



*Great Braxted
Parish Council*

Clerk to the Council:
Lynda Townend

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21st January 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 28th JANUARY 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 12th November 2024 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 update from Cllr Siddall.

5. Public Participation Session

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

6. Planning

6.1 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:

6.2 To note the Parish Council's response to a planning application considered outside of a meeting and circulated via email (in accordance with Council Resolution 20/15.2):

6.2.1 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.**

6.3 To note planning decisions made by Maldon District Council:

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

7. Environment

7.1 Annual Village Spring Clean

To discuss the logistics and confirm a date of the annual village spring clean.

7.2 Grass Cutting Contract

To consider a quote from DW Maintenance to extend the grass cutting contact to the 31st March 2027. [Report attached](#)

7.3 Speed Survey

To discuss the results of the speed survey. [Report attached](#).

8. Finance

8.1 Accounts for Payment

To agree the accounts for payment, made between meetings, for the period between the 4th November 2024 to the 31st January 2025. ([attached](#))

8.2 Bank Reconciliation

To receive and note the bank reconciliation for Quarter 3. ([attached](#))

8.3 Budget Comparison

To receive and note the budget comparison to the 31st December 2024.
([attached](#))

8.4 Transfers to Earmarked Reserves

To approve the transfer of unspent budget to earmarked reserves. [Report attached](#)

9. 2025/26 Budget and Precept Demand

To approve the budget for 2025/26 and agree the precept. [Report attached.](#)

10. Policies and Procedures

10.1 Appraisal Policy

To consider adopting an Appraisal Policy. [Draft policy attached.](#)

11. Schedule of Meeting Dates

To agree the meeting dates for the next civic year April 2025 to March 2026.
[Schedule attached.](#)

12. VE Day 80

To discuss and consider hosting an event to commemorate the 80th anniversary of VE Day. [Report attached.](#)

13. Updates

To receive an update on the following items:

13.1 Openreach/Wi Fi Connection to the Pavilion

13.2 Sole Trustee Status

13.3 Pavilion Refurbishment Update

13.4 Gate and Fence Update

14. General Announcements

15. Items to be Included on the next agenda

16. Date of Next Meeting

11th March 2025.

17. Chairman to Close the Meeting

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

Reports are available from the Parish Clerk

**Minutes of the Parish Council Meeting held at The Pavilion
on 11th November 2024 at 8pm**

Present:

Councillor R Collins, (Chairman), C Knapman (Vice Chairman), Councillor L Holt, District Councillor R Siddall, Mr Adrian Rayner Manager Team Leader, Community Engagement Team at Maldon District Council, the Clerk and 3 members of the public

The Chairman welcomed everyone to the meeting.

24/61 Apologies for Absence

Apologies were received from Cllrs M Davies and E Miles.

24/62 Minutes of the Parish Council Meeting

RESOLVED: that the minutes of the meeting held on the 17th October 2024 were agreed as a correct record and signed by the Chairman.

24/63 Declarations of Interest

None declared.

24/64 Maldon District Councillor Update

Cllr Siddall, Leader of Maldon District Council provided the Council with an update on District matters including:

- Maldon District Council has appointed Mr Doug Wilkinson to the position of Chief Executive with a remit to move the organisation forward, change the culture within the organisation and to restructure the Council to ensure efficiency goals are met. The restructuring should be completed by July 2025
- The Corporate Plan has been revised and will be launched in December. The focus of the plan is to ensure it is clear and relevant to residents.
- The Levelling Up fund was not realised. However, the Council are now preparing plans to ensure these are in place when future funding is awarded.
- The Council is financially viable and is looking to attract more commercial projects.
- The Government's White Paper on devolution will be published in two weeks which may see changes to how local councils are organised.
- The Government is consulting on changes to the National Planning Policy Framework which will require a set number of new houses to be built instead

of a requirement to build houses based on expected population growth. All local councils will be challenged by the proposed targets.

- A meeting has been held with the newly appointed Chief Executive of the Mid and South Essex NHS Trust to discuss their plans to provide adequate medical services in the area. This will be challenging due to a severe lack of funds.
- Should the planning targets be agreed it is essential the right infrastructure is in place.
- The Council has announced local car parking charges will be waived on selected days in the run up to Christmas.
- New play equipment has been installed in the Promenade Park in Maldon.

Cllr Collins expressed his thanks to the waste team who promptly cleared fly tipping which had been dumped in local lanes.

RESOLVED: that the update provided by Cllr Siddall be received and noted by the Council.

Mr Adrian Rayner, Team Leader of the Community Engagement Team provided the Council with an update to the council, including:-

- The Community Engagement Team are currently recruiting and expect to have employed another 5 officers by March 2025, which will give greater flexibility to patrol frequency and times.
- The Team is now able to complete '100 Car Checks'. If these checks find 10% of the first 100 cars checked are driving over the speed limit, at a set point, a recommendation can be made to Essex Police to use the area as a new testing point.

The Council suggested two sites and Mr Rayner will complete the '100 Car Checks' at both sites.

- The Team is in discussion with Billericay's Vision Zero group which may result in an additional TruCam device being deployed.
- The Team is conducting joint patrols with Essex Police who are able to issue on the spot fines.

Cllr Collins enquired about Mr Rayner's thoughts on the effectiveness of Vehicle Activated Signs (VAS) which Mr Rayner suggested were quite effective.

Cllr Knapman expressed disappointment in the format of the new patrol reports as they did not show the exact time the patrol took place.

RESOLVED: that the update provided by Mr Rayner be received and noted by the Council.

24/65 Public Participation Session

No comments were raised.

24/66 Pavilion Refurbishment

Cllr Knapman provided the Council with an update on the pavilion refurbishment project noting:-

- The project is virtually complete bar the installation of a cage for the solar panel batteries.
- On the 9th December all the taps in the pavilion will be changed to eco, auto switch off taps.
- The installation of Wi Fi to the building is still being investigated.
- Final building control documents are still to be completed.
- Some landscaping is required outside the pavilion to make good the ground where drains were installed.

Cllr Collins expressed his personal thanks to Cllr Knapman for the work he has done organising contractors and keeping checks on monies spent.

RESOLVED: that the update be noted.

24/67 Planning

24/67.1 Planning Applications

24/67/1.1 Earls Colne Neighbourhood Plan Consultation

RESOLVED: that the Council has no objection to the Neighbourhood Plan Consultation.

24/67/1.2 Finchingfield and Wethersfield Neighbourhood Plan Consultation

RESOLVED: that the Council has no objection to the Neighbourhood Plan Consultation.

24/67/3 Planning Decisions by Great Braxted Parish Council

24/67/2.1 24/00730/FUL Demolition of the existing detached 3 bedroom bungalow. Erection of new replacement 4 bed dwelling and associated changes to soft and hard landscaping and biodiversity offset area. **Recommend approval.**

RESOLVED: that the Council's **recommendation for approval** decision to the planning application be noted.

24/68/1 Additional Grass Cutting for 2025

Members considered a request from the Pavilion Management Committee to increase the mowing frequency of the field from April to August.

RESOLVED: that the Council agreed to increase the mowing frequency by an additional two cuts in April and May, should weather conditions allow. The cost for the additional cuts will be met by the Pavilion Management Committee.

24/68/2 Gates and Posts

The Council considered a quote for £690.00 to replace the gates and posts on two pedestrian entrances to the cricket field, using hard wood posts.

RESOLVED: that the Council approve the quote provided by R Clark at a cost of £690.00.

24/68/3 Speeding in the Village

The Council considered a report detailing additional measures which could be taken to try to curb speeding through the village.

RESOLVED: that the Council would continue to contract the Community Engagement Team from Maldon District Council to undertake two hours of TruCam patrols each month.

