



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 24th January 2023 at 7.00 p.m.

Gordon Mussett
Parish Clerk
16th 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 15th November 2022**
To agree and approve the minutes of the meeting held on 15th November 2022 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 30th November 2022 - attached**
To receive a financial statement as of 30th November 2022
- 7. To Consider Whether to Commemorate the King's Coronation by Distributing Coronation Mugs to All Children in the Parish – Attached**
To consider whether to commemorate the King's Coronation by distributing Coronation mugs to all children in the Parish
- 8. To Consider the Draft Budget for 2023/24 and Agree the Precept Demand – Attached**
To consider the draft budget for 2023/24 and agree the precept demand

9. To Receive A Verbal Report on the Initial Meeting of the A12 Enquiry

10. To Approve the following payments made between meetings

To note following payments made between meetings:-

Document Reference	Payable To	In Respect of	£
776	Goodlife Countryside Services	Gardening – Village Green	£430.00
777	Goodlife Countryside Services	Gardening – War Memorial	£360.00
778	Maldon District Council	Road Closure Notice for Remembrance Day	£178.40
779	H Bendall	Litterpicking – December	£61.22

11. To Approve the Following Payments

To approve following payments

Document Reference	Payable To	In Respect of	£
780	G N Mussett	Clerk's Salary - December	£146.12
781	HM Customs & Excise	Tax/NI	£176.60
782	H Bendall	Litterpicking – January	£48.93
783	G N Mussett	Clerk's Salary – January	£146.12
784	Great Braxted Parish Council	Replacement for missing cheque no. 749	£100.00
785	The Braxted Bakery	Installation and hosting of defibrillator	£300.00

12. Clerks Report – for Information

13. Closure

ITEM 6**To receive a financial statement as of 31st October 2022****INCOME**

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
12/04/2022		HMRC	VAT Refund				251.64	£ 251.64
25/04/2022		Maldon District Council	Precept			£ 4,500.00		£ 4,500.00
06/05/2022		G N Mussett	Fete Income			£ 944.00		£ 944.00
26/09/2022		Essex Community Foundation	Grant for Defibrillator			£ 1,500.00		£ 1,500.00
Total for Year				£ -	£ -	£ 6,944.00	£ 251.64	£ 7,195.64

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 £
03/05/2022	719		H Bendall	Litterpicking									£ 44.58		£ 44.58		£ 44.58
03/05/2022	720		G N Mussett	Clerk's Salary	£ 99.19										£ 99.19		£ 99.19
03/05/2022	721		EALC	Annual Subscription			£ 69.03								£ 69.03		£ 69.03
03/05/2022	722		BHIB	Insurance					£ 354.24						£ 354.24		£ 354.24
03/05/2022	723		A G Smith & Sons	Hog Roast (Cheque Returned)										£ -	£ -	£ -	£ -
16/05/2022	724		Mighty Oak Brewing Co	Beer								£ 296.44			£ 296.44	£ 59.29	£ 355.73
16/05/2022	725		Waitrose	Wine								£ 579.40			£ 579.40	£ 115.88	£ 695.28
16/05/2022	726		McAfee	Antivirus										£ 83.32	£ 83.32	£ 16.67	£ 99.99
16/05/2022	727		A G Smith	Hog Roast (cheque lost)										£ -	£ -	£ -	£ -
30/05/2022	728		Ellis Amusements	Amusements								£ 925.00			£ 925.00	£ -	£ 925.00
30/05/2022	729		Amazon Services	Megaphone								£ 28.30			£ 28.30	£ 5.66	£ 33.96
30/05/2022	730		Maldon District Council	Speedcheck										£ 35.94	£ 35.94	£ 7.19	£ 43.13
30/05/2022	731		Suffolk Association of Local Councils	Internal Audit Fee												£ 32.20	£ 193.20
								£ 161.00							£ 161.00		

