



Little Braxted Parish Council

You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held at the Braxted Bakery, Witham Road, on Tuesday 16th January 2024 at 7.00 p.m.

Gordon Mussett
Parish Clerk
9th January 2023

AGENDA

- 1. Apologies for absence**
To receive apologies for absence
- 2. Declarations of Interest**
For Members to declare any interests in matters on the agenda
- 3. 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
- 4. To Agree and Approve the Minutes of the Meeting held 14th November 2023**
To agree and approve the minutes of the meeting held on 14th November 2023 as a true record
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To receive a financial statement as of 29th December 2023 - attached**
To receive a financial statement as of 29th December 2023
- 7. To Review the Corporate Risks to the Council – attached**
To review the corporate risks to the Council
- 8. To Review the Council's Risks – circulated separately**
To review the Council's risks
- 9. To Consider the Draft Budget for 2024/25 and Agree the Precept Demand – Attached**

To consider the draft budget for 2024/25 and agree the precept demand

- 10. To Consider Whether to Comment on Planning Application ESS/42/23/BTE for the for proposed relocation of plant site, ready mixed concrete plant, bagging plant and associated ancillary facilities, including for establishment and use of a field conveyor network with bridge over Braxted Road; along with enhancement and use of existing points of access off Braxted Road, together with restoration to agricultural land and nature conservation habitats, in advance of the A12 road widening and improvement national infrastructure project onland at Colemans Farm Quarry and Appleford Farm CM8 3EZ (Colemans Farm Quarry Processing Plant Site Relocation)**

- 11. To Approve the following payments made between meetings**

To note following payments made between meetings:-

Document Reference	Payable To	In Respect of	£
836	H Bendall	Litterpicking November	£121.18
837	G N Mussett	Clerk's Salary November	£282.16
838	H Bendall	Litterpicking December	£83.61
839	G N Mussett	Clerk's Salary December	£161.21
840	HMRC	Tax/NI Oct-Dec	£213.20

- 12. To Approve the Following Payments**

To approve following payments

Document Reference	Payable To	In Respect of	£
841	H Bendall	Litterpicking January	£67.53
842	GN Mussett	Clerk's Salary January	161.21£

- 13. To Note the Required Changes to Financial Regulations and Standing Orders to Comply with the Public Contracts Regulations 2015 – Attached**

To note the required changes to Financial Regulations and Standing Orders to comply with the Public Contracts Regulations 2015

- 14. Clerks Report – for Information**

- 15. Closure**

ITEM 6**To receive a financial statement as of 29th December 2023****INCOME**

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
11/04/2023		K Speakman	Coronation Mugs			£ 23.40		£ 23.40
12/04/2023		HMRC	VAT Refund				£ 1,386.06	£ 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
17/11/2023		Great Braxted Parish Council	War Memorial		£ 78.08			£ 78.08
07/12/2023		Wickham Bishops Parish Council	War Memorial		£ 388.34			£ 388.34
20/12/2023		Maldon District Council	Backdated Precept Arrears	£ 11.92				£ 11.92
Total for Year				£ 4,786.92	£ 466.42	£ 5,823.40	£ 1,386.06	£ 12,462.80