RESOLVED: that the Clerk will seek specific quotes for VAS signs and seek advice from neighbouring parishes who have installed these signs.

RESOLVED: that the Clerk will seek advice from Essex Highways as to the reason for the placing of a national speed limit sign which is located on Tiptree Road toward Braxted Park Road.

24/68/4 Grass Cutting Contract

The Council was advised the current grass cutting contract with DW Maintenance will come to an end on the 31st March 2025 and the Council noted the charge of £190 DW Maintenance have proposed for a further year's work.

RESOLVED: that the Council would renew the contract with DW Maintenance at a cost of £190/cut for a further year and ask the cost they would charge for a further three-year contact.

24/69 Updates

The Council was provided with updates on the following projects:

1. Hedge Trimming: there has been a delay to the hedge cutting but the works should be completed by the end of November.
2. Openreach: the Clerk advised the application, submitted to Openreach, for a fibre connection has been cancelled due to new advice given. BT has since been contacted who advised:

- a. The village hall needs to be a registered as an address with the District Council and Royal Mail. Maldon District Council have provided contrary advice that the connection can be installed in a 'non-served premises. The Clerk will relay this advice to BT and seek further guidance.
 - b. The Council need to agree a broadband provider and package. Once agreed BT will liaise with Openreach to complete the installation.
 - c. BT confirmed their cost to provide a Wi Fi service to the village hall would be £29.99/month and this would include the installation.
3. Sole Trustee Status: the Secretary of the Pavilion Management Committee provided an update regarding the Council becoming the Sole Trustee of the Pavilion, which included:
- a. A meeting had taken place between the Secretary and a representative from the Rural Community Council of Essex (RCCE).
 - b. The governing document of the trust, set up in 1946, states there will be 8 trustees; one appointed by the Parochial Church Council, one appointed by the Parish Council and 6 appointed from the village.
 - c. An application for a vesting order has been submitted which will enable the Parish Council to become the Sole Trustee to administer and manage the Pavilion's charitable trust.
 - d. To enable the Order to be completed the present trustees must be agreeable to withdraw the right to the original trustee appointments.
 - e. The Secretary sought the Council's agreement to withdraw the right to appoint a trustee to the Village Hall Charitable Trust.

RESOLVED: that the Parish Council agrees to withdraw its right to appoint a trustee to the Village Hall Charitable Trust (The Pavilion Management Committee).

24/70 Finance

24/70/1 Accounts for Payment

The Council approved the following payments made between the 3rd September to the 8th November 2024:-

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
04/09/2024	DW Maintenance	August Grounds Maintenance	370.00	-	370.00
12/09/2024	Cornwell Builders	Second payment	20,000.00	4,000.00	24,000.00
12/09/2024	Maldon District Council	Building Regulations Inspection fee	462.00	92.40	554.40
23/09/2024	Cllr Knapman	Basketball net	7.49	1.50	8.99
24/09/2024	ID Mobile	September phone bill	5.00	1.00	6.00
28/09/2024	Mrs L Townend	September salary			247.80
28/09/2024	Mrs L Townend	August and September expenses			70.00
28/09/2024	HMRC	September payment	61.80	-	61.80
29/09/2024	Ecowatt/Primetime	Solar supply and installation	10,832.50	2,166.50	12,999.00
30/09/2024	Unity Trust Bank	Bank charges June - Sept	18.00	-	18.00
03/10/2024	CN Electrical	Electrical works on the pavilion	£ 971.42	£ 194.28	£ 1,165.70
03/10/2024	Industrial Products	Metal cage for solar batteries	£ 820.00	£ 164.00	£ 984.00
03/10/2024	CN Electrical	Electrical works on the pavilion	£ 83.63	£ 16.73	£ 100.36
03/10/2024	Cllr Knapman	Door bolt	5.20	-	5.20
08/10/2024	Cllr Knapman	Broom and padlock	18.98	-	18.98
08/10/2024	Pavilion Management Committee	Cleaning costs	120.00	-	120.00
09/10/2024	Waltons Tree Services	Playground hedge cutting	285.00	57.00	342.00
09/10/2024	Cllr Knapman	Rake	54.12	-	54.12
10/10/2024	DW Maintenance	September Grounds Maintenance	370.00	-	370.00
11/10/2024	Cornwell Builders	Third payment	17,000.00	3,400.00	20,400.00
11/10/2024	Maldon District Council	Trucam Patrols Jul-Sep 2024	254.82	50.96	305.78
16/10/2024	Roger Clark	Field fencing	90.00	-	90.00
16/10/2024	Cllr Knapman	Pavilion items	134.17	15.39	134.17
18/10/2024	AJA Window and Gutter Cleaning	Pavilion window clean	80.00	-	80.00
24/10/2024	ID Mobile	October phone bill	5.00	1.00	6.00
24/10/2024	Mrs L Townend	New printer	66.65	13.33	79.98
28/10/2024	Mrs L Townend	October salary	247.60	-	247.60
28/10/2024	HMRC	October payment	62.00	-	62.00
29/10/2024	ECS Carpet Care	Pavilion carpet cleaning	293.46	-	293.46
30/10/2024	The Royal British Legion	Poppy cross	30.00	-	30.00
30/10/2024	Cllr Knapman	Pavilion Shower fittings	12.99	-	12.99
31/10/2024	Unity Trust Bank	September bank fees	5.40	-	5.40
01/11/2024	Cllr Knapman	Pavilion items	137.13	-	137.13
01/11/2024	Will Teasel	Repair to disabled toilet	40.00	-	40.00
08/11/2024	Cornwell Builders	Pavilion building costs	4,068.00	813.60	4,881.60
		TOTAL:			£68,302.46

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

24/70/2 Bank Reconciliation

Cllr Holt verified the bank statements and reconciliation to the 30th September 2024.

RESOLVED: that the Council note the bank statement was reconciled to the 30th September 2024

24/70/3 Budget Comparison

The Council received the budget comparison to the 30th September 2024.

RESOLVED: that the Council note the budget comparison to the 30th September 2024.

24/70/4 Clerk's Annual Pay Increase and Salary Adjustment

The Council noted the NJC's pay agreement for 2024 and calculations for back pay to the 1st April 2024.

RESOLVED: that the Council noted the new hourly rate and approved a back pay amount of £86.80 be paid to the Clerk on the 28th November 2024.

The Council considered a request by the Clerk to move her salary point from SCP 19 to SCP 20 following the successful completion of the CiLCA qualification in June 2024, as detailed in the Clerk's Contract of Employment. The adjustment resulted in a back payment due of £89.00

RESOLVED: that the Council agreed to adjust the Clerks Scale Point to 20 and approved a back pay amount of £89 be paid to the Clerk on the 28th November 2024.wage.

24/70/5 Draft Budget 2025/26

Councillors considered the draft budget for 2025/26 and agreed to include a sum of £1,366.26 in Field and Playground Maintenance thereby ensuring the budget remains at the same level as 2024/25.

The Clerk confirmed the final budget would be agreed at the meeting of the Council in January 2025 and the precept demand would be issued to Maldon District Council after that meeting.

RESOLVED: that the council will endeavour to keep the budget flat at £13,977.24.

24/71 General Announcements

24/72 Items to be Included on the Next Agenda

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

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

24/73 Date of Next Meeting

The Clerk advised the next meeting will be held at 20.00 on the 28th January 2025.

24/74 Chairman Closed the Meeting

There being no further business the Chairman closed the meeting at 21.41.

