



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 19th March 2024 at 7.00 p.m.

Gordon Mussett
Parish Clerk
13th March 2024

AGENDA

- 1. Election of Chairman**
To elect a Chairman
- 2. The Chairman to Sign the Declaration of Acceptance of Office**
- 3. To Agree to Award the Freedom of the Parish to the Out-Going Chairman**
- 4. Apologies for absence**
To receive apologies for absence
- 5. Declarations of Interest**
For Members to declare any interests in matters on the agenda
- 6. 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
- 7. To Agree and Approve the Minutes of the Meeting held 20th February 2024**
To agree and approve the minutes of the meeting held on 20th February 2024 as a true record
- 8. To Note the Council's Responses to the Draft Mineral Plan Consultation – Attached**
To note the Council's responses to the Draft Mineral Plan Consultation
- 9. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 10. To Receive a Financial Report as of 28th February 2024 – attached**
To receive a Financial Report as of 28th February 2024

11. To Consider and Agree a Policy and Procedure for Co-Opting Councillors - attached

To consider and agree a policy and procedure for co-opting Councillors

12. To Note and Agree Actions in Respect of the Remembrance Day Service – Attached

To note and agree actions in respect of the Remembrance Day Service

13. To Note and Agree Payments Made Between Meetings

To note and agree the following payments made between meetings

Document Reference	Payable To	In Respect of	£
849	Microsoft	365Basic Subscription	£19.99

14. Approve the Following Payments

To approve following payments

Document Reference	Payable To	In Respect of	£
850	Maldon District Council	Uncontested Election Expenses	£98.75
851	The Braxted Bakery	Room Hire for Meetings	£175.00
852	G N Mussett	Clerk's Salary	£161.21
853	H Bendall	Litterpicking	£83.61
854	HMRC	TAX/NI	£175.00

15. Clerk's Report for Information

a. A12 Update

16. Closure

ITEM 8

To Note the Council's Responses to the Draft Mineral Plan Consultation

The Council received three comments on its draft responses, which were circulated by email to both Councillors and those members of the public on the email circulation list.

One response clarified the internal site transportation for sites on the east of the river (which was to be by lorry haulage across a temporary river bridge to the existing processing plant), one response asked for the paragraph "whilst the proposed biodiversity gains for the existing Colemans Farm site have been disrupted (lost) because of the proposed A12 widening, it is important that future reinstatement on this proposed site includes deliverable measures to both restore and increase

biodiversity” to be added and a further response highlighted the need to protect the ecology of the area but without additional supporting detail.

The Council’s draft responses are shown below:-

Site A49

Section 2: Response Form

Introduction/Executive Summary

1. Do you have any comments of the site assessment work in general including the methodology (non-site specific)

YES

Comment:

There are a number of sites which are either adjacent, sometimes overlapping, or which depend on development of one to enable another. The Council is particularly concerned in respect of sites A49-A52 and A82, where the cumulative impact, whilst mentioned at the foot of each individual assessment, should be given greater precedence so that the full impact of granting permission for more than one of these sites is properly identified and highlighted.

Site Assessment

A49

Comment:

Biodiversity

The assessment notes the need for extensive mitigation measures, and the need to control dust (which is likely to be increased due to the overhead conveyor being used – for which planning permission has already been granted) but contains nothing which demonstrates any future positive increase in bio-diversity, as there is no reference to how the area will be reinstated following extraction.

Whilst the proposed biodiversity gains for the existing Colemans Farm site have been disrupted (lost) because of the proposed A12 widening, it is important that future reinstatement on this proposed site includes deliverable measures to both restore and increase biodiversity.

It should also be noted that these sites are highlighted as being Amber in the risk assessments for Hydrology, Hydrogeology and drainage and are in areas already designated for enhanced ecology. The residents of Little Braxted have not experienced any such enhancements during the works to the existing Colemans

Farm site, and these works would seek to delay any such enhancements until 2040, by which time any enhancement opportunities will be potentially be lost.

Listed Buildings

Whilst there is mention of Appleford Bridge and its listing, the bridge walls have been extensively damaged, and unsympathetically repaired, so frequently that other than the basic structure there is little left to protect, and its rural setting is already detracted by the upstream modern weir. The Parish Council acknowledges the need to protect the site as a backdrop to 1 and 2 School House and Braxted Monor particularly when travelling towards Rivenhall.