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 £	Total Net of VAT £	VAT £	Total £
16/05/2023	797		Essex Association of Local Councils	Annual Subscription			£ 70.94								£ 70.94		£ 70.94
16/05/2023	798		H Bendall	Litterpicking									£ 61.22		£ 61.22		£ 61.22
16/05/2023	799		G N Mussett	Clerk's Salary	£ 146.12										£ 146.12		£ 146.12
16/05/2023	800		BHIB	Insurance					£ 354.89						£ 354.89		£ 354.89
16/05/2023	801		Wickham Bishops Parish Council	Contribution towards Remembrance Day Insurance										£ 4.25	£ 4.25		£ 4.25
16/05/2023	802		Essex Community Foundation	Donation										£ 100.00	£ 100.00		£ 100.00
16/05/2023	803		G N Mussett	Clerk's Salary	£ 146.12										£ 146.12		£ 146.12
16/05/2023	804		H Bendall	Litterpicking									£ 75.81		£ 75.81		£ 75.81
16/05/2023	805		McAfee	Anti-virus										£ 91.66	£ 91.66	£ 18.33	£ 109.99
16/05/2023	806		Maldon District Council	Speedcheck										£ 40.53	£ 40.53	£ 8.11	£ 48.64
13/06/2023	807		H Bendall	Litterpicking									£ 61.22		£ 61.22		£ 61.22
13/06/2023	808		G N Mussett	Clerk's Salary	£ 146.12										£ 146.12		£ 146.12
13/06/2023	809		HMRC	Tax/NI	£ 109.20								£ 49.20		£ 158.40		£ 158.40
13/06/2023	810		Elan City Ltd	VAS Signs										4679.98	£ 4,679.98	£ 936.00	£ 5,615.98
30/06/2023	811		Suffolk Association of Local Councils	Internal Audit Fee				£ 213.00							£ 213.00	£ 42.60	£ 255.60
18/07/2023	812		Maldon District Council	Speedcheck										£ 20.27	£ 20.27	£ 4.05	£ 24.32
21/07/2023	813		H Bendall	Litterpicking									£ 61.22		£ 61.22		£ 61.22
21/07/2023	814		G N Mussett	Clerk's Salary	£ 146.12										£ 146.12		£ 146.12
20/08/2023	815		H Bendall	Litterpicking									£ 75.81		£ 75.81		£ 75.81
20/08/2023	816		G N Mussett	Clerk's Salary	£ 146.12										£ 146.12		£ 146.12
05/09/2023	817		Wessex Medical	Defibrillator Pads										£ 45.00	£ 45.00	£ 9.00	£ 54.00
16/09/2023	818		H Bendall	Litterpicking									£ 61.22		£ 61.22		£ 61.22
16/09/2023	819		G N Mussett	Clerk's Salary	£ 146.12										£ 146.12		£ 146.12
30/09/2023	820		Inland Revenue	Tax/NI	£ 109.20								£ 49.20		£ 158.40		£ 158.40

04/10/2023	821	Community Action Suffolk	Website Hosting											£ 50.00	£ 50.00	£ 10.00	£ 60.00									
02/10/2023	822	Wessex Medical	Defibrillator Pads											£ 45.00	£ 45.00	£ 9.00	£ 54.00									
26/09/2023	823	Sign Trade Supplies	Post Clips											£ 21.51	£ 21.51	£ 4.30	£ 25.81									
01/10/2023	824	Royal British Legion	Remembrance Day Wreath											£ 28.99	£ 28.99		£ 28.99									
17/10/2023	825	Maldon District Council	Speedcheck											£ 40.54	£ 40.54	£ 8.11	£ 48.65									
17/10/2023	826	Screwfix	Post Clips											£ 32.48	£ 32.48	£ 6.50	£ 38.98									
17/10/2023	827	Mondy Ironmongers	Padlocks											£ 37.98	£ 37.98		£ 37.98									
06/10/2023	828	S P Bardwell	Erecting Posts for VAS signs											£ 1,080.00	£ 1,080.00	£ 216.00	£ 1,296.00									
18/10/2023	829	G N Mussett	Clerk's Salary	£ 146.12											£ 146.12		£ 146.12									
18/10/2023	830	H Bendall	Litterpicking								£ 61.22				£ 61.22		£ 61.22									
23/10/2023	831	S P Bardwell	Putting VAS units on posts											£ 120.00	£ 120.00	£ 24.00	£ 144.00									
23/10/2023	832	Screwfix	Bags for Litterpicking								£ 18.97				£ 18.97	£ 3.80	£ 22.77									
28/10/2023	833	Amazon	Printer Ink											£ 58.25	£ 58.25	£ 11.65	£ 69.90									
07/11/2023	834	Goodlife Countryside	War Memorial Gardening												£ 420.00		£ 420.00									
07/11/2023	835	Goodlife Countryside	Grasscutting Village Greens											£ 450.00	£ 450.00		£ 450.00									
														£ 1,241.24	£ -	£ 70.94	£ 213.00	£ 354.89	£ 420.00	£ -	£ -	£ 575.09	£ 6,946.44	£ 9,821.60	£ 1,311.45	£ 11,133.05