Signed: _____ Dated: _____

Cllr R Collins

Chairman



AGENDA ITEM 7.2

AGENDA REPORT

Grass Cutting Contract

Background information

The current grass-cutting contract with DW Maintenance, which includes routine maintenance of the cricket field, is due to end on 31st March 2025.

At the Council meeting on 12th November 2024, councillors were informed that continuing the service with DW Maintenance for a further year would cost £190 per visit, representing a £5 increase on the current rate of £185 per visit.

Satisfied with the quality of their work and the price quoted for a one-year extension, the Council resolved to explore the cost of extending the contract for a further three years.

Summary

DW Maintenance has provided a quotation for extending the service until 31st March 2028.

The proposed costs are:

Year 1 2025/26: £190/visit

Years 2 and 3 2026/28: £200/visit

Recommendation

Councillors are asked to consider approving a three-year extension of the current grass-cutting contract with DW Maintenance, running until the 31st March 2028, at the costs outlined above.

Agenda Item 7.3 Speed Survey Results

PROJECT	24530 GT BRAXTED
SITE CODE	24530-01
LOCATION	ATC01 - Tiptree Rd, Gt Braxted
LOC. DESC.	30mph repeater, 260m NE of j/w Braxted Ln
START DATE	Thu 05 Dec, 2024
END DATE	Wed 11 Dec, 2024 (inc.)
SPEED LIMIT	30mph
SURVEY TYPE	7-day ATC, 15min periods, 10 veh. classes



7-DAY AUTOMATIC TRAFFIC COUNT

A 7-day automatic traffic count on Tiptree Rd, Gt Braxted, commencing Thu 05 Dec 2024, recorded a total of 5,653 vehicles. The posted speed limit of 30mph was exceeded by 51.4% of vehicles, and the seasonally adjusted, combined AADT value is 993 (see 'Equipment & methodology' below).

The combined summary on the left shows the total volumes, average speeds, AADT and 85%iles recorded in both directions from all the recorded data, plus the Mon-Fri peak periods. Speeding vehicles are defined as those travelling 31mph and above.

The summaries below provide directionalised details including speeding percentages and weekday daytime details.

SUMMARY

COMBINED NORTHEAST- & SOUTHWESTBOUND

Total recorded volume	5,653
Avg daily volume (based on 7 days)	807.6
Average daily speed (7 days)	30.5mph
Average daily 85%ile (7 days)	36.3mph
AADT (annual average daily traffic)	992.7
AAWT (annual average weekday traffic)	1,147.0
Avg weekday volume (Mon-Fri, 24hrs)	933.0
Avg weekday speed (Mon-Fri, 24hrs)	30.9mph
Avg 12hr weekday volume (Mon-Fri, 0700-1900)	836.0
Avg 12hr weekday speed (Mon-Fri, 0700-1900)	30.7mph

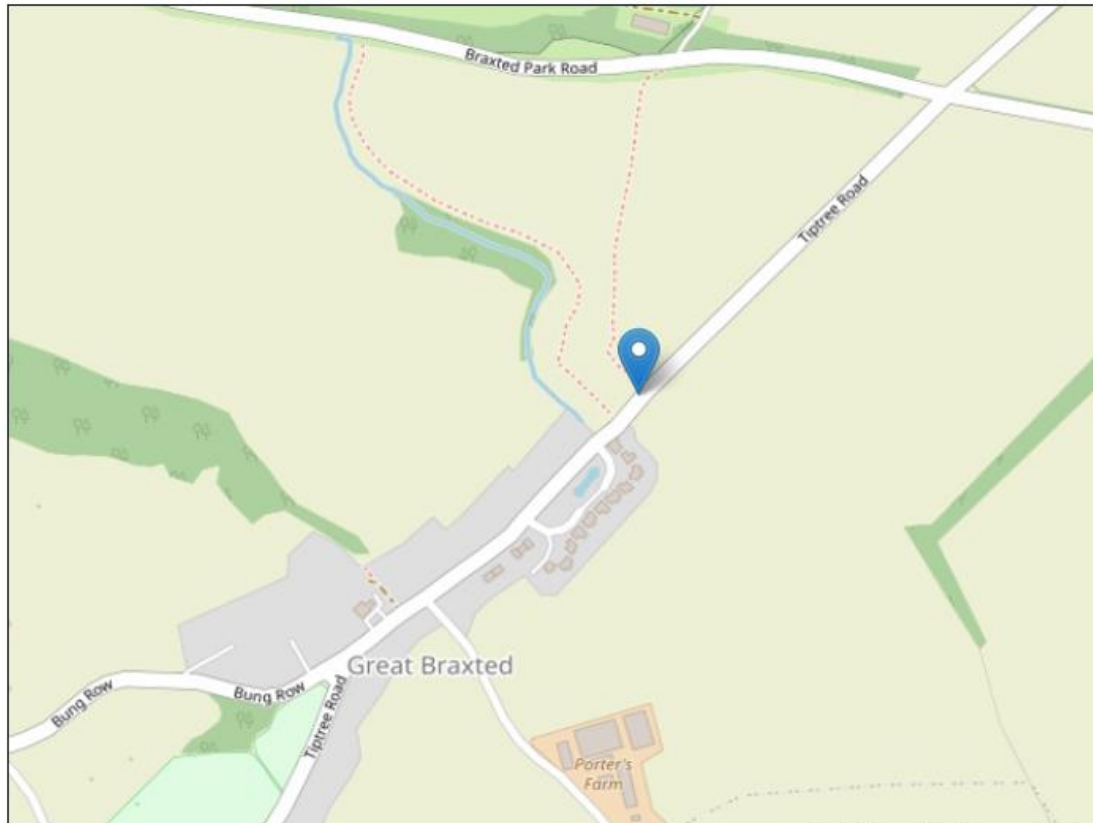
NORTHEASTBOUND

Total recorded volume	2,782
Avg daily volume (based on 7 days)	397.4
Average daily speed (7 days)	31.3mph
Average daily 85%ile (7 days)	37.7mph
% of vehicles exceeding 30mph	56.8%
Avg weekday volume (Mon-Fri, 24hrs)	452.8
Avg weekday speed (Mon-Fri, 24hrs)	31.6mph
Avg 12hr weekday volume (Mon-Fri, 0700-1900)	403.6
Avg 12hr weekday speed (Mon-Fri, 0700-1900)	31.5mph
Avg 12hr weekday 85%ile (Mon-Fri, 0700-1900)	37.6mph
AM avg peak vol period (Mon-Fri)	08:00 to 08:15
PM avg peak vol period (Mon-Fri)	17:15 to 17:30

SOUTHWESTBOUND

Total recorded volume	2,871
Avg daily volume (based on 7 days)	410.1
Average daily speed (7 days)	29.6mph
Average daily 85%ile (7 days)	34.9mph
% of vehicles exceeding 30mph	46.1%
Avg weekday volume (Mon-Fri, 24hrs)	480.2
Avg weekday speed (Mon-Fri, 24hrs)	30.1mph
Avg 12hr weekday volume (Mon-Fri, 0700-1900)	432.4
Avg 12hr weekday speed (Mon-Fri, 0700-1900)	30.0mph
Avg 12hr weekday 85%ile (Mon-Fri, 0700-1900)	35.1mph
AM avg peak vol period (Mon-Fri)	08:00 to 08:15
PM avg peak vol period (Mon-Fri)	15:30 to 15:45

