



Great Braxted Parish Council

Clerk to the Council:
Lynda Townend

GBPC
Rosewood The Furze
Main Road CM9 6PU
Tel: 07307 891 134

Email: parishclerk@greatbraxtedparishcouncil.gov.uk

5th March 2025

To: Members of Great Braxted Parish Council

You are hereby summoned to attend

THE PARISH COUNCIL MEETING TO BE HELD AT THE PAVILION ON TUESDAY 11th March 2025 AT 8.00 PM

for the purpose of transacting the following business:

LTownend
Clerk to the Council

A G E N D A

- 1. Apologies for Absence**
- 2. Minutes of the Parish Council Meeting**

Minutes of the Meeting held on 28th January 2025 to be taken as read and signed as a correct record by the Chairman ([attached](#)).

- 3. Declarations of Interest (existence and nature)**

Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct which took effect in July 2022. Unforeseen interests must be declared similarly at the appropriate time.

- 4. Maldon District Councillor Update**

To receive a written or verbal update from the District Councillor.

5. Sole Managing Trustee Status of the Pavilion

To receive a briefing from the RCCE regarding the transfer process to make the Parish Council the Sole Managing Trustee of the Pavilion, what the council's ongoing responsibilities will be and to answer questions about the process.

6. Public Participation Session

With respect to items on the Agenda and other matters that are of mutual interest.

7. Planning

To consider planning applications detailed below and any planning applications published on the MDC planning website between the circulation of this agenda and the meeting:

- 7.1 25/00115/VAR PP-13769136-** Variation of conditions 1 and 2 on approved planning permission HOUSE/MAL/22/00427 (Demolition of existing conservatory and construction of a single storey rear extension) at Jasmine Cottage, Bung Row Great Braxted.

To note planning decisions made by Maldon District Council:

- 6.2. 24/00904/HOUSE PP-13572913** Single story side and front extension with addition of porch and alterations to fenestration including bay window. Shrub Hill Farm, Maldon Road, Tiptree. **Approved.**

8. Environment

8.1 Rabbit Damage Caused on the Field

To discuss rabbit damage caused on the field and agree the next steps.

8.2 Community Engagement Service Contracts for 2025/26.

To consider the level of service to be requested from Maldon District Council for the 2025/26 financial year. [Report attached.](#)

9. Finance – Accounts for Payment

To agree the accounts for payment, made between meetings, for the period between the 1st February to the 4th March 2025. ([attached](#))

10. VE Day 80

To discuss and consider hosting an event to commemorate VE Day 80 and/or pavilion opening.

11. Updates

To receive an update on the following items:

11.1 Openreach/Wi Fi Connection to the Pavilion

12. General Announcements

13. EALC Award

To receive an update from the Chairman.

14. Items to be Included on the next agenda

15. Date of Next Meeting

14th May 2025.

16. Chairman to Close the Meeting

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

Minutes of the Parish Council Meeting held at The Pavilion on 28th January 2025 at 8pm

Present:

Councillor R Collins, (Chairman), Councillor L Holt, Councillor E Miles, the Clerk and 2 members of the public

The Chairman welcomed everyone to the meeting.

24/75 Apologies for Absence

Apologies were received from Cllrs C Knapman and M Davis.

24/76 Minutes of the Parish Council Meeting

Resolved: that the minutes of the meeting held on the 12th November 2024 were agreed as a correct record and signed by the Chairman.

24/77 Declarations of Interest

None declared.

24/78 Maldon District Councillor Update

Cllr Siddall was unable to attend the meeting.

Resolved: that the Clerk will ask Cllr Siddall for a written report to distribute to councillors.

24/79 Public Participation Session

A member of the public advised hedge plants and been planted to fill in the gaps in the hedge on Tiptree Road and in the field. In addition, several flowering cherries saplings were planted.

24/80 Planning

24/81 Planning Applications

Members noted the Parish Council response to planning applications considered outside of a meeting and circulated via email (in accordance with Council Resolution 20/15.2):

24/81/1 24/00904/HOUSE PP-13572913 Single story side and front extension with addition of porch and alterations to fenestration including bay window. Shrub Hill Farm, Maldon Road, Tiptree. **No objection.**

24/82 Planning Decisions Made by Maldon District Council

24/82/1 HOUSE/MAL/24/00694 Single storey side extension. Alterations to fenestration. Buck House Tiptree Road Great Braxted Witham.
Approved.

24/83 Environment

24/83/1 Annual Spring Clean

The Council discussed holding the annual spring clean and suggested dates of the 8th, 16th or 22nd March. It was suggested the 22nd March would be the preferred date.

