



**Minutes of the Meeting of Little Braxted Parish Council held in The Braxted Bakery, Witham Road, Little Braxted on Tuesday 30<sup>th</sup> January 2018 at 7.00pm.**

**Present:** Councillors: Barke, Bendall, Chapman, Dobie and Speakman

**1. Apologies for absence**

There were no apologies for absence.

**2. Declarations of Interest**

Councillor Bendall declared a personal interest in item 14. No other Members declared any interests in matters on the agenda.

**3. To Consider any requests from Members for Dispensations**

There were no requests from Members with pecuniary interests for dispensations to enable them to participate on the item in which they have a pecuniary interest.

**4. To Agree and Approve the Minutes of the Meeting held 28<sup>th</sup> November 2017**

The Council agreed and approved the minutes of the meeting held on 28<sup>th</sup> November 2017 as a true record.

**5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**

There were no members of the public present.

**6. To Review the Council's Governance and Associated Risks**

The Council reviewed the Council's governance and associated risks and agreed that no further action was required to manage the Council's corporate risks.

**7. To Review the Council's Risk Assessments**

The Council reviewed the Council's risk assessments and agreed the action being taken to minimise the Council's risks.

**8. To Receive an Update on the Implementation of the General Data Protection Regulations and Agree Further Action**

The Council received an update on the implementation of the General Data Protection Regulations and noted that the Clerk could not act as the Council's Data Protection Officer. The Council noted the estimates of annual costs of an external body acting as its Data Protection Officer and agreed to include the sum of £100 in its budget for 2018/19. The Council agreed to seek quotations for the service from other agencies.

### 9. To Agree to Support the Neighbourhood Watch Scheme

The Council welcomed the award from the Little Braxted Educational and Community Trust (administered by the Essex Community Foundation) to support this series of monthly meetings and agreed to act as banker on behalf of the scheme's monies.

### 10. To receive a financial statement as of 31<sup>st</sup> December 2017

The Council received a detailed financial statement as of 31<sup>st</sup> December 2017 including income and expenditure to date, a comparison against budget, and a bank reconciliation which showed £6,592.33 as the Council's balances which included £972.00 held on behalf of the Neighbourhood Watch Scheme..

### 11. To Agree the Budget and Precept for 2018/19

The Council reviewed the draft budget and precept for 2018/19. The Council agreed to make funding applications in respect of a commemorative event for the wedding of Prince Harry and Meghan Markle, and for the repainting of the river bridge. The Council agreed a precept of £3,274, equivalent to £38.98 per annum for a Band D Council Tax property, an increase of 4.9%.

### 12. To Approve the following payments:-

The Council approved the following payments:-

| Document Reference | Payable To         | In Respect of             | £       |
|--------------------|--------------------|---------------------------|---------|
| 467                | G N Mussett        | Noticeboard               | £69.95  |
| 468                | G N Mussett        | Noticeboard               | £29.40  |
| 469                | HMRC               | PAYE/NI                   | £99.20  |
| 470                | G N Mussett        | December Salary           | £120.72 |
| 471                | H Bendall          | December Litterpicking    | £45.60  |
| 472                | G N Mussett        | Replacement Litterpickers | £9.56   |
| 473                | G N Mussett        | January Salary            | £120.72 |
| 474                | H Bendall          | January Salary            | £45.60  |
| 475                | RCCE               | Housing Needs Survey      | £227.96 |
| 476                | The Braxted Bakery | Hire of Hall for Meetings | £250.00 |

### **13. Clerks Report**

The Clerk reported that the noticeboard had been replaced. Councillor Chapman offered to repaint the existing retained surround.

The Clerk reported that the Council had been successful in its application to extend the Litterpicking Grant for a further three years.

The Clerk reported that additional HGV restriction signage was in the ECC Highways programme for 2018/19 and the Clerk was asked, in view of the recent bridge strike at Braxted Mill to ask Essex County Council if it could be implemented early in the new year.

The Clerk was asked to enquire whether a final decision had been reached on the routing of the three-lane A12.

The Clerk was also asked to check with Essex County Council that the Parish Council would be notified of all future planning applications in respect of the quarry.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the public and press were requested to withdraw in view of the confidential nature of the business to be transacted.

Councillors Barke and Bendall left the meeting at this point.

### **14. To Agree Changes to Hours/Salaries as Outlined in the Confidential Report**

The Council agreed the increase in salary for the Clerk, and working hours for the litterpicker, as outlined in the report.

### **15. Closure**

The meeting was closed at 7.55 p.m.