SITE LOCATION

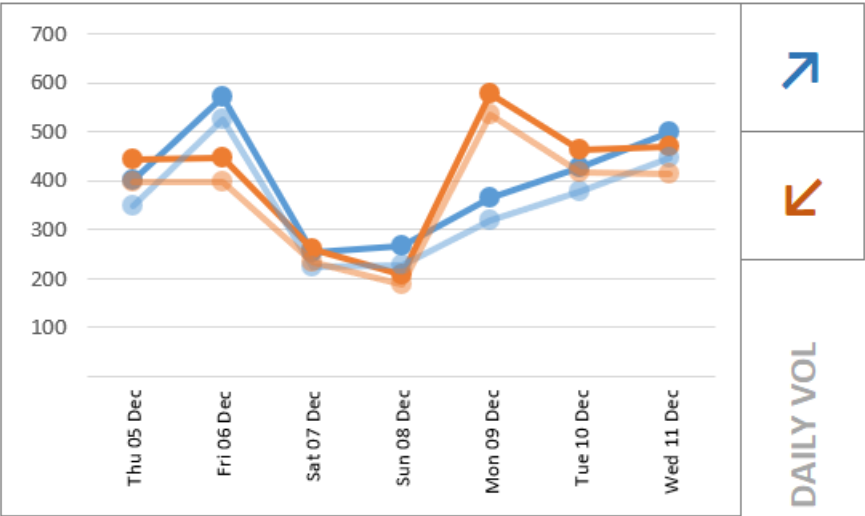


Map © OpenStreetMap contributors

LOCATION	Tiptree Rd, Gt Braxted
DESC.	30mph repeater, 260m NE of j/w Braxted Ln
DATES	Thu 05 Dec to Wed 11 Dec inc.
OSGR	586439, 214403
LAT / LNG	51.797194, 0.702333
POST CODE	CM8 3EQ
PSL	30mph
BUS ROUTE	No
DIRECTION 1	↗ Northeastbound
DIRECTION 2	↙ Southwestbound

DAILY VOLUMES

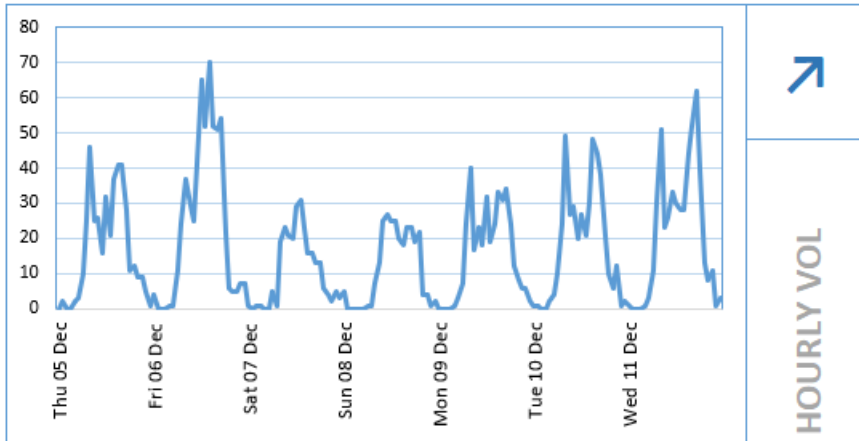
NORTHEAST- & SOUTHWESTBOUND



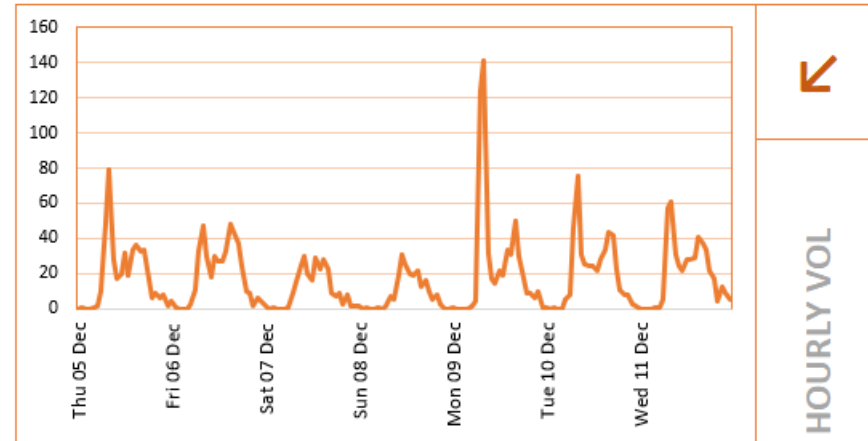
Total 24hr northeastbound (solid, dark blue) and southwestbound (solid, dark orange) traffic volumes, with light blue and orange representing 12hr volumes (0700-1900), over 7 consecutive days from all available data.

As can be expected, the lowest 24hr volumes were recorded on the Sunday, whilst the highest was on the Friday.

HOURLY VOLUMES

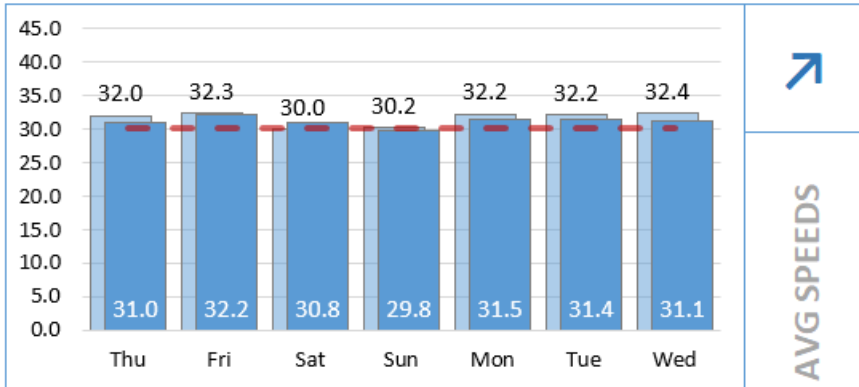


Hourly northeastbound traffic volumes over each 24hr period for 7 days from all available data

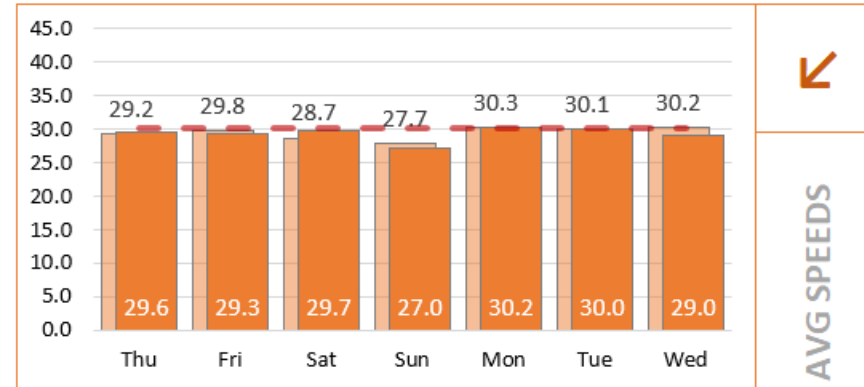


Hourly southwestbound traffic volumes over each 24hr period for 7 days from all available data

24hr & 12hr AVG SPEEDS

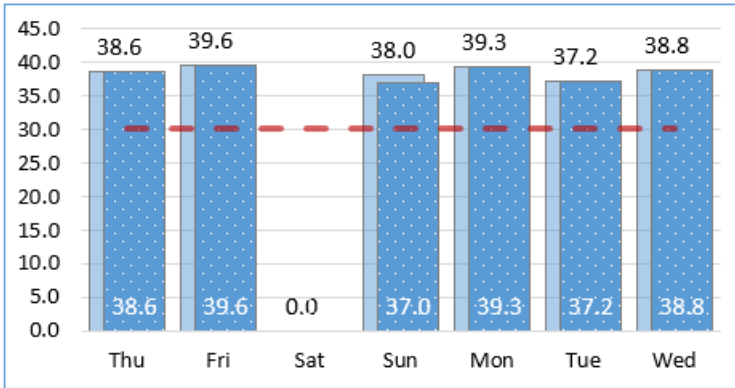


24hr (light) & 12hr daytime (dark blue, 0700-1900) average northeastbound speeds compared against the posted speed limit of 30mph