BUDGET ANALYSIS					
2023/2024	Budget		Figures are net of VAT		
Item	£	Income £	Expenditure £	Income	%age Budget Spe
Clerk's Salary	£ 2,350.00		£ 1,241.24		52.8%
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		£ 420.00	£ 466.42	98.8%
Information Commissioner	£ 40.00				0.0%
Grass Cutting	£ 450.00		£ 450.00		100.0%
Hall Hire	£ 150.00				0.0%
Transparency Fund					#DIV/0!
Other	£ 400.00		£ 162.50		40.6%
Election Fees	£ 90.00				0.0%
Remembrance Day Parade	£ 130.00		£ 28.99		22.3%
Parish Plan					#DIV/0!
Village Fete/Coronation	£ 250.00			£ 23.40	0.0%
Litterpicking	£ 820.00		£ 575.09		70.1%
Housing Needs Survey					#DIV/0!
Defibrillator			£ 90.00		#DIV/0!
Precept					#DIV/0!
Neighbourhood Watch Meetings					#DIV/0!
McAfee Subscription	£ 85.00		£ 91.66		107.8%
Website Hosting	£ 55.00		£ 50.00		90.9%
VAS Signs	£ -		£ 5,971.95	£ 5,800.00	
Speed Checks	£ 250.00		£ 101.34		40.5%
VAT Refund	£ 120.00	£ 1,386.06			0.0%
Totals net of VAT	£ 6,245.00	£ 1,386.06	£ 9,821.60	£ 6,289.82	

Bank Reconciliation



MG 009483 F1V1148A 709F30P5L00047 36300 A 10734

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 BUJB 2097 4020 1894 05

Issued on 02 January 2024

Your Community Account

Date	Description	Money out £	Money in £	Balance £
1 Dec	Start Balance			4,564.29
7 Dec	Giro Direct Credit From Wickham Bishops PA Ref: War Memorial		388.34	4,952.63
22 Dec	Giro Direct Credit From Maldon DC - Paymen Ref: Mdc31310		11.92	4,964.55
29 Dec	Balance carried forward			4,964.55
	Total Payments/Receipts	0.00	400.26	

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

At a glance

01 - 29 Dec 2023

Start balance	£4,564.29
Money out:	£0.00
▶ Commission charges	£0.00
Money in	£400.26
▶ Gross interest earned	£0.00
End balance	£4,964.55

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

As at 31/3/23	
Represented by	
Barclays Bank	£ 4,030.06
Total	£ 4,030.06
Plus unpresented cheques	-399.51
Less Uncashed Cheques	£ -
Total	£ 3,630.55
Add Income for year	£ 12,462.80
Less Expenditure for year	£ 11,133.05
Total	£ 4,960.30
As at 29/12/23	
Represented by	
Barclays Bank	£ 4,964.55
Total	£ 4,964.55
Plus unpresented cheques	
Less Uncashed Cheques	-£ 4.25
Total	£ 4,960.30

ITEM 7

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis.

Areas where we use insurance to help us manage risks

Examples of Risk

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

Internal controls	Action by the Council
Maintaining an up to date asset register	Asset register being reviewed and updated
Fidelity guarantee	Insurance reviewed annually
Regular maintenance arrangements for physical assets	Appropriate budget
Annual review of risk and adequacy of insurance cover by RFO	Bring risk assessment to council and review insurance in June
Ensure robustness of insurance provider	Monitor and take advice from EALC
Internal audit assurance	
Review internal controls by internal auditor	IA to cover
Review management arrangements for insurance	IA to cover
Spot test specific internal controls	IA to cover

Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable amenities or equipment
- Maintenance of vulnerable amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

Internal Controls	Action by the Council
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Standing orders and financial regulations dealing with award of contracts and purchase of capital	Standing orders and Financial Regulations adopted specifying equipment process
Regular reporting on performance by suppliers/providers/contractors	Identify suppliers and bring to council where necessary
Annual review of contracts	Council to schedule in meetings
Regular scrutiny of performance against targets	RFO to consider on agenda
Adoption of and adherence to codes of practice for procurement and investment	Financial regs adopted and reviewed annually to ensure they match current best practice
Arrangements to detect and deter fraud and corruption	IA to comment on process
Regular bank reconciliation, independently viewed	Council to oversee. IA to comment on process
Internal audit assurance	
Review of internal controls in place and their documentation	IA to report to Council

