



## Little Braxted Parish Council

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You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held at the Braxted Bakery, Witham Road, on Tuesday 14<sup>th</sup> November 2023 at 7.00 p.m.

**Gordon Mussett**  
**Parish Clerk**  
**7<sup>th</sup> November 2023**

### AGENDA

- 1. Apologies for absence**  
*To receive apologies for absence*
- 2. To Co-Opt a Councillor**  
*To co-opt a Councillor*
- 3. Declarations of Interest**  
*For Members to declare any interests in matters on the agenda*
- 4. To Consider any requests from Members for Dispensations**  
*To consider any requests from Members with pecuniary interests for dispensations to enable them to participate on the item in which they have a pecuniary interest*
- 5. To Agree and Approve the Minutes of the Meeting held 4<sup>th</sup> September 2023**  
*To agree and approve the minutes of the meeting held on 4<sup>th</sup> September 2023 as a true record*
- 6. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 7. To receive a financial statement as of 30<sup>th</sup> September 2023 - attached**  
*To receive a financial statement as of 30<sup>th</sup> September 2023*
- 8. To Consider Whether to Comment on the Following Planning Applications**
  - a) Application No. 23/01039/HOUSE PP-12556352 for a proposed single storey side extensions to existing outbuilding, including a link to existing dwelling. Conversion of outbuilding. Side extension to form open sided structure. Single storey rear extension. Single storey side and rear extension to form link between host dwelling and existing**

annexe/car port. Addition of balcony at first floor. Construction of canopies to the exterior. Addition of hardstanding. Alterations to fenestration at Little Braxted House, Braxted Road

- b) Application No.23/01003/FUL PP-12537975 for a proposed change of use of an ancillary storage shed workshop into a key worker family dwelling. Alterations to the outbuilding including changes in materials and fenestration at land at Homefield House Witham Roa.

**9. To Consider Whether to Use a .gov Domain Name – Attached**

*To consider whether to use a .gov domain name*

**10. To Approve the Following Payments**

*To approve following payments*

<b>Document Reference</b>	<b>Payable To</b>	<b>In Respect of</b>	<b>£</b>
818	H Bendall	Litterpicking - September	£61.22
819	G N Mussett	Clerk – September	£146.12
820	HMRC	Tax/PAYE	£158.40
821	Community Action Suffolk	Website Hosting	£60.00
822	Wessex Medical	Defibrillator Pads	£54.00
823	Sign Trade Supplies	Post Clamps for VAS signs	£25.81
824	Royal British Legion	Wreath for Remembrance Day	£28.99
825	Maldon District Council	Speedchecks	£48.65
826	Screwfix	Worm Post Clamps for VAS Signs	£38.98
827	Mondy Ironmongers	Padlocks for VAS Signs	£37.98
828	S P Bardwell	Installation of posts for VAS Signs	£1296.00
829	G N Mussett	Clerk – October	£146.12
830	H Bendall	Litterpicking – October	£61.22
831	S P Bardwell	Erection of VAS Signs onto posts	£144.00
832	Screwfix	Sacks for Litterpicking	£22.77
833	Amazon	Printer Ink	£69.90

**11. Clerks Report – for Information**

**12. Closure**

## ITEM 7

To receive a financial statement as of 29<sup>th</sup> September

### Income

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
11/04/2023		K Speakman	Coronation Mugs			23.4		£ 23.40
12/04/2023		HMRC	VAT Refund				1386.06	£ 1,386.06
17/04/2023		Maldon District Council	Precept			£ 4,775.00		£ 4,775.00
12/05/2023		Essex Community Foundation	Grant			£ 5,800.00		£ 5,800.00
<b>Total for Year</b>				<b>£ -</b>	<b>£ -</b>	<b>£10,598.40</b>	<b>£ 1,386.06</b>	<b>£ 11,984.46</b>