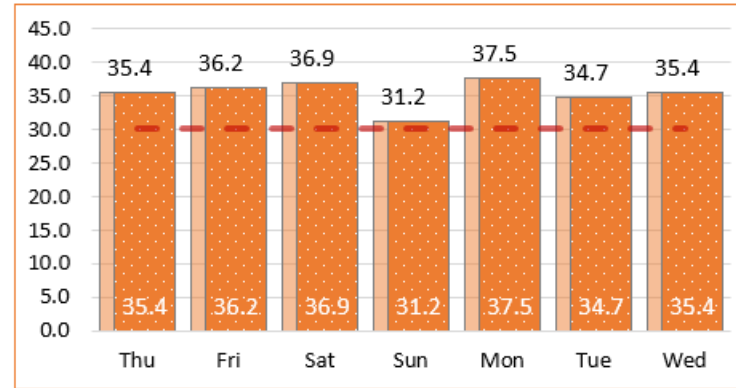
24hr (light) & 12hr daytime (dark orange) average southwestbound speeds compared against the posted speed limit of 30mph

24hr & 12hr 85%ile SPEEDS



AVG 85%ILES

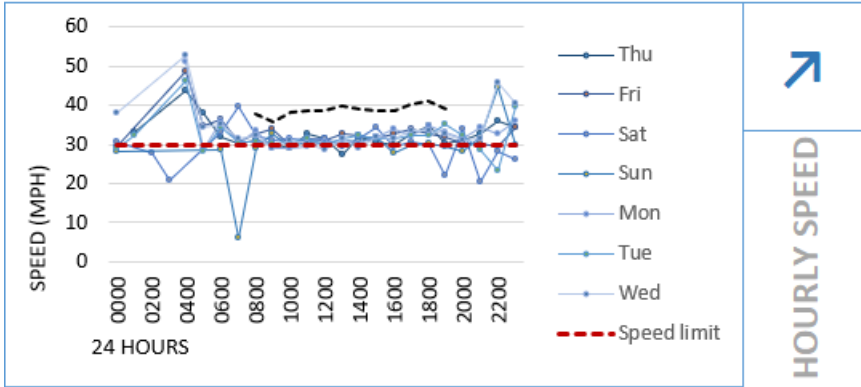
24hr (light) & 12hr daytime (dark blue, 0700-1900) average northeastbound 85%ile speeds compared against the posted speed limit of 30mph



AVG 85%ILES

24hr (light) & 12hr daytime (dark orange, 0700-1900) average southwestbound 85%ile speeds compared against the posted speed limit of 30mph

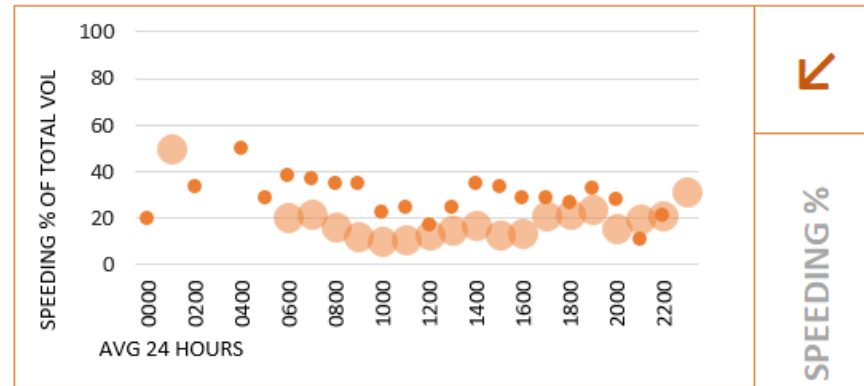
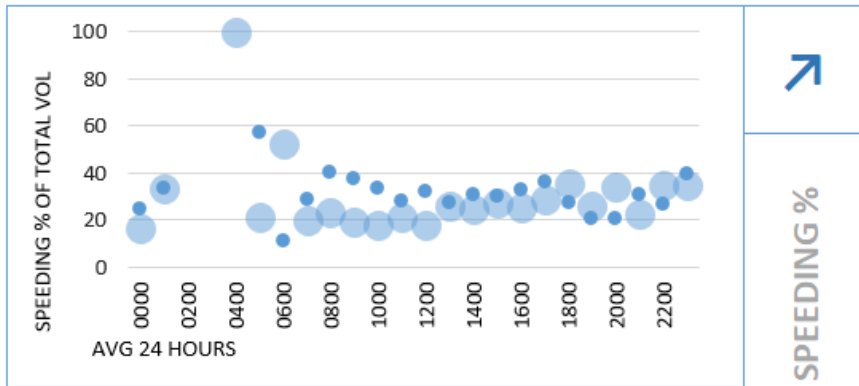
HOURLY SPEEDS



Average hourly speeds (solid thin colours) and 85th percentile (dashed black) compared against 30mph posted speed limit (dashed red). The 85th percentile is the speed at which 85% of all vehicles are observed to travel under free flowing conditions. A minimum of ten vehicles per speed bin is required for this calculation, hence the overnight low-volume 85th percentile values may be zero.

The peak northeastbound daytime speed was 45.3mph at 18:45 on Mon 09 Dec, whilst the peak southwestbound speed was 41mph at 18:45 on Wed 11 Dec (based on 15min averages between 0700 & 1900).

SPEEDING % EXCEEDING 30mph



7-day average percentages of vehicles exceeding the posted speed limit each hour. The small, darker dots represent the percentage travelling between 30 and 35mph, whilst the larger markers represent those at 36mph and above. A high proportion of larger dots may indicate a potential speeding issue.

NORTHEASTBOUND WEEKDAY AVG



TIME	MOTOR CYCLES	CARS / LGV1	LGV2 / MGV	HGV RIGID	HGV ARTIC'D	TOTAL
0000	0.0	1.0	0.2	0.0	0.0	1.2
0100	0.0	0.4	0.2	0.0	0.0	0.6
0200	0.0	0.0	0.0	0.0	0.0	0.0
0300	0.0	0.0	0.0	0.0	0.0	0.0
0400	0.0	1.2	0.2	0.0	0.0	1.4
0500	0.0	1.6	1.2	0.0	0.0	2.8
0600	0.0	8.8	1.0	0.0	0.0	9.8
0700	0.0	23.8	1.6	0.0	0.0	25.4
0800	0.4	41.4	2.8	0.0	0.0	44.6
0900	0.0	22.4	2.4	0.0	0.0	24.8
1000	0.2	23.2	2.4	0.0	0.0	25.8
1100	2.2	21.6	1.8	0.0	0.0	25.6
1200	0.6	32.6	4.0	0.0	0.0	37.2
1300	0.2	24.2	3.6	0.2	0.0	28.2
1400	0.4	33.2	4.2	0.0	0.0	37.8
1500	0.2	37.2	6.2	0.0	0.0	43.6
1600	0.2	39.2	4.4	0.0	0.0	43.8
1700	0.6	39.4	3.2	0.0	0.0	43.2
1800	0.2	22.2	1.2	0.0	0.0	23.6
1900	0.2	9.8	0.6	0.0	0.0	10.6
2000	0.0	6.2	1.0	0.0	0.0	7.2
2100	0.0	8.2	0.4	0.0	0.0	8.6
2200	0.0	2.8	1.2	0.0	0.0	4.0
2300	0.0	2.4	0.6	0.0	0.0	3.0
12hr TTL	5.2	360.4	37.8	0.2	0.0	403.6
24hr TTL	5.4	402.8	44.4	0.2	0.0	452.8
	1%	89%	10%	0%	0%	