Flooding

The assessment appears to be contradictory in its findings. How can a site which is deemed to have “high potential for surface water flood risk” AND “high flood risk for groundwater” be considered “water compatible” development with only medium mitigation required.

Transport

The assessment is misleading in its statement that “A12 DCO works propose relocation of the existing Colemans Farm Quarry site access”. The A12 proposals include retention of the site access (albeit from a new Little Braxted Road alignment) and if the A12 proceeds planning permission already exists to relocate the processing plant to a site off Braxted Road, Rivenhall, with a conveyor access to that plant from both the existing quarry and this new site.

The Parish Council would be seeking the operator to enter into binding agreements as to lorry routing from the processing plant to prevent HGV’s accessing/leaving the site using either Lea Lane or travelling through Great Braxted village.

Health and Amenity

The Parish Council accepts the finding in the assessment that “The Site is likely to have an unacceptable impact on health and amenity and mitigation to make the Site acceptable would likely be difficult to achieve”. Should this site be selected dust mitigation measures are essential both during the extraction phase and during the internal transportation stage, especially if conveyors are used.

Site A50

Section 2: Response Form

Introduction/Executive Summary

1. Do you have any comments of the site assessment work in general including the methodology (non-site specific)

YES

Comment:

There are a number of sites which are either adjacent, sometimes overlapping, or which depend on development of one to enable another. The Council is particularly concerned in respect of sites A49-A52 and A82, where the cumulative impact, whilst mentioned at the foot of each individual assessment, should be given greater precedence so that the full impact of granting permission for more than one of these sites is properly identified and highlighted.

Site Assessment

A50

Comment:

Biodiversity

The assessment notes the need for extensive mitigation measures, and the need to control dust (which is likely to be increased due to the overhead conveyor being used – for which planning permission has already been granted) but contains nothing, other than the phrase “it will require infilling with inert waste” which demonstrates any future positive increase in bio-diversity, as there is no reference to how the area will be reinstated following extraction.

Whilst the proposed biodiversity gains for the existing Colemans Farm site have been disrupted (lost) because of the proposed A12 widening, it is important that future reinstatement on this proposed site includes deliverable measures to both restore and increase biodiversity.

It should also be noted that these sites are highlighted as being Amber in the risk assessments for Hydrology, Hydrogeology and drainage and are in areas already designated for enhanced ecology. The residents of Little Braxted have not experienced any such enhancements during the works to the existing Colemans Farm site, and these works would seek to delay any such enhancements until 2040, by which time any enhancement opportunities will be potentially be lost.

Listed Buildings

Whilst there is mention of Appleford Bridge and its listing, the bridge walls have been extensively damaged, and unsympathetically repaired, so frequently that other than

the basic structure there is little left to protect, and its rural setting is already detracted by the upstream modern weir.

Flooding

The assessment appears to be contradictory in its findings. How can a site which is deemed to have “medium potential for surface water flood risk” AND “high flood risk for groundwater” be considered “water compatible” development with only medium mitigation required.

Transport

The assessment has failed to identify that planning permission already exists to erect processing plant to a site off Braxted Road, Rivenhall, with a conveyor access to that plant from both the existing quarry and this new site.

The Parish Council would be seeking the operator to enter into binding agreements as to lorry routing from the processing plant to prevent HGV’s accessing/leaving the site using either Lea Lane or travelling through Great Braxted village.

Health and Amenity

The Parish Council accepts the finding in the assessment that “The Site is likely to have an unacceptable impact on health and amenity and mitigation to make the Site acceptable would likely be difficult to achieve”. Should this site be selected dust mitigation measures are essential both during the extraction phase and during the internal transportation stage, especially if conveyors are used.

Site A51

Section 2: Response Form

Introduction/Executive Summary

1. Do you have any comments of the site assessment work in general including the methodology (non-site specific)

YES

Comment:

There are a number of sites which are either adjacent, sometimes overlapping, or which depend on development of one to enable another. The Council is particularly concerned in respect of sites A49-A52 and A82, where the cumulative impact, whilst mentioned at the foot of each individual assessment, should be given greater precedence so that the full impact of granting permission for more than one of these sites is properly identified and highlighted.