## Expenditure

Date	Cheque No	Invoice Reference	Payable To	In Respect of	Clerk's Salary £	Elections £	Subscriptions £	Audit Fees £	Insurance £	War Memorial £	Information Commissioner £	Fete	Litter Picking £	Other £
16/05/2023	797		Essex Association of Local Councils	Annual Subscription			£ 70.94							
16/05/2023	798		H Bendall	Litterpicking									£ 61.22	
16/05/2023	799		G N Mussett	Clerk's Salary	£ 146.12									
16/05/2023	800		BHIB	Insurance					£ 354.89					
16/05/2023	801		Wickham Bishops Parish Council	Contribution towards Remembrance Day Insurance										£ 4.25
16/05/2023	802		Essex Community Foundation	Donation										£ 100.00
16/05/2023	803		G N Mussett	Clerk's Salary	£ 146.12									
16/05/2023	804		H Bendall	Litterpicking									£ 75.81	
16/05/2023	805		McAfee	Anti-virus										£ 91.66
16/05/2023	806		Maldon District Council	Speedcheck										£ 40.53
13/06/2023	807		H Bendall	Litterpicking									£ 61.22	
13/06/2023	808		G N Mussett	Clerk's Salary	£ 146.12									
13/06/2023	809		HMRC	Tax/NI	£ 109.20								£ 49.20	
13/06/2023	810		Elan City Ltd	VAS Signs										4679.98
30/06/2023	811		Suffolk Association of Local Councils	Internal Audit Fee				£ 213.00						
18/07/2023	812		Maldon District Council	Speedcheck										£ 20.27
21/07/2023	813		H Bendall	Litterpicking									£ 61.22	
21/07/2023	814		G N Mussett	Clerk's Salary	£ 146.12									
20/08/2023	815		H Bendall	Litterpicking									£ 75.81	
20/08/2023	816		G N Mussett	Clerk's Salary	£ 146.12									
05/09/2023	817		Wessex Medical	Defibrillator Pads										£ 45.00
					£ 839.80	£ -	£ 70.94	£ 213.00	£ 354.89	£ -	£ -	£ -	£ 384.48	£ 4,981.69

## Budget Analysis

2023/2024	Budget		Income		Expenditure		Figures are net of VAT	%age Budget Sp	Notes
Item	£		Income £	Expenditure £	Income				
Clerk's Salary	£	2,350.00		£	839.80			35.7%	
Subscriptions	£	75.00		£	70.94			94.6%	
Audit Fees	£	180.00		£	213.00			118.3%	
Insurance	£	375.00		£	354.89			94.6%	
War Memorial	£	425.00						0.0%	
Information Commissioner	£	40.00						0.0%	
Grass Cutting	£	450.00						0.0%	
Hall Hire	£	150.00						0.0%	
Transparency Fund								#DIV/0!	Restricted funds
Other	£	400.00		£	104.25			26.1%	
Election Fees	£	90.00						0.0%	
Remembrance Day Parade	£	130.00						0.0%	
Parish Plan								#DIV/0!	Restricted funds
Village Fete/Coronation	£	250.00			£	23.40		0.0%	Restricted funds
Litterpicking	£	820.00		£	384.48			46.9%	Restricted funds
Housing Needs Survey								#DIV/0!	Restricted funds
Defibrillator								#DIV/0!	Restricted funds
Precept								#DIV/0!	
Neighbourhood Watch Meetings								#DIV/0!	Restricted funds
McAfee Subscription	£	85.00		£	91.66			107.8%	
Website Hosting	£	55.00						0.0%	
VAS Signs	£	-		4679.98	£	5,800.00			
Speed Checks	£	250.00		£	60.80			24.3%	
VAT Refund	£	120.00	£	1,386.06				0.0%	

# Bank Statement

Find text or tools 🔍



MG 008304 F1V1123A 709F30K5I00042 36300 A 87884

MR G MUSSETT  
LITTLE BRAXTED PARISH COUNCIL  
25 EBENEZER CLOSE  
WITHAM  
CM8 2HX



LITTLE BRAXTED PARISH  
COUNCIL

Sort Code 20-97-40  
Account No 20189405

SWIFTBIC BUKBGB22  
IBAN GB53 BUKB 2097 4020 1894 05

Issued on 02 October 2023

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## Your Community Account

## At a glance

Date	Description	Money out £	Money in £	Balance £
1 Jul	Start Balance			8,519.56
8 Sep	Cheque Issued Ref: 100811	255.60		8,263.96
	Cheque Issued Ref: 100812	24.32		8,239.64
	Cheque Issued Ref: 100813	61.22		8,178.42
	Cheque Issued Ref: 100814	146.12		8,032.30
	Cheque Issued Ref: 100815	75.81		7,956.49
	Cheque Issued Ref: 100816	146.12		7,810.37
	Cheque Issued Ref: 100817	54.00		7,756.37
29 Sep	Balance carried forward			7,756.37
	Total Payments/Receipts	763.19	0.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