SOUTHWESTBOUND WEEKDAY AVG



TIME	MOTOR CYCLES	CARS / LGV1	LGV2 / MGV	HGV RIGID	HGV ARTIC'D	TOTAL
0000	0.0	1.2	0.0	0.0	0.0	1.2
0100	0.0	0.4	0.0	0.0	0.0	0.4
0200	0.0	0.2	0.0	0.0	0.0	0.2
0300	0.0	0.0	0.0	0.0	0.0	0.0
0400	0.0	0.4	0.0	0.0	0.0	0.4
0500	0.0	1.6	1.0	0.0	0.0	2.6
0600	0.4	5.6	1.6	0.0	0.0	7.6
0700	0.8	53.2	7.4	0.0	0.0	61.4
0800	0.2	70.4	9.2	0.0	0.8	80.6
0900	0.4	25.0	5.0	0.0	0.0	30.4
1000	0.6	17.0	2.6	0.0	0.0	20.2
1100	0.8	19.4	1.8	0.0	0.0	22.0
1200	0.8	22.6	3.2	0.0	0.0	26.6
1300	0.6	19.0	3.2	0.0	0.2	23.0
1400	0.2	28.4	3.0	0.0	0.0	31.6
1500	0.6	34.8	2.6	0.0	0.0	38.0
1600	0.6	37.4	3.6	0.0	0.0	41.6
1700	0.2	31.4	3.8	0.0	0.0	35.4
1800	0.0	19.4	2.2	0.0	0.0	21.6
1900	0.0	10.2	0.2	0.2	0.0	10.6
2000	0.0	7.2	0.6	0.0	0.0	7.8
2100	0.0	6.4	0.6	0.0	0.0	7.0
2200	0.0	7.0	0.2	0.0	0.0	7.2
2300	0.0	2.8	0.0	0.0	0.0	2.8
12hr TTL	5.8	378.0	47.6	0.0	1.0	432.4
24hr TTL	6.2	421.0	51.8	0.2	1.0	480.2
	1%	88%	11%	0%	0%	

Average weekday northeastbound and southwestbound volumes by class (condensed to the AQMA scheme), including 12hr totals for 0700-1900 and overall average percentages. Calculated from all available data over 5 weekdays. See 'Equipment & Methodology' below for accuracy details.

METHODOLOGY

Equipment & methodology

Automatic traffic counts are undertaken using a pair of pneumatic tubes installed securely across the carriageway, one metre apart, recording air pulses to determine vehicle speed, class and volume. The ATC equipment generally remains in place for a consecutive seven day period, and the data analysed post-survey.

In queuing conditions, the accuracy of ATC recording equipment may reduce as follows;

- 20 – 30mph: potential reduction of 9% accuracy in volume values
- 10 – 20mph: potential reduction of 26% accuracy in volume values
- 00 – 10mph: potential reduction of 39% accuracy in volume values

These figures are based on multiple ATC results compared against accepted reference values from resilient manual counts.

Weather & environmental

Inclement conditions during winter months or outbreaks of unseasonable weather may affect survey data collection. This can result in distorted traffic flows or unusable data and should be considered prior to survey approval. Although forecast checks are made prior to the survey commencing, Essex Highways cannot be held responsible for the forecast accuracy.

Equipment damage, failure & calculations

Although checked intermittently the equipment remains unmanned for much of the duration of the survey, and can potentially be interfered with, vandalised, damaged or stolen and Essex Highways cannot be held responsible for any periods where data has not been captured.

The equipment is located in accordance with the details provided by the client and Essex Highways cannot be held responsible for the accuracy of the data or loss of equipment due to theft and vandalism.

16hr AADTs are calculated using the seasonal COBA methodology; DMRB Vol. 13, Pt 4: Traffic Flow Input To COBA, with formulae available in the (hidden) config worksheet.

Roadworks & events

Where possible, roadworks checks are made 10 days before, and 48 hours before, the survey commences. Additionally, influencing major local events are also monitored, covering the immediate vicinity of the surveys and any routes likely to affect the outcome of the survey.

CLASS	DESC.	AXLES	LENGTH	COBA	AQMA	MANUAL
1	Motorcycles	2	Up to 1.7m	N/A	MC	MC
2	Cars, 4WD, vans	2	1.7 to 3.2m	CAR & LGV	CAR	CAR & LGV1
3	Class 2 & trailer	3, 4 or 5	2.1 to 3.2m			
4	2-axle truck/bus	2	3.2m+	OGV1 & PSV	LGV & MGV	LGV2/PSV
5	3-axle truck/coach	3		OGV1		MGV/PSV
6	4-axle truck	4		OGV2	HGV RIGID	HGV1
7	3-axle articulated	3			HGV ARTIC	HGV2
8	4-axle articulated	4				
9	5-axle articulated	5				
10	6+ axle articulated	6+				

Vehicle classifications

Vehicles recorded by the ATC are placed into one of ten classes (bins) based on axle spacing and pattern. This scheme is based on the AustRoad 94 algorithm and modified for UK traffic, referred to as ARX. The table on the left aligns the ARX classifications with the COBA Chapter 8 (Vol 13, Sec 1) classifications, AQMA (air quality management standard) and the Essex 9-class, as used in manual junction counts undertaken by Essex Highways.

Under adverse conditions the accuracy of ATC classifications will deteriorate and an appropriate link count should be used for validation.

Disclaimer

Although every attempt is made to achieve accuracy, neither Essex County Council nor Essex Highways may be held liable for errors of fact or interpretation.

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**Accounts for
Payment**

For authorisation on 28/01/2025

Date	Supplier	Item	Net	VAT	Total
07/11/2024	D R Wallace	October grass cutting	£ 185.00	£ -	£ 185.00
07/11/2024	Cllr Craig Knapman	Expenses	£ 220.25	£ 40.10	£ 260.35
08/11/2024	Cllr Craig Knapman	Expenses	£ 79.12	£ 15.83	£ 94.95
19/11/2024	Little Braxted PC	Remembrance Sunday costs	£ 146.23	£ -	£ 146.23
20/11/2024	Little Braxted PC	War Memorial maintenance costs	£ 92.07	£ -	£ 92.07
24/11/2024	ID Mobile	November mobile phone bill	5.00	£ 1.00	£ 6.00
02/12/2024	Mrs L Townend	November expenses	£ 113.99	£ -	£ 113.99
02/12/2024	Mrs L Townend	November Salary	£ 402.60	£ -	£ 402.60
02/12/2024	Skippers GM	Hedge trimming	£ 400.00	£ 80.00	£ 480.00
28/11/2024	HMRC	November PAYE costs	£ 100.60	£ -	£ 100.60
11/12/2024	Will Teasel	Pavilion tap replacement	£ 200.00	£ -	£ 200.00
22/12/2024	ICO -	Data Protection Fee	£ 35.00	£ -	£ 35.00
24/12/2024	ID Mobile	December mobile phone bill	£ 5.00	£ 1.00	£ 6.00
27/12/2024	Mrs L Townend	December salary	£ 262.00	£ -	£ 262.00
27/12/2024	HMRC	December PAYE costs	£ 65.40	£ -	£ 65.40
31/12/2024	Unity Trust Bank	Service Charge - Dec 2024	£ 6.00	£ -	£ 6.00
07/01/2025	Cllr Craig Knapman	Expenses	£ 7.99	£ -	£ 7.99
22/01/2025	Cllr Craig Knapman	Expenses	£ 49.17	£ 9.83	£ 59.00
24/01/2025	ID Mobile	December mobile phone bill	£ 5.00	£ 1.00	£ 6.00
28/01/2025	Mrs L Townend	January salary	£ 261.80	£ -	£ 261.80
28/01/2025	HMRC	January PAYE costs	£ 65.60	£ -	£ 65.60
28/01/2025	Mrs L Townend	January expenses	£ 44.00	£ -	£ 44.00
31/01/2025	Unity Trust Bank	January service charge	£ 6.00	£ -	£ 6.00
TOTAL:					£2,906.58