Site Assessment

A51

Comment:

Biodiversity

The assessment notes the need for extensive mitigation measures, and the need to control dust (which is likely to be increased due to the overhead conveyor being used – for which planning permission has already been granted) but contains nothing, other than the phrase “it will require infilling with inert waste” which demonstrates any future positive increase in bio-diversity, as there is no reference to how the area will be reinstated following extraction.

The nature of the site will require “extensive dewatering” yet at the same time it has the great potential to affect water quality both to the river, other watercourses and woodlands.

Whilst the proposed biodiversity gains for the existing Colemans Farm site have been disrupted (lost) because of the proposed A12 widening, it is important that future reinstatement on this proposed site includes deliverable measures to both restore and increase biodiversity.

It should also be noted that these sites are highlighted as being Amber in the risk assessments for Hydrology, Hydrogeology and drainage and are in areas already designated for enhanced ecology. The residents of Little Braxted have not experienced any such enhancements during the works to the existing Colemans Farm site, and these works would seek to delay any such enhancements until 2040, by which time any enhancement opportunities will be potentially be lost.

Listed Buildings

Whilst there is mention of Appleford Bridge and its listing, the bridge walls have been extensively damaged, and unsympathetically repaired, so frequently that other than the basic structure there is little left to protect, and its rural setting is already detracted by the upstream modern weir. The impact on Appleford Bridge Cottage however is substantial.

Flooding

The assessment appears to be contradictory in its findings. How can a site which is deemed to have “high potential for surface water flood risk” AND “medium flood risk for groundwater” be considered “water compatible” development with only medium mitigation required.

Transport

The assessment has failed to identify that planning permission already exists to erect processing plant to a site off Braxted Road, Rivenhall, with a conveyor access to that plant from both the existing quarry and this new site. This would require further transshipment of the processed gravel which is to be transported to the conveyor feed by way of a new river bridge, with increased opportunity for dust and ecological disturbance.

The Parish Council would be seeking the operator to enter into binding agreements as to lorry routing from the processing plant to prevent HGV's accessing/leaving the site using either Lea Lane or travelling through Great Braxted village.

Health and Amenity

The Parish Council accepts the finding in the assessment that "The Site is likely to have an unacceptable impact on health and amenity and mitigation to make the Site acceptable would likely be difficult to achieve". Should this site be selected dust mitigation measures are essential both during the extraction phase and during the internal transportation stage, especially if conveyors are used.

Site A52

Section 2: Response Form

Introduction/Executive Summary

1. Do you have any comments of the site assessment work in general including the methodology (non-site specific)

YES

Comment:

There are a number of sites which are either adjacent, sometimes overlapping, or which depend on development of one to enable another. The Council is particularly concerned in respect of sites A49-A52 and A82, where the cumulative impact, whilst mentioned at the foot of each individual assessment, should be given greater precedence so that the full impact of granting permission for more than one of these sites is properly identified and highlighted.

Site Assessment

A52

Comment:

Biodiversity

The assessment notes the need for extensive mitigation measures, and the need to control dust (which is likely to be increased due to the overhead conveyor being used – for which planning permission has already been granted) but contains nothing, other than the phrase “it will require infilling with inert waste” which demonstrates any future positive increase in bio-diversity, as there is no reference to how the area will be reinstated following extraction.

The nature of the site will require “extensive dewatering” yet at the same time it has the great potential to affect water quality both to the river, other watercourses and woodlands.

Whilst the proposed biodiversity gains for the existing Colemans Farm site have been disrupted (lost) because of the proposed A12 widening, it is important that future reinstatement on this proposed site includes deliverable measures to both restore and increase biodiversity.

It should also be noted that these sites are highlighted as being Amber in the risk assessments for Hydrology, Hydrogeology and drainage and are in areas already designated for enhanced ecology. The residents of Little Braxted have not experienced any such enhancements during the works to the existing Colemans Farm site, and these works would seek to delay any such enhancements until 2040, by which time any enhancement opportunities will be potentially be lost.

Listed Buildings

Whilst there is mention of Appleford Bridge and its listing, the bridge walls have been extensively damaged, and unsympathetically repaired, so frequently that other than the basic structure there is little left to protect, and its rural setting is already detracted by the upstream modern weir. The impact on Appleford Bridge Cottage however is substantial.