Resolved: that the Clerk will enquire about the availability of the Pavilion on ask the Pavilion Secretary Sarah.

Resolved: that the Clerk will obtain litter picking equipment from Maldon District Council.

24/83/2 Grass Cutting Contract

The Council received a report from the current contractor advising they would be happy to continue their contract with the council for a further three-year period at the following costs:

Year 1 - £190/visit

Years 2 and 3 – £200/visit

Resolved: that the Council would renew the Grounds Maintenance contract with DW Maintenance at the above costs to the 31st March 2028.

24/83/3 Speed Survey

The Council was provided with the statistics from the speed survey which was completed between the 5th and the 11th December 2024.

A member of the public advised he had studied the data and suggested that using average speed figures doesn't account for cars driving dangerously at speeds in excess of 60 miles/hour.

A member of the public asked if the council could purchase and install a Vehicle Activated Sign (VAS).

Resolved: that the Clerk will ascertain what funding streams are available and include this matter on the agenda in July.

Cllr Holt gave an update on a potential new site for a Trucam patrol advising the suggested sites did not meet the criteria of being 150m from a speed sign.

Resolved: The Clerk will ask Cllr Durham if another speed survey could be undertaken outside number 4 High Ridge.

24/84 Finance

24/84/1 Accounts for Payment

The Council approved the following payments made between the 31st January 2025:-

07/11/2024	D R Wallace	October grass cutting	£ 185.00
07/11/2024	Cllr Craig Knapman	Expenses	£ 260.35
08/11/2024	Cllr Craig Knapman	Expenses	£ 94.95
19/11/2024	Little Braxted PC	Remembrance Sunday costs	£ 146.23
20/11/2024	Little Braxted PC	War Memorial maintenance costs	£ 92.07
24/11/2024	ID Mobile	November mobile phone bill	£ 6.00
02/12/2024	Mrs L Townend	November expenses	£ 113.99
02/12/2024	Mrs L Townend	November Salary	£ 402.60
02/12/2024	Skippers GM	Hedge trimming	£ 480.00
28/11/2024	HMRC	November PAYE costs	£ 100.60
11/12/2024	Will Teasel	Pavilion tap replacement	£ 200.00
22/12/2024	ICO -	Data Protection Fee	£ 35.00
24/12/2024	ID Mobile	December mobile phone bill	£ 6.00
27/12/2024	Mrs L Townend	December salary	£ 262.00
27/12/2024	HMRC	December PAYE costs	£ 65.40
31/12/2024	Unity Trust Bank	Service Charge - Dec 2024	£ 6.00
07/01/2025	Cllr Craig Knapman	Expenses	£ 7.99
22/01/2025	Cllr Craig Knapman	Expenses	£ 59.00
24/01/2025	ID Mobile	December mobile phone bill	£ 6.00
28/01/2025	Mrs L Townend	January salary	£ 261.80
28/01/2025	HMRC	January PAYE costs	£ 65.60
28/01/2025	Mrs L Townend	January expenses	£ 44.00
31/01/2025	Unity Trust Bank	January service charge	£ 6.00
TOTAL:			£2,906.58

Resolved: The accounts for payment listed above be approved for payment.

24/84/2 Bank Reconciliation

Cllr Holt verified and signed the bank statements and reconciliation to the 31st December 2024.

Resolved: that the Council note the bank statement was reconciled to the 31st December 2024.

24/84/3 Budget Comparison

The Council received the budget comparison to the 31st December 2024.

Resolved: that the Council note the budget comparison to the 31st December 2024.

24/84/4 Transfers to Earmarked Reserves

The Council received a report recommending the following sums were transferred to Earmarked Reserves:

£225 Election costs

£300 Grants

900 Field and Playground Maintenance

Resolved: that the Council transfer the above sums to earmarked reserves.

24/85 Draft Budget 2025/26

Councillors considered the draft budget and precept for 2025/26.

Resolved: that the council agreed a budget of £14, 222.24 with a precept demand of £13,997.24 being requested from Maldon District Council. This gives a Band D council tax cost of £75.25 per resident.

24/86 Policies and Procedures – Appraisal Policy

The Council considered adopting an Appraisal Policy, ensuring the correct procedure was in place.

Resolved: that the council adopt the Appraisal Policy.

24/87 Schedule of Meetings

Members received a calendar of dates for the Civic year.

Resolved: that the council agree the schedule of meeting from April 2025 to March 2026.

24/88 VE Day 80 – 8th May 2025

The Council considered holding an event to commemorate the 80th anniversary of VE Day, which takes place on Thursday the 8th May 2025.