Signed: _____

Date: _____

Agenda Item 8.2

Great Braxted Parish Council Bank Reconciliation Quarter 3

Unity Trust Bank Balance at	01/10/2024	<u>£ 30,297.39</u>
	Cheques not presented	£ -
	Plus income	£ 14,039.69
	Less expenditure	£ 32,440.86
	Balance carried forward	£ 11,896.22
Unity Trust Bank Balance at	31/12/2024	<u>£ 11,896.22</u>

Reconciled to bank statement on 19th January 2024

Signed: _____

Name: Cllr Lesley Holt

Q3 2024/25 Budget Comparison From the 1st April to 31st December 2024

Income

Budget heading	Budget 2024/25	Actuals	Variance	Comments
Precept	£ 13,977.24	£ 13,996.43	£ 19.19	Includes £19.43 late payment from MDC
Other	£ -	£ 37.50	£ 37.50	EALC training bursary
Pavilion Management Committee	£ 225.00	£ 225.00	£ -	Contribution to grass cutting
VAT Reclaim	£ -	£ 15,210.13	£ 15,210.13	
TOTAL:	£ 14,202.24	£ 29,469.06	£ 15,266.82	

Expenditure

Budget heading	Budget 2024/25	Actuals	Variance	Comments
Clerk and office costs	-£ 5,048.98	-£ 4,132.82	£ 916.16	Clerks salary, expenses and office costs
Insurance and subscriptions	-£ 2,028.26	-£ 1,163.63	£ 864.63	Membership fees, insurance and Trucam patrol costs
Grants/donations/bulletin	-£ 797.00	-£ 468.30	£ 328.70	Braxted Conservation Group
Field and playground	-£ 6,328.00	-£ 5,051.54	£ 1,276.46	Includes playground expenses totalling £1,053.68, £690 fencing repairs/maintenance £89.60 for traffic signs, £228.26 new hose and cart, £2,590 for grass cutting and £400 for hedge cutting.
TOTAL:	-£ 14,202.24	-£ 10,816.29	£ 3,385.95	

PAVILION PROJECT

Income

Grants	£ -	£ 69,192.00	£ 69,192.00
TOTAL:	£ -	£ 69,192.00	£ 69,192.00

Expenditure

Pavilion project/expenditure	0	80,643.81	£80,643.81
TOTAL:	0	80,643.81	£80,643.81



Agenda item: 8.4

AGENDA REPORT

Transfer of Budget to Earmarked Reserves

Background

Earmarked reserves are funds set aside for specific projects, initiatives, or expenditures. These reserves allow the council to allocate resources based on their priorities, such as improving infrastructure, investing in community projects, or purchasing new equipment. They can be considered as savings for future projects.

The 2024/25 budget allocated funds under specific budget headings. However, it is apparent that several of these funds will not be spent before the financial year ends on 31st March 2025. To ensure these funds are available for the relevant works when they are commissioned, it is recommended that the unspent funds be transferred to Earmarked Reserves.

This report outlines the amounts, budget headings, and reasons for the virement request.

Summary

The following budget headings and amounts have been identified as unspent and are unlikely to be used before the end of the financial year:

1. Election Cost – £225

- To ensure funds are available to cover the cost of the next election in 2027 a sum of £225, has been budgeted for 2024/25 and will be budgeted for in the years 2025/26 and 2026/27.

2. Grants – £300

- A sum of £500 was set aside in 2024/25 to go toward grants including the costs incurred in a village event to commemorate the 80th Anniversary of D Day. 2025 will be the 80th anniversary of VE Day and the village may wish to hold an event to commemorate this.

3. Field and Playground Maintenance – £900

- A sum of £1,590 was allocated in the 2024/25 budget to replace several posts and rails and as a contingency to cover the cost of unexpected maintenance works. Due to a change in the specification for the fence repairs the actual cost was £400 less than budget.

Total: £1,425

Recommendation

The Council is asked to consider transferring the above amounts to earmarked reserves to ensure funding is available when required. Doing so ensures future budgets are kept to a minimum reducing the financial burden on residents by minimising future budget increases.



Agenda item: 9

AGENDA REPORT

BUDGET AND PRECEPT FOR 2025-26

Background information

The Council must set its annual budget and determine the precept for the upcoming financial year. The precept demand is to be submitted to Maldon District Council by the end of January 2025.

At the Council meeting on 12th November 2024, Minute Reference 24/70/5, councillors reviewed a draft budget and agreed to maintain the budget as set for 2024/25.

Summary

The Council's budget in 2024/25 was set at **£13,997**, resulting in a Band D council tax rate of **£77.01**.

Maintaining the same budget for 2025/26 will enable the Council to continue to:

- Fund grounds maintenance for the field and cricket pitch.
- Support the Remembrance Day Service and maintain the war memorial.
- Finance two hours of TRUCAM monitoring per month at £45/hour.
- Conduct playground inspections.
- Undertake necessary tree and hedge maintenance around the field.

As the tax base has increased slightly to 186, from 181.5, this will result in a slight decrease in the Band D council tax rate to **£75.25**

Draft Budget Calculations for 2025/26

1. Income

The Council's income comes from two sources:

- **Precept:** The primary funding source, proposed to be set at **£13,997**.
- **Pavilion Management Committee (PMC):** Contributions of £25 per home cricket game, totalling **£225** (9 home games).

2. Expenditure

- **Clerk and Office Costs:** Proposed budget of **£5,675** (+5.7%) to account for the NALC pay award and the Clerk's completion of the CiLCA qualification.
 - Clerk's salary, training, and office expenses: £4,268
 - HMRC costs: £792
 - Auditor costs: £615
- **Insurance and Subscriptions:** Proposed budget of **£2,068** (+8.9%).
 - TRUCAM costs: £1,080
 - Insurance: £497
 - Memberships/subscriptions: £266
 - Future election costs: £225
- **Grants and Donations:** Proposed budget of **£816** (+2.4%).
 - Royal British Legion donation: £30
 - War memorial maintenance and Remembrance Sunday: £286
 - Village event to commemorate the 80th anniversary of VE Day and other grants: £500
- **Field, Playground, and Environment:** Proposed budget of **£5,663** (+5.9%).
 - Grass cutting, hedge trimming, playground and fence repairs: £5,286.
 - Defibrillator: £377 new battery required in 2025.

Reserves

Current earmarked reserves held include:

- **£1,318.09** playground funds as at the 9th October 2024
- **£1,825** for community projects

Proposed funds to be transferred to earmarked reserves:

- **£225** election costs
- **£900** tree maintenance
- **£300** grants

Recommendation

Councillors are asked to receive, consider, and approve the proposed budget and precept for 2025/26.



AGENDA ITEM 10.1

AGENDA REPORT Appraisal Policy

Background information

During the internal audit conducted in April 2024, the auditor highlighted that the Parish Clerk, who also serves as the Responsible Financial Officer (RFO), had not received an appraisal during the 2023/24 financial year. The auditor commented:

“An annual staff appraisal is good practice for all employers. One has not been undertaken in 2023/24 and is recommended for the coming year.”