Flooding

The assessment appears to be contradictory in its findings. How can a site which is deemed to have “high potential for surface water flood risk” AND “medium flood risk for groundwater” be considered “water compatible” development with only medium mitigation required.

Transport

The assessment has failed to identify that planning permission already exists to erect processing plant to a site off Braxted Road, Rivenhall, with a conveyor access to that plant from both the existing quarry and this new site

The Parish Council would be seeking the operator to enter into binding agreements as to lorry routing from the processing plant to prevent HGV's accessing/leaving the site using either Lea Lane or travelling through Great Braxted village.

Health and Amenity

The Parish Council accepts the finding in the assessment that "The Site is likely to have an unacceptable impact on health and amenity and mitigation to make the Site acceptable would likely be difficult to achieve". Should this site be selected dust mitigation measures are essential both during the extraction phase and during the internal transportation stage, especially if conveyors are used.

Site A82

Section 2: Response Form

Introduction/Executive Summary

1. Do you have any comments of the site assessment work in general including the methodology (non-site specific)

YES

Comment:

There are a number of sites which are either adjacent, sometimes overlapping, or which depend on development of one to enable another. The Council is particularly concerned in respect of sites A49-A52 and A82, where the cumulative impact, whilst mentioned at the foot of each individual assessment, should be given greater precedence so that the full impact of granting permission for more than one of these sites is properly identified and highlighted.

Site Assessment

A82

Comment:

Biodiversity

The assessment notes the need for extensive mitigation measures, and the need to control dust (which is likely to be increased due to the overhead conveyor being used – for which planning permission has already been granted) but contains nothing which demonstrates any future positive increase in bio-diversity, as there is no reference to how the area will be reinstated following extraction.

Whilst the proposed biodiversity gains for the existing Colemans Farm site have been disrupted (lost) because of the proposed A12 widening, it is important that

future reinstatement on this proposed site includes deliverable measures to both restore and increase biodiversity.

Listed Buildings

The Parish Council concurs with the view in the assessment that “kinetic views in the experience of approaching Little Braxted within its agrarian landscape setting would be fundamentally altered”.

The operator must be required to enter into an agreement that all processing will occur off-site at the proposed relocated processing plant off Braxted Road, Rivenhall (for which planning permission exists) and for all internal movement of ballast to the plant (and future reinstatement materials from that location) is by conveyor so there is no site to processing traffic in Lea Lane or parts of Little Braxted Road.

Transport

The assessment has failed to identify that planning permission already exists to erect processing plant to a site off Braxted Road, Rivenhall, with a conveyor access to that plant from both the existing quarry and this new site. This would require further transshipment of the processed gravel which is to be transported to the conveyor feed by way of a new river bridge, with increased opportunity for dust and ecological disturbance.

The Parish Council would be seeking the operator to enter into binding agreements as to lorry routing from the processing plant to prevent HGV's accessing/leaving the site using either Lea Lane or travelling through Great Braxted village.

Health and Amenity

The Council notes that “the Site is likely to have no impact on health and amenity that requires mitigation”. To ensure this then the agreement as to lorry routing or movement of processing traffic outlined above is essential.

Members are to note these submitted responses

ITEM 10**To Receive a Financial Report as of 29th February 2024****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
16/02/2024		Essex Community Foundation	Litterpicking Grant			£ 3,675.00		£ 3,675.00
Total for Year				£ 4,786.92	£ 466.42	£ 9,498.40	£ 1,386.06	£ 16,137.80

