillors received a draft Procurement Policy and discussed adopting this.

RESOLVED: that the Council adopt the Procurement Policy and will review this on an annual basis.

23/120/2 Biodiversity Policy

Councillors received a report and draft Biodiversity Policy.

RESOLVED: that the Council adopt the Biodiversity Policy which will be reviewed on an annual basis.

23/120/3 Gov.uk Domain Name

Councillors received a report recommending transferring the councils' domain name to the suffix gov.uk in line with NALC recommendations.

RESOLVED: that the Council will transfer to a gov.uk domain name with the preferred option being greatbraxtedpc.gov.uk and continue payment of the org.uk domain for a period of 12 months.

23/120/4 Pavilion Terms and Conditions

This item will be carried over to the next meeting.

23/121 General Announcements

The clerk advised a solution to the costs associated with Remembrance Sunday had been found.

23/122 Items to be Included on the Next Agenda

Agenda item 12.4 Pavilion Terms and Conditions will be carried forward to the next meeting.

Any items to be included on the agenda should be submitted to the clerk.

RESOLVED: that Members will send information for future agenda items to the clerk.

23/123 Date of Next Meeting

The Clerk advised the next meeting should include the annual parish meeting and asked if councillors would like to invite local organisations to show case their contribution to village life.

RESOLVED: that the council will hold the annual parish meeting at 19.30 on the 14th May 2024 followed by the Annual Parish Council meeting commencing at 20.00.

23/124 Chairman Closed the Meeting

There being no further business the Chairman closed the meeting at 21.51.

Signed: _____ Dated: _____

Cllr R Collins
Chairman



Great Braxted Parish Council Risk Assessment 2024/25

Service Area	Risk	Recommendation
Insurance	Harm to public on Council land or while using Council services	Continue existing Public Liability insurance cover (£10m) Continue existing cover (£500K any one person; £2m any one incident; dependent on injury)
	Harm to employees while on Council business	Continue existing Employer's Liability insurance cover (£10m)
	Damage to property	Continue with existing cover on play equipment, street furniture, outside equipment, computer equipment
	Reputational damage/fraud from members or officers	Continue with existing Officials' Indemnity and Officers' Liability insurance cover
	Reputational damage from external sources	Continue with existing Libel and Slander insurance cover
	Legal challenges	Continue with existing legal liability and legal expenses insurance cover
	Loss of assets	Continue with the review of assets for insurance and maintenance purposes
Financial records	Loss of data on laptop due to system fault	Continue to back up data on a regular basis. Also continue to regularly obtain up to date versions of program
Administration & Management	Loss of services of employee	Immediately advertise any vacancy (if permanent loss) and request help from EALC for assistance until new Clerk recruited Appoint a Locum Clerk (if temporary loss) – list of Locum Clerks held by the EALC and SLCC Ensure relevant passwords are held securely and are accessible to a named councillor
Finance	Fraudulent payments	Continue with requirement to report all payments to Council for approval. Continue with requirement for two signatories where cheques are written and for two councillors to authorise BACS payments submitted by the RFO
	Banking/financial administrative errors	Continue with bank reconciliation to be carried out monthly. Reconciliations will continue to be checked by a Councillor on a quarterly basis at physical meetings.

Service Area	Risk	Recommendation
Advice	Procedural advice beyond that of Proper Officer required	Continue with memberships of EALC and SLCC.
Parks	Loss of use of play/outdoor gym equipment	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out.
Precept and Budget	Annual precept not the result of proper detailed consideration	Continue to present budget to the meeting in January.
	Inadequate monitoring of performance	Budget updates will continue to be provided at regular intervals
	Illegal expenditure	Continue to ensure that all expenditure is within legal powers
Accounting & Audit	Non-standard and/or non-compliant records kept.	Continue to require adequate, complete and statutory financial records and accounts.
	Non-compliance with statutory deadlines for the completion/ approval/submission of accounts and other financial returns	Continue to ensure that all accounts and returns are completed and submitted by the deadlines
	Non-compliance with internal audit requirements	Review appointment of internal auditor annually
Decision Making	Meeting inquorate – no decisions made; no payments authorised.	Meeting dates agreed in advance with all Councillors. Inquorate meetings closed and rescheduled as soon as possible following the date of the original meeting
Contracts	Not ensuring value for money and/or continuity of work	Continue the practice of obtaining the correct number of quotes as detailed in the Financial Regulations
	Loss of service contractor	Advertise vacancy in the appropriate time and manner, depending on the nature of the contract

2023/24 Internal Audit Recommendations

C Risk Management

1. There is no evidence that a councillor checked that calculation of back pay in the December salary and I would recommend this is done in future years

Action – Once the backpay calculation has been prepared the Clerk will send to the Chairman to verify the calculations prior to any payment being made.

2. It might be worth considering an assessment of non-financial risks such as loss of key staff, business continuity and reputational risks to the council.