This omission was noted as an area for improvement, and the adoption of a formal Appraisal Policy is necessary to address this issue. Regular appraisals are a fundamental part of good governance, ensuring accountability, transparency, and compliance with recognised best practices in local council management.

Summary

To ensure compliance with the internal auditor's recommendations and align the Council's employment practices with good practice standards, an Appraisal Policy for the Parish Clerk/RFO has been drafted, as attached.

The introduction of this policy will address the concerns raised during the audit and help the Council establish a consistent framework for evaluating the performance and development of its Clerk/RFO.

Recommendation

It is recommended that the Council adopts the Appraisal Policy for the Parish Clerk/RFO, as set out in the attached draft to demonstrate its commitment to effective employment practices and continuous improvement.



Great Braxted Parish Council

Appraisal Policy – Parish Clerk/RFO

Scope

Great Braxted Parish Council currently employs one member of staff, the Clerk, who also serves as the Responsible Financial Officer (RFO). This appraisal policy pertains to that role.

If the Council employs additional staff in the future, a tailored appraisal structure will be established. Appraisals for other employees will usually involve their direct line manager.

Purpose of appraisal

The appraisal process provides an opportunity for the Clerk and one or more councillors to:

- Evaluate performance against agreed objectives.
- Identify strengths, challenges, and areas for development.
- Support the Clerk's professional growth in alignment with Council priorities.

The appraisal cycle

Frequency: Appraisals will occur annually, based on the date of the last appraisal. A six-month review will be conducted for newly appointed Clerks.

Timing: Appraisals will generally take place in January each year to align with Council planning cycles.

Identifying the appraisers

- The appraisal will be conducted by two councillors.
- One appraiser will normally be the Chairman of the Parish Council.
- The Clerk may propose a second appraiser, subject to agreement by the Chairman.
- If the Chairman is unavailable, the Council will appoint an alternative appraiser.

Preparation for the appraisal meeting

To ensure meaningful discussion, the following preparations will be made:

Appraisers:

- Invite feedback from all councillors regarding the Clerk's performance and development needs. Must be submitted at least seven days before the appraisal meeting.
- Gather evidence and consider responses to the preparation questions in **Annex A**.
- Agree the appraisal meeting date with the Clerk at least two weeks in advance.

Clerk:

- Reflect on achievements, challenges, and development needs using the preparation questions in **Annex A**.
- Provide any additional feedback or context for the appraisal meeting.

Appraisal Meeting

The appraisers and Clerk will set a date for the formal appraisal meeting.

The appraisal meeting will be a constructive, open, two-way discussion on performance and development needs. Key features include:

- **Reviewing Past Performance:** Reflecting on achievements, challenges, and progress against previous objectives.
- **Setting Objectives:** Agreeing on SMART objectives (Specific, Measurable, Achievable, Realistic, and Time-bound) for the coming year.
- **Identifying Development Needs:** Discussing training or resources to support the Clerk's role.
- **Summary and Agreement:** Concluding with a shared understanding of priorities and next steps.

No new issues should be introduced during the appraisal unless they have been previously communicated to the Clerk and are supported by evidence. This ensures the process is fair, transparent, and focused on constructive development.

Appraisal Record

The discussion and outcomes will be documented on the **Performance Appraisal Form** (Annex B). The record will include:

- Key discussion points.
- Agreed objectives for the next year.
- Training and development needs.

A copy of the completed form will be securely stored by the appraisers and the Clerk.

Confidentiality and GDPR

- All appraisal discussions, notes, and records are confidential.
- Records will be securely stored in compliance with GDPR.
- Access is restricted to the Clerk and appraisers.
- Any public or council discussions related to appraisals must exclude the press and public, as per Standing Orders.

Dispute Resolution

In the event of disagreement over appraisal outcomes, the matter will be referred to the full Council or an HR panel for review.

Policy Review

This policy will be reviewed every three years to ensure it remains fit for purpose.

The appraisers and Clerk will set a date for the formal appraisal meeting.

The appraisers will invite all councillors to provide feedback on performance and development needs prior to the appraisal meeting. The Clerk may invite others to provide feedback to the appraisers.

The appraisers and Clerk will set a date for the formal appraisal meeting. To assist the process, the:-

- **Appraisee** should consider questions listed at Annex A under "Preparation for Appraisal: appraisee". This is intended to support the process and will not form part of the finished appraisal documentation.
- **Appraiser(s)** will similarly prepare for the appraisal by considering the questions under "Preparation for Appraisal: appraiser" to which other Councillors can have an input before the appraisal meeting (gathering evidence, above). This is also intended to support the process and will not form part of the finished appraisal documentation.

Annex A: Preparation for Appraisal:

Clerk's Preparation Questions

1. What aspects of the role do you feel you do well?
2. Are there aspects of the role you find difficult/problematic?
3. How might these difficulties be addressed?
4. What training or professional development do you feel you need?
5. What further support would help you in your role?
6. Reflecting on last year's objectives, what progress have you made?
7. What do you think your main objectives should be for the next 12 months?

Appraisers Preparation Questions - Note: all councillors can contribute to these answers which are intended to inform the discussion at the appraisal meeting.

1. What are the Council's main requirements of the Clerk/RFO role? (needs to align with the Job Description)
2. What are the employee's strengths and accomplishments in the role?
3. Are there any areas for improvement? (cite examples and evaluate performance against objectives)
4. What are the Council's priorities for next year?
5. How can the Clerk/RFO support these priorities?

Annex B: Great Braxted Performance Appraisal Form

Name:

Job title:

Period under review:

from

to

Date of appraisal meeting:

Review of performance (with reference to job description & previous years' objectives)

What went well?
What went less well?
What obstacles hindered progress?
What changes (if any) are proposed to the post description?

Objectives should derive from the outcome of the review, relate to agreed training and development (as set out below), or represent priorities for the coming year in line with the Parish Council objectives.

Objective 1
Objective 2
Objective 3
Objective 4

Personal Development

Training and Development Needs
Time Commitment
Expected Outcomes

Salary Review

Appraisers who have carried out the appraisal to decide whether a recommendation for a salary increase should be proposed to the Council.
Current Scale:
Bands within scale:
Proposed increase point:
Reasoning to decision:

Signed & dated:


Clerk

Appraisers

Salary scale information: Based on the last review of the role in ...

INSERT RELEVANT NJC SALARY SCALES HERE.....

Proposed Schedule of Meetings 2025/26

 Great Braxted Parish Council Schedule of Meetings 2025/2026 Meetings start at 8pm in the Pavilion Parish Council Meeting Annual Parish Council Meeting Bank Holiday 														Apr-25						
							Su	Mo	Tu	We	Th	Fr	Sa							
									1	2	3	4	5							
							6	7	8	9	10	11	12							
							13	14	15	16	17	18	19							
							20	21	22	23	24	25	26							
							27	28	29	30										
May-25							Jun-25							Jul-25						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	14	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
Aug-25							Sep-25							Oct-25						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
Nov-25							Dec-25							Jan-26						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				
Feb-26							Mar-26							Apr-26						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
							29	30	31					26	27	28	29	30		



AGENDA REPORT ITEM 12

VE Day 80

Background information

VE Day 80 marks a significant milestone to honour those who contributed during WWII and celebrate the freedoms enjoyed today. The Essex Association of Local Councils (EALC) encourages Town and Parish Councils to participate. A Guide to Taking Part in VE Day 80 is available at www.VEday80.org.uk, and councils are asked to register their involvement via the VE Day 80 website. £500 has been allocated in the 2025/26 budget for this event.

Summary:

The event could include a commemorative service, community gathering, educational activities, or collaborations with local groups.

The Council has set aside a budget of £500