26/07/2022	742	G N Mussett	Clerk's Salary	£ 132.19									£ 132.19		
26/07/2022	743	H Bendall	Litterpicking								£ 44.58		£ 44.58		
26/07/2022	744	HMRC	Tax/Ni	£ 198.00							£ 35.80		£ 233.80		
26/07/2022	745	G N Mussett	Clerk's Salary	£ 99.19									£ 99.19		
26/07/2022	746	H Bendall	Litterpicking								£ 44.58		£ 44.58		
26/07/2022	747	Make It Pp	Fete Balloons							£ 250.00			£ 250.00		
26/07/2022	748	G N Mussett	Fete Sundries							£ 26.73			£ 26.73		
26/07/2022	749	Great Braxted PC	Singer Deposit							£ 100.00			£ 100.00		
26/07/2022	750	Mrs H C Hogan	Singer Balance							£ 250.00			£ 250.00		
		Great Braxted Pavilion	Hire of Grounds							£ 400.00			£ 400.00		
26/07/2021	751	A G Smith	Hogroast							£ 1,950.00			£ 1,950.00	£ 390.00	
26/07/2022	752	Maldon District Council	Speedcheck									£ 35.94	£ 35.94	£ 7.19	
26/07/2022	753	G N Mussett	Clerk's Salary	£ 132.19									£ 132.19		
13/09/2022	754	H Bendall	Litterpicking								£ 55.67		£ 55.67		
		Maldon District Council	Replacement for cheque no. 100730									£ 35.94	£ 35.94	£ 7.19	
13/09/2022	755	G N Mussett	Clerk's Salary	£ 132.19									£ 132.19		
13/09/2022	756	H Bendall	Litterpicking								£ 44.58		£ 44.58		
		ShenZhenShi	Batteries for Defibrillator									£ 27.49	£ 27.49	£ 5.50	
13/09/2022	757	Road Signs UK	Road Signs									£ 112.74	£ 112.74	£ 22.55	
13/09/2022	758	BCW Road Signs	Road Signs									£ 112.74	£ 112.74	£ 22.55	
		BCW Road Signs	Delivery Charges									£ 35.00	£ 35.00	£ 7.00	
13/09/2022	759	HMRC	Tax/Ni	£ 99.00							£ 35.80		£ 134.80		
13/09/2022	760	Wessex Medical	Defibrillator									£ 1,085.00	£ 1,085.00	£ 217.00	
		St John Ambulance	Defibrillator Cabinet									£ 505.00	£ 505.00	£ 101.00	
13/09/2022	761	Screwfix	Rubbish Sacks								£ 17.47		£ 17.47	£ 3.50	
15/11/2022	762	H Bendall	Litterpicking								£ 44.58		£ 44.58		
15/11/2022	763	G N Mussett	Clerk's Salary	£ 132.19									£ 132.19		
		Community Action Suffolk	Website Hosting									£ 50.00	£ 50.00	£ 10.00	
15/11/2022	764	Maldon District Council	Speedcheck									£ 17.97	£ 17.97	£ 3.59	
15/11/2022	765	Amazon Services	Printer Ink									£ 62.89	£ 62.89	£ 12.59	
15/11/2022	766	H Bendall	Litterpicking								£ 82.41		£ 82.41		
15/11/2022	767	G N Mussett	Clerk's Salary	£ 243.23									£ 243.23		
		Maldon District Council	Speedcheck									£ 26.96	£ 26.96	£ 5.39	
15/11/2022	768	ConnectTM	Road Closure									£ 1,040.00	£ 1,040.00	£ 208.00	
Total for Year				£1,366.56	£ -	£ 69.03	£ 161.00	£ 354.24	£ -	£ -	£5,372.37	£ 505.72	£ 3,230.99	£ 11,059.91	£ 1,285.83

BUDGET ANALYSIS						
2022/23	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Income	%age Budget Spe	Notes
Clerk's Salary	£ 2,350.00		£ 1,366.56		58.2%	
Subscriptions	£ 75.00		£ 69.03		92.0%	
Audit Fees	£ 125.00		£ 161.00		128.8%	
Insurance	£ 325.00		£ 354.24		109.0%	
War Memorial	£ 600.00	£ 400.00			#DIV/0!	
Information Commissioner	£ 40.00				0.0%	
Grass Cutting	£ 410.00				#REF!	
Hall Hire	£ 150.00					
Transparency Fund						Restricted funds
Other	£ 400.00		£ 323.37			
Election Fees	£ 15.00				0.0%	
Remembrance Day Parade	£ 130.00		£ 1,040.00		253.7%	
Parish Plan						Restricted funds
Village Fete	£ 4,865.00	£ 5,809.00	£ 5,372.37	£ 944.00	92.5%	Restricted funds
Litterpicking	£ 800.00	£ 800.00	£ 505.72		63.2%	Restricted funds
Housing Needs Survey						Restricted funds
Defibrillator			£ 1,617.49	£ 1,500.00		Restricted funds
Precept		£ 4,500.00		£ 4,500.00		
Neighbourhood Watch Meetings						Restricted funds
McAfee Subscription	£ 80.00		£ 83.32			
Website Hosting	£ 50.00	£ -	£ 50.00			
Speed Checks	£ 200.00		£ 116.81			
VAT Refund		£ 120.00			0.0%	
Totals net of VAT	£ 10,615.00	£11,629.00	£ 11,059.91	£ 6,944.00		
VAT		£ -		£ -		
Totals inc VAT		£11,629.00	£ 12,345.74	£ 6,944.00		



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



LITTLE BRAXTED PARISH
COUNCIL

Sort Code 20-97-48
Account No 20189405
SWIFT: BKIBGB22
IBAN GB23 2097 2007 4020 1894 05
Issued on 01 December 2022

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
1 Nov	Start Balance			7,066.07
17 Nov	Cheque Issued ref. 100768	20.97		7,045.10
	Cheque Issued ref. 100767	44.58		7,000.52
	Cheque Issued ref. 100766	132.19		6,868.33
	Cheque Issued ref. 100765	60.00		6,808.33
	Cheque Issued ref. 100770	21.56		6,786.77
	Cheque Issued ref. 100771	75.48		6,711.29
	Cheque Issued ref. 100771	243.23		6,468.06
23 Nov	Cheque Issued ref. 100772	82.41		6,385.65
24 Nov	Cheque Issued ref. 100774	32.35		6,353.30
30 Nov	Balance carried forward			6,353.30
	Total Payments/Receipts	712.77	0.00	