### 01 Jul - 29 Sep 2023

Start balance	£8,519.56
Money out	£763.19
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£7,756.37

As at 31/3/23

Represented by

Barclays Bank	£ 4,030.06
<b>Total</b>	<b>£ 4,030.06</b>

Plus unpresented cheques -399.51

Less Uncashed Cheques	£ -
<b>Total</b>	<b>£ 3,630.55</b>

Add Income for year £ 11,984.46

Less Expenditure for year	£ 7,862.89
<b>Total</b>	<b>£ 7,752.12</b>

As at 29/9/23

Represented by

Barclays Bank	£ 7,756.37
<b>Total</b>	<b>£ 7,756.37</b>

Plus unpresented cheques  
Less Uncashed Cheques -£ 4.25

<b>Total</b>	<b>£ 7,752.12</b>
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## **ITEM 8**

### **To Consider Whether to Comment on the Following Planning Applications**

- a) Application No. 23/01039/HOUSE PP-12556352 for a proposed single storey side extensions to existing outbuilding, including a link to existing dwelling. Conversion of outbuilding. Side extension to form open sided structure. Single storey rear extension. Single storey side and rear extension to form link between host dwelling and existing annexe/car port. Addition of balcony at first floor. Construction of canopies to the exterior. Addition of hardstanding. Alterations to fenestration at Little Braxted House, Braxted Road**
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**Members are to consider whether to comment**

## **ITEM 9**

### **To Consider Whether to Use a .gov Domain Name**

There is advice from the Government that the use of a .gov domain name for Parish Councils would provide a greater degree of confidence in residents accessing the website (and email), and the Council previously considered this when the closure of its previous website host. At that time the decision was rejected on the grounds of cost (and complexity of application). However the Council's current website hosts are now able to offer both the hosting and application process. A copy of their email is shown below:-

*"Dear Gordon*

*There is becoming more and more of a need for Parish Councils to have more secure email addresses than the free ones that can be registered online with Providers like Gmail or Outlook.*

*We are delighted to be able to tell you that One Suffolk can now offer .gov.uk domain names, alongside it's ability to already offer registration of other domain name variants such as .co.uk, org.uk, .net & .com. This domain name could then potentially be linked to your website address that you have with One Suffolk or indeed with any email addresses you may need.*



*The pricing for the gov.uk domain names is **£138** for a 2 year registration. Pricing for the other variants we offer is shown below.*

*.gov.uk - **£138** for 2 years*

*.co.uk, .org.uk etc - **£18 for 1 year, £36 for 2 years***

*.com, .net, .org etc - **£24.00 for 1 year, £48 for 2 years***

*If you are also looking for email addresses to be attached to your own domain name then we can also supply these.*

*Currently we charge **£30.00** per mailbox per year for a 10GB mailbox. However, if you were to order a .gov.uk domain name, and purchase more than 5 email addresses then we could discount this to **£24.00** per mailbox per year. (Please note this offer is only available to those who purchase .gov.uk domain names and more than 5 email addresses at the same time). Please also note the size of this mailbox, we provide very generous 10GB business quality mailboxes which should be ample for any needs. With smaller mailbox sizes (1GB or 2GB) you will find yourself quickly exceeding this storage if you do a reasonable amount of emailing.*

*All prices shown in this email include VAT.”*

The £138 for a two-year registration would be additional to the existing £50 (plus VAT) for website hosting, and the £30 for a .gov mailbox would be additional to the existing £24 annual fee paid for the Microsoft OneDrive facility which stores backups of our files as well as providing an email service.

**Members are to consider whether to change to a .gov domain**