Areas where we can self-manage risk

Internal Controls	Action by the Council
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Improved review of budget control and expenditure by Council
Recording in minutes the precise powers under which expenditure is being approved	Clerk to implement for all new expenditure as part of budget process. . All councillors to note
Regular returns to HMRC	Council to check monthly payroll report
Contracts for all staff, annually reviewed by the council	Clerk to review and complete
Systems for recording any relevant changes in legislation	Clerk to review
Regular VAT analysis	Clerk to review
Regular budget monitoring statements	Clerk has reviewed way information is presented to Council
Procedures for monitoring grants or loans made or received	Council receive financial reports
Minutes properly numbered and paginated with a master copy in safe keeping	Numbering adopted from 2015. Master copy held securely and deposited with Essex Record Office after two years.
Adoption of code of conduct for members	Council has adopted Code
Safe operating practices of staff	Clerk to ensure proper risk management and training for all staff
Internal Audit Assurance	

Review of internal controls in place and their documentation	IA to note and include in report to council
Review of minutes to ensure legal powers in place, recorded and correctly applied	IA to note and include in report to council
Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc	IA to note and include in report to council
Review and testing of arrangements to prevent and detect fraud and corruption	IA to note and include in report to council
Testing of disclosures	IA to note and include in report to council
Testing of specific internal controls and reporting findings to management	IA to note and include in report to council

Members are required to note and amend these governance arrangements as necessary.

ITEM 8

To Review the Council's Risks

The Council uses the Local Council Risk System to identify and control its risks, which have remained the same, both in number and the level of risk, for some years. A copy of the assessment and the control measures has been circulated as a separate document to the agenda.

Members are required to note and amend these risk assessments and control measures as necessary.

ITEM 9

To Consider the Draft Budget for 2024/25 and Agree the Precept Demand

In preparing the draft budget recognition has been given to financial pressures on households.

Item	2016/17	2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Draft Budget 2024/25
Clerk's Salary	£ 1,809.00	£ 1,900.00	£ 1,849.65	£ 1,900.00	£ 2,000.00	£ 2,288.00	£ 2,350.00	£ 2,350.00	£ 2,625.00
Subscriptions	£ 60.00	£ 65.00	£ 62.71	£ 65.00	£ 68.00	£ 70.00	£ 75.00	£ 75.00	£ 75.00
Audit Fees	£ 88.00	£ 85.00	£ 98.00	£ 105.00	£ 435.00	£ 110.00	£ 125.00	£ 180.00	£ 230.00
Insurance	£ 340.00	£ 340.00	£ 303.38	£ 350.00	£ 325.00	£ 317.00	£ 325.00	£ 375.00	£ 375.00
Election Fees	£ 15.00	£ 15.00		£ 90.00	£ 15.00	£ 75.00	£ 15.00	£ 90.00	£ 25.00
War Memorial	£ 250.00	£ 356.00	£ 350.00	£ 375.00	£ 375.00	£ 400.00	£ 600.00	£ 425.00	£ 450.00
PCSO									
Information Commissioner	£ 35.00	£ 35.00	£ 40.00	£ 55.00	£ 40.00	£ 40.00	£ 40.00	£ 40.00	£ 40.00
Data Protection Officer				£ -	£ -				
Remembrance Day Wreath	£ 40.00			£ 40.00	£ 25.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00
Hall Hire	£ 300.00	£ 300.00	£ 250.00	£ 360.00	£ 360.00	£ 360.00	£ 150.00	£ 150.00	£ 150.00
Grass Cutting	£ 360.00	£ 380.00	£ 380.00	£ 400.00	£ 400.00	£ 400.00	£ 410.00	£ 450.00	£ 500.00
Remembrance Day Parade	£ 160.00	£ 220.00	£ 164.17	£ 160.00	£ 50.00	£ 70.00	£ 100.00	£ 100.00	£ 140.00
Litterpicking	£ 516.00	£ 200.00	£ 697.46	£ 800.00	£ 800.00	£ 800.00	£ 800.00	£ 820.00	£ 1,175.00
Parish Plan	£ 1,115.00								
Jubilee Celebrations	£ 600.00						£ 2,500.00	£ 250.00	
Transparency Fund	£ 407.00								
Defibrillator	£ 1,406.00								£ 50.00
Speed Checks							£ 200.00	£ 250.00	£ 350.00
Other	£ 87.00		£ 483.33	£ 200.00	£ 200.00	£ 500.00	£ 400.00	£ 400.00	£ 400.00
Website/Email					£ 120.00	£ 50.00	£ 50.00	£ 55.00	£ 240.00
GDPR			£ 100.00						
Neighbourhood Watch Meetings			£ 284.69						
McAfee Subscription					£ 80.00	£ 80.00	£ 80.00	£ 85.00	£ 90.00
Precept	-£ 3,100.00	-£ 3,125.00	-£ 3,274.00	-£ 3,600.00	-£ 3,950.00	-£ 4,400.00	-£ 4,500.00	-£ 4,775.00	-£ 4,664.00