01 - 30 Nov 2022

Start balance	£7,066.07
Money out	£712.77
* Commission charges	£0.00
Money in	£0.00
* Gross interest earned	£0.00
End balance	£6,353.30

BANK RECONCILIATION

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

As at 31/03/21

Barclays Bank	£	10,590.55
Total	£	10,590.55
Less Uncashed Cheques	-£	435.15
Total	£	10,155.40

Add Income for year	£	7,195.64
Less Expenditure for year	-£	12,345.74
Total	£	5,005.30

As at 30/11/22

Represented by

Barclays Bank	£	6,353.30
Total	£	6,353.30
Plus unpresented cheques	-£	1,348.00
Less Uncashed Cheques		
Total	£	5,005.30

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ITEM 7

To Consider Whether to Commemorate the King's Coronation by Distributing Coronation Mugs to All Children in the Parish

It is unlikely that there will be independent funding available for a celebratory fete, but Members may wish to consider the gift of Coronation mugs to all children in the Parish. A box of 36 mugs, suitably printed with the Parish's name costs £246.00 plus VAT.

Members are to consider whether to commemorate the Coronation with this gesture.

ITEM 8

To Consider the Draft Budget for 2023/24 and Agree the Precept Demand

In preparing the draft budget recognition has been given to financial pressures on households. The additional items included comprise £246 for Coronation mugs and provision for replacement of the blighted box bushes around the War Memorial with yews.

Item	2016/17	2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022.23	Draft Budget 2023/24
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
Subscriptions	£ 60.00	£ 65.00	£ 62.71	£ 65.00	£ 68.00	£ 70.00	£ 75.00	£ 75.00
Audit Fees	£ 88.00	£ 85.00	£ 98.00	£ 105.00	£ 435.00	£ 110.00	£ 125.00	£ 180.00
Insurance	£ 340.00	£ 340.00	£ 303.38	£ 350.00	£ 325.00	£ 317.00	£ 325.00	£ 375.00
Election Fees	£ 15.00	£ 15.00		£ 90.00	£ 15.00	£ 75.00	£ 15.00	£ 90.00
War Memorial	£ 250.00	£ 356.00	£ 350.00	£ 375.00	£ 375.00	£ 400.00	£ 600.00	£ 425.00
PCSO								
Information Commissioner	£ 35.00	£ 35.00	£ 40.00	£ 55.00	£ 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
Hall Hire	£ 300.00	£ 300.00	£ 250.00	£ 360.00	£ 360.00	£ 360.00	£ 150.00	£ 150.00
Grass Cutting	£ 360.00	£ 380.00	£ 380.00	£ 400.00	£ 400.00	£ 400.00	£ 410.00	£ 450.00
Remembrance Day Parade	£ 160.00	£ 220.00	£ 164.17	£ 160.00	£ 50.00	£ 70.00	£ 100.00	£ 100.00
Litterpicking	£ 516.00	£ 200.00	£ 697.46	£ 800.00	£ 800.00	£ 800.00	£ 800.00	£ 820.00
Parish Plan	£ 1,115.00							
Jubilee Celebrations	£ 600.00						£ 2,500.00	£ 250.00
Transparency Fund	£ 407.00							
Defibrillator	£ 1,406.00							
Speed Checks							£ 200.00	£ 250.00
Other	£ 87.00		£ 483.33	£ 200.00	£ 200.00	£ 500.00	£ 400.00	£ 400.00
Website					£ 120.00	£ 50.00	£ 50.00	£ 55.00
GDPR			£ 100.00					
Neighbourhood Watch Meetings			£ 284.69					
McAfee Subscription					£ 80.00	£ 80.00	£ 80.00	£ 85.00
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

VAT Refund	-£ 55.00	-£ 100.00	-£ 80.00	-£ 180.00	-£ 255.00	-£ 90.00	-£ 120.00	-£ 120.00
Halifax Interest	£ -							
Gift - S Pulford	£ -							
Litterpicking	-£ 780.00	-£ 200.00	-£ 800.00	-£ 800.00	-£ 800.00	-£ 800.00	-£ 800.00	-£ 820.00
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
Transparency Fund								
Defibrillator Grant	-£ 2,000.00							
Prize								
Totals	- 447.00	140.00	559.39	- 11.00	- 112.00	- 100.00	- 70.00	0
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	Est £ 4,500	
	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 £1,741 of earmarked funds	
Reserves Net of Earmarked Funds	£ 1,250.00	£ 1,638.00	£ 1,318.00	£ 1,245.00	£ 2,249	£ 2,962	Est £ 2,759	
Band D Equivalent	83.4	84.1	84	84.8	84.8	85.5	82.2	81.9
Band D Council Tax	£ 37.17	£ 37.16	£ 38.98	£ 42.45	£ 46.58	£ 51.46	£ 54.74	£ 58.30
			4.89%	8.92%	9.7%	10.5%	6.4%	6.5%

Members are to agree the budget and precept