

# 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:-

<b>Date</b>	<b>Supplier</b>	<b>Item</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
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: \_\_\_\_\_