Resolved: that this item be deferred to the next meeting and to discuss in conjunction with organising an official launch or the refurbished Pavilion.

24/89 Updates

24/89/1 Openreach/Wi Fi Connection to the Pavilion

The Clerk advised Openreach have confirmed installing Wi Fi to the Pavilion would require the Council to sign up to Openreach's Essentials Package, which offers a maximum speed of 32MB at a cost of £29.99 for a 24-month contract. In addition to the monthly fee there would be a £20 activation fee and £11.99 for delivery of the BT Smart hub 2 router. Openreach confirmed there would not be any other costs such as installation of the line

During the installation process Openreach will conduct a survey which will confirm the actual speeds available.

This comes with a 14-day cooling off period, so if after the engineer had visited, they advised there was no other option the council could cancel the order.

Cllr Collins advised he has a contact at Openreach who may be able to support the installation of fibre to the building.

Resolved: That Cllr Collins will advise the Clerk of the direct contact at Openreach to progress the matter.

24/89/2 Sole Trustee Status of the Pavilion

Cllr Collins advised the Secretary of the Pavilion had been working on the matter but was unable to confirm the details.

Resolved: that the Clerk will invite the Pavilion Secretary to the next Council meeting to provide a progress update.

24/89/3 Pavilion Refurbishment Project

Cllr Collins advised the project is now complete, bar the cage for the battery storage.

The final report has been submitted to the Government and another report will be sent to Essex County Council with copies of invoices to confirm grant funding was spent. The charities have been written to and thanked for their support, which enabled further grants to be received.

24/89/4 Gate and Fences

It was reported the gate has been repositioned and the fences have now been repaired.

A member of the public advised work would be needed to repair wiring on the fences in the near future.

24/90 General Announcements

No General announcements were made.

24/91 Items to be Included on the Next Agenda

The following items will be added to the next council agenda:

- An update on the Sole Trustee Status.
- VE Day 80 and Pavilion opening.
- The purchase and installation of a vehicle activated sign will be included on

Resolved: that Members will send information for future agenda items to the Clerk.

24/92 Date of Next Meeting

The Clerk advised the next meeting will be held at 20.00 on the 11th March 2025.

24/93 Chairman Closed the Meeting

There being no further business the Chairman closed the meeting at 21.00

Signed: _____ Dated: _____

Cllr R Collins

Chairman



AGENDA REPORT ITEM 8.2

Community Engagement Service Contract

Background information

Great Braxted Parish Council currently contracts the Community Engagement Team (CET) from Maldon District Council (MDC) for 2 hours per month to conduct TruCam speed enforcement patrols in the village. The current cost of this service is £42.47 per hour, equating to £254.82 per quarter or £1,019.28 per annum.

For the 2025/26 financial year, the Council allocated a budget of £1,080 for this service, based on an anticipated increase in the hourly rate to £45.00. MDC has now confirmed that the actual hourly rate will be £43.24.

Summary

At the confirmed rate of £43.24 per hour, the total annual cost for maintaining the current service level of 2 hours per month will be £1,037.76, resulting in a saving of £42.24 compared to the budgeted amount.

MDC has contacted the Council to request the completion of the service request document to confirm the level of service required for 2025/26.

Recommendation

The Council is asked to decide whether to maintain, increase, or decrease the current level of service at 2 hours per month.

Accounts for Payment

For authorisation on 11/03/2025

Date	Supplier	Item	Net	VAT	Total
24/01/2025	ID Mobile	January mobile phone bill	£ 5.00	£ 1.00	£ 6.00
07/02/2025	Maldon District Council	Trucam patrols Oct-Dec 2024	£ 233.59	£ 46.72	£ 280.31
21/02/2025	Screwfix (Cllr Knapman	Adhesive and screws for pavilion battery cage	£ 62.25	£ 12.46	£ 74.71
24/02/2025	ID Mobile	February mobile phone bill	£ 5.00	£ 1.00	£ 6.00
24/02/2025	EALC	Co-Option, Casual Vacancy and Election Course	£ 80.00	£ 16.00	£ 96.00
28/02/2025	Unity Trust Bank	Month Charge	£ 6.00	£ -	£ 6.00
28/02/2025	Mrs L Townend	February salary	£ 262.00	£ -	£ 262.00
28/02/2025	HMRC	February HMRC costs	£ 65.40	£ -	£ 65.40
03/03/2025	JPS Online	Printed sign	£ 64.50	£ 12.90	£ 77.40
TOTAL:					£ 873.82

Signed: _____

Date: _____