Action – Risk Assessment updated to incorporate these measures and presented for council approval at the meeting on the 14th May 2024.

G Payroll and Staff Controls

3. An annual staff appraisal is good practice for all employers. One has not been undertaken in 2023/24 and is recommended for the coming year.

Action – An annual appraisal of the Clerk will be undertaken in 2024/25.

GREAT BRAXTED PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement 31st May 2024

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:

Lynda Townend, Clerk and RFO Great Braxted Parish Council
Rosewood The Furze Main Road Mundon CM9 6PU
07852 810 406

commencing on **Monday 3 June 2024**

and ending on **Friday 12 July 2024**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-l.com)

5. This announcement is made by Lynda Townend, Clerk and RFO GBPC

Accounts for**Payment****For authorisation on 14/05/2024**

Date	Supplier	Item	Net	VAT	Total	VAT Reclaim	Authorisation No.
11/03/2024	Cllr Knapman	Wet floor signs for pavilion	12.00	0.00	£ 12.00	£ -	58622210
11/03/2024	DW Maintenance	Grounds Maintenance	380.00	0.00	£ 380.00	£ -	412059183
15/03/2024	Cllr Knapman	Refreshments for village litter pick	13.85	0.00	£ 13.85	£ -	944601852
18/03/2024	Cllr Knapman	Fire extinguisher and sign	51.03	10.21	£ 61.24	£ 10.21	85962284
21/03/2024	Cllr Knapman	Toilet seats for pavilion	120.00	0.00	£ 60.00	£ -	891679352
24/03/2024	ID Mobile	Mobile phone March	5.00	1.00	£ 6.00	£ 1.00	DD
26/03/2024	Maldon District Council	Trucam Services	243.18	48.64	£ 291.82	£ 48.64	126171410
28/03/2024	Mrs L Townend	March Salary payment	247.60	0.00	£ 247.60	£ -	634907911
28/03/2024	Mrs L Townend	Feb & Mar expenses	94.85	0.00	£ 94.85	£ -	185673697
28/03/2024	HMRC	March payment	62.00	0.00	£ 62.00	£ -	To be paid as Q4 payment - 528008925
28/03/2024	RCCE	Annual membership	44.10	0.00	£ 44.10	£ -	317844124
28/03/2024	SLCC	Clerk's affiliation fees	34.02	0.00	£ 34.02	£ -	95899965
28/03/2024	Combat Fire	Extinguisher service	25.00	0.00	£ 25.00	£ -	82233237
31/03/2024	Unity Bank	Q4 bank charges	18.00	0.00	£ 18.00	£ -	DD
TOTAL:			£1,350.63	£59.85	£1,350.48	£59.85	

Accounts for **For authorisation on**
Payment **14/05/2024**

Date	Supplier	Item	Net	VAT	Total	VAT Reclaim	Authorisation No.
02/04/2024	RCCE	Annual membership	£ 44.10	£ -	£ 44.10	£ -	317844124
03/04/2024	SLCC	Clerk's affiliation fees	£ 34.02	£ -	£ 34.02	£ -	95899965
04/04/2024	Combat Fire	Extinguisher service	£ 25.00	£ -	£ 25.00	£ -	82233237
03/04/2024	Cllr Knapman	Wheelchair ramp	£ 119.16	£ 23.83	£ 142.99	£ -	935731270
03/04/2024	EALC	2027/25 Affiliation Fees	£ 123.76	£ -	£ 123.76	£ -	230964632
03/04/2024	DW Maintenance	March Grass Cutting	£ 185.00	£ -	£ 185.00	£ -	212941055
11/04/2024	Cllr Knapman	Wheelchair straps and padlock	£ 9.68	£ -	£ 9.68	£ -	850390258
13/04/2024	Jan Stobart	2023/24 Audit fee	£ 160.00	£ -	£ 160.00	£ -	408032460
24/04/2024	ID Mobile	Mobile phone April 2024	£ 5.00	£ 1.00	£ 6.00	£ 1.00	DD
24/04/2024	CN Electrical	Smoke and emergency lighting in pavilion	£ 887.15	£ 177.43	£ 1,064.58	£ 177.43	769476114
24/04/2024	Cllr Knapman	Washing up liquid	£ 17.99	£ -	£ 17.99	£ -	79652233
28/04/2024	Lynda Townend	April salary	£ 247.80	£ -	£ 247.80	£ -	73129605
28/04/2024	HMRC	April payment	£ 61.80	£ -	£ 61.80	£ -	To be paid as part of Q1 HMRC payment
29/04/2024	Cllr Knapman	Paint	£ 59.52	£ 11.90	£ 71.42	£ 11.90	251624474
09/05/2024	Point Graphics	Traffic Signs	£ 89.60	£ 17.92	£ 107.52	£ 17.92	502734668
09/05/2024	Cloud Next	Gov.uk domain	£ 10.00	£ 2.00	£ 12.00	£ 2.00	862020738
09/05/2024	DW Maintenance	April grass cutting	£ 370.00	£ -	£ 370.00	£ -	132123483
09/05/2024	Clear Insurance	Annual insurance premium	£ 452.11	£ -	£ 452.11	£ -	591392515
TOTAL:			£ 2,901.69	£ 234.08	£ 3,135.77	£ 210.25	