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				£	420.00								
07/11/2023	835	Goodlife Countryside	Grasscutting Village Greens										£	450.00	£	450.00				£	450.00								
16/01/2024	836	H Bendall	Litterpicking							£	121.18				£	121.18				£	121.18								
16/01/2024	837	G N Mussett	Clerk's Salary	£	282.16										£	282.16				£	282.16								
16/01/2024	838	H Bendall	Litterpicking							£	83.61				£	83.61				£	83.61								
16/01/2024	839	G N Mussett	Clerk's Salary	£	161.21										£	161.21				£	161.21								
16/01/2024	840	HMRC	Tax/NI	£	147.00						£	66.20			£	213.20				£	213.20								
16/01/2024	841	H Bendall	Litterpicking								£	67.53			£	67.53				£	67.53								
16/01/2024	842	G N Mussett	Clerk's Salary	£	161.21										£	161.21				£	161.21								
16/01/2024	843	Wickham Bishops Parish Council	Remembrance Day Service										£	68.84	£	68.84				£	68.84								
20/02/2024	844	Community Action Suffolk	gov.uk website and email										£	168.00	£	168.00				£	168.00								
20/02/2024	845	H Bendall	Litterpicking							£	67.53				£	67.53				£	67.53								
20/02/2024	846	G N Mussett	Clerk's Salary	£	161.21										£	161.21				£	161.21								
20/02/2024	847	Maldon District Council	Speedcheck										£	60.80	£	60.80	£	12.16	£	72.96									
20/02/2024	848	Information Commissioner	Data Protection Registration								£	40.00			£	40.00				£	40.00								
				£	2,154.03	£	-	£	70.94	£	213.00	£	354.89	£	420.00	£	40.00	£	-	£	981.14	£	7,244.08	£	11,478.08	£	1,323.61	£	12,801.69

BUDGET COMPARISON

Item	£	Income £	Expenditure £	Income	%age Budget Sp	Notes
Clerk's Salary	£ 2,350.00		£ 2,154.03		91.7%	
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		£ 420.00	£ 466.42	98.8%	
Information Commissioner	£ 40.00		£ 40.00		100.0%	
Grass Cutting	£ 450.00		£ 450.00		100.0%	
Hall Hire	£ 150.00				0.0%	
Transparency Fund					#DIV/0!	Restricted
Other	£ 400.00		£ 162.50		40.6%	
Election Fees	£ 90.00				0.0%	
Remembrance Day Parade	£ 130.00		£ 97.83		75.3%	
Parish Plan					#DIV/0!	Restricted
Village Fete/Coronation	£ 250.00			£ 23.40	0.0%	Restricted
Litterpicking	£ 820.00	£ 3,675.00	£ 981.14		119.7%	Restricted
Housing Needs Survey					#DIV/0!	Restricted
Defibrillator			£ 90.00		#DIV/0!	Restricted
Precept					#DIV/0!	
Neighbourhood Watch Meetings					#DIV/0!	Restricted
McAfee Subscription	£ 85.00		£ 91.66		107.8%	
Website Hosting	£ 55.00		£ 218.00		396.4%	
VAS Signs	£ -		£ 5,971.95	£ 5,800.00		
Speed Checks	£ 250.00		£ 162.14		64.9%	
VAT Refund	£ 120.00	£ 1,386.06			0.0%	
Totals net of VAT	£ 6,245.00	£ 5,061.06	£ 11,478.08	£ 6,289.82		

BANK RECONCILIATION



MG 014918 F1V1246A 709F30BAC00066 36300 A 92068

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



1/2

Your Community Account

14918 85945 F1V1246A 1 of 2

Date	Description	Money out £	Money in £	Balance £
1 Feb	Start Balance			3,874.45
15 Feb	Cheque Issued Ref: 100801	4.25		3,870.20
	Cheque Issued Ref: 100843	68.84		3,801.36
16 Feb	Giro Direct Credit From Essex Community FO Ref: Ecf2315042		3,675.00	7,476.36
22 Feb	Cheque Issued Ref: 100844	168.00		7,308.36
23 Feb	Cheque Issued Ref: 100846	161.21		7,147.15
28 Feb	Cheque Issued Ref: 100845	67.53		7,079.62
29 Feb	Cheque Issued Ref: 100847	72.96		7,006.66
29 Feb	Balance carried forward			7,006.66
	Total Payments/Receipts	542.79	3,675.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how

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	£ 16,137.80
Less Expenditure for year	£ 12,801.69
Total	£ 6,966.66
As at 29/02/24	
Represented by	
Barclays Bank	£ 7,006.66
Total	£ 7,006.66
Plus unpresented cheques	£ -
Less Uncashed Cheques	-£ 40.00
Total	£ 6,966.66

ITEM 11

To Consider and Agree a Policy and Procedure for Co-Opting Councillors

Policy and Draft Procedure for Co-Option

1. Introduction

Co-option is the process whereby a Council, having advertised a vacancy for a Parish Councillor and there having been insufficient electors requiring a formal election, can themselves decide who, perhaps among a number, they wish to join them as a Councillor. There is no difference between co-opted or elected Councillors in respect of their duties and responsibilities.