VAT Refund	-£ 55.00	-£ 100.00	-£ 80.00	-£ 180.00	-£ 255.00	-£ 90.00	-£ 120.00	-£ 120.00	-£ 1,300.00
Halifax Interest	£ -								
Gift - S Pulford	£ -								
Litterpicking	-£ 780.00	-£ 200.00	-£ 800.00	-£ 800.00	-£ 800.00	-£ 800.00	-£ 800.00	-£ 820.00	-£ 1,175.00
Village Fete	-£ 600.00						-£ 2,500.00		
Parish Plan	-£ 1,500.00								
War Memorial Recharge		-£ 331.00	-£ 350.00	-£ 331.00	-£ 400.00	-£ 400.00	-£ 400.00	-£ 410.00	-£ 430.00
Transparency Fund									
Defibrillator Grant	-£ 2,000.00								
Prize									
Totals	- 447.00	140.00	559.39	- 11.00	- 112.00	- 100.00	- 70.00	-	- 624.00
Figures are NET of VAT which is reclaimable									
Bank Account Balances at end of year	£ 2,668.00	£ 5,390.00	£ 27,639	£ 2,577	£ 5,349	£ 10,155	£ 3,630	Est £ 3,360	Est £ 6,500
	Included £1,418 of earmarked funds	Includes £3,752 of earmarked funds	Includes £26,318 of earmarked funds	Includes £1332 of earmarked funds	Includes £3,100 of earmarked funds	Includes £7,193 of earmarked funds	Includes £1,534 of earmarked funds	Includes £590 of earmarked funds	Includes est £2,750 of earmarked funds
Reserves Net of Earmarked Funds	£ 1,250.00	£ 1,638.00	£ 1,318.00	£ 1,245.00	£ 2,249	£ 2,962	£ 2,095	Est £ 2,360	Est £ 3,750
Band D Equivalent	83.4	84.1	84	84.8	84.8	85.5	82.2	81.9	80
Band D Council Tax	£ 37.17	£ 37.16	£ 38.98	£ 42.45	£ 46.58	£ 51.46	£ 54.74	£ 58.30	£ 58.30
			4.89%	8.92%	9.7%	10.5%	6.4%	6.5%	0.0%

Members are to agree the budget and precept

ITEM 10

To Consider Whether to Comment on Planning Application ESS/42/23/BTE for the for proposed relocation of plant site, ready mixed concrete plant, bagging plant and associated ancillary facilities, including for establishment and use of a field conveyor network with bridge over Braxted Road; along with enhancement and use of existing points of access off Braxted Road, together with restoration to agricultural land and nature conservation habitats, in advance of the A12 road widening and improvement national infrastructure project onland at Colemans Farm Quarry and Appleford Farm CM8 3EZ (Colemans Farm Quarry Processing Plant Site Relocation)

The Council has previously commented on the consultation for this proposal, which will result in all the gravel being extracted from the current site being transported by conveyor across Braxted Road, Rivenhall, to a new processing site. The current site entrance off Little Braxted Lane will then only be used for the import of inert fill.

Members are asked to consider if they wish to comment further on this application

ITEM 13

To Note the Required Changes to Financial Regulations and Standing Orders to Comply with the Public Contracts Regulations 2015

The existing Financial Regulations need to be amended in paragraphs 11.1.b and 11.1.h to increase the contract sum from £25,000 to £30,000 and to add the words “including VAT” to each sum of £30,000.

Similarly Standing Orders paragraphs 18.a and 18.c need similarly amending.

Members are to agree these changes