*Great Braxted
Parish Council*

Great Braxted Parish Council Regular Payments – 2024/25

Description	Frequency
Clerk's salary and expenses	Monthly
Mobile phone	Monthly
DWP Maintenance – Grass Cutting	Monthly during the growing season
Maldon District Council – TRUCAM patrols	Quarterly
HMRC payments	Quarterly

Standard Conditions for Great Braxted Parish Council Land & Assets when hiring the Great Braxted Pavilion

In conjunction with the above “*Standard Conditions of Hire for Great Braxted Pavilion*”, 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 Pavilion 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 Pavilion 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 (for example Cricket)

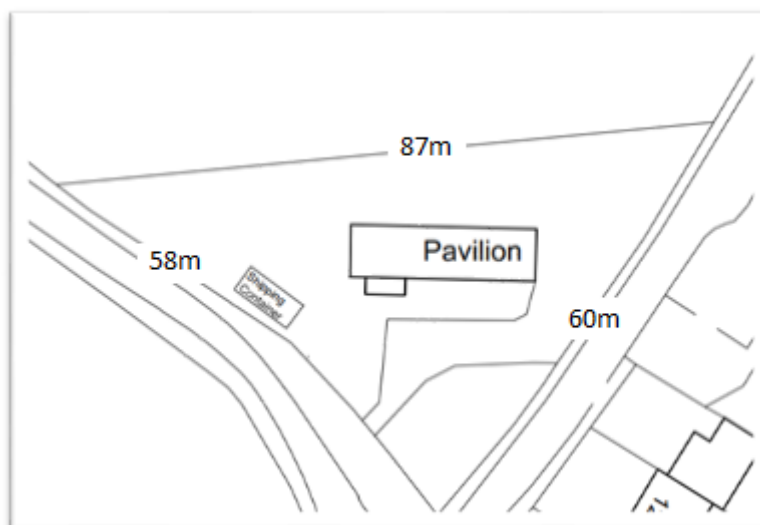
• **Strictly Prohibited Activities:**

- Littering / Vandalism / Dog Fouling (*in accordance with the Anti-social Behaviour, Crime and Policing Act 2014*)
- Camping
- Fires or the use of barbecues (*excludes village-organised events which have received written permission from Great Braxted Parish Council*)
- Lighting / setting off fireworks in any of the field(s) (*excludes village-organised events which have received written permission from Great Braxted Parish Council*)
- Bringing animals other than dogs on any of the field(s)
- Model Aircraft (including Drones) and/or Model Cars (without express written permission from Great Braxted Parish Council)
- Loud Music & External Speakers (*exclude village-organised events which have received written permission from Great Braxted Parish Council*)
- Hosting festivals or music events with external music / speakers (*excludes village-organised events which have received written permission from Great Braxted Parish Council*)
- Any Commercial, Industrial, or professional activity(ies) without express written permission from Great Braxted Parish Council.
- Illegal Drugs on any premises
- No heavy good vehicles, unauthorised parking or driving across the land without express written permission from Great Braxted Parish Council (*excludes Bluelight services*)
- 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 South-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. Consumption of alcohol is permitted at the Pavilion in accordance with the “*Standard Conditions of Hire for Great Braxted Pavilion*”, however the Great Braxted Parish Council kindly ask that the named hirer(s) or his/her delegated representative(s) are mindful that the village field(s) serve the whole local community and a responsible, sensible, courteous, and respectful approach is taken if alcohol is consumed outside of the pavilion building itself.

We also ask hire(s) to ensure there is:

- *no underage drinking,*
- *no person(s) being excessively intoxicated and/or disturbing the peace in a public place.*
- *Absolutely No Alcohol within the Playground.*

3. 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 with regards to Parish Council Land & Assets should be reported to the Parish Council Clerk on 07852 810 406 or email parishclerk@greatbraxtedpc.org.uk

Further it shall be **noted** and **agreed** that the named hirer(s) or his/her delegated representative(s) are responsible for the conduct of all the function’s attendees. Failing to adhere to the above “*Standard Conditions for Great Braxted Parish Council Land & Assets when hiring the Great Braxted Pavilion*” by the hirer(s) or function’s attendees may result in the named hirer or his/her delegated representative(s) being banned from future bookings.

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 Pavilion*” please contact the Parish Clerk at parishclerk@greatbraxtedpc.org.uk