2. The Legislation

Any vacancy which is to be filled by co-option must be advertised (on the noticeboard or website) and the procedure for selection "should be transparent and made known in advance to all candidates who apply".

If there is more than one candidate then the appointment must be made by voting in public. A successful candidate **MUST** have received the absolute majority of those present and voting (LGA 1972 sch 12 para 39). It follows therefore that if there are more than two candidates for one vacancy and no-one at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off candidate with the least number of votes and the remainder must be put to the vote again.

If there is more than one vacancy and the number of candidates equals the number of vacancies then the vacancies may be filled by a single composite resolution but if the number of candidates exceeds the number of vacancies, each vacancy must be filled by a separate vote or series of votes.

3. Draft Procedure for Co-option

- a) As soon as the Clerk has notice that the requisite number of electors have failed to request and election (or in the event of insufficient candidates being elected at an ordinary election) a notice inviting persons interested in being co-opted shall be placed on the website and noticeboard.
- b) Persons expressing interest will be invited to provide a maximum of A4 text with a short biography, what their sphere of local interest is, and what skills they may bring to the Council.
- c) All those submitting their text will be invited to the next meeting of the Full Council and asked to give a short (maximum 5 minutes) talk about themselves to the Council.
- d) The Council will then vote, in accordance with the manner prescribed in law, on whether to co-opt an individual to fill the vacancy. The Council is not bound to appoint a candidate even if they are the only one.

- e) The newly-co-opted Councillor will sign their Declaration of Acceptance of Office and then, if there is more than one vacancy, the Council (which includes the co-optee) votes again.
- f) The Clerk formally writes to all the unsuccessful candidates.

ITEM 12

To Note and Agree Actions in Respect of the Remembrance Day Service

The Remembrance Day Working Party has disbanded, leaving the three Councils to agree a way forward, with Wickham Bishops Parish Council remaining unwilling to contribute, other than (possibly) a 1/3rd contribution. Whether they are agreeable to this is very uncertain as according to their representatives on the Working Party the Parish Council has not provided for any funding in their 2024/25 budget.

One outcome of the Working Party has been to receive confirmation both from Essex Highways and insurers that a road closure can only be undertaken using a professional company with trained staff. Wickham Bishops Parish Council had hoped that the closure could be overseen by a Special Constable but Essex Police have advised that this is not permissible.

A number of spreadsheets have been provided to show the impact of moving from a split proportional to the census population to a 1/3rd split and the adverse impact this would have on the smaller Parishes. These are shown below:-

Parish	2021 Census Data (Usual Residents)		If Based on Percentage Split		If Based on 1/3rd Split		Current Band D Council Tax	Additional Council Tax Needed for 1/3rd Split	Percentage Increase in Council Tax
	2023/24 inc VAT	2023/24 ex VAT	2023/24 inc VAT	2023/24 ex VAT	2023/24 inc VAT	2023/24 ex VAT	2023/24	2023/24	2023/24
Little Braxted	175	7.1%	£ 79.95	£ 66.63	£ 376.00	£ 313.33	£ 61.08	£ 3.91	6.41%
Great Braxted	384	15.6%	£ 175.44	£ 146.20	£ 376.00	£ 313.33	£ 77.01	£ 1.72	2.24%
Wickham Bishops	1910	77.4%	£ 872.61	£ 727.18	£ 376.00	£ 313.33	£ 22.11	£ 0.31	1.39%
	2469	100.00%	£ 1,128.00	£ 940.00	£ 1,128.00	£ 940.00			

Remembrance Day Costs	2023/24 inc VAT	2023/24 ex VAT
Road Closure Notice	210	175
Road Closure	918	765
Hi-Viz Vests (2019 only)		
Total	£ 1,128.00	£ 940.00

The Clerk has advised both Parishes that Little Braxted Parish Council would be willing to resume organisation of the event but only on a proportionate split. The Great Braxted representative on the Working Party was in agreement with this suggestion.

Members are to note the above and confirm on which basis they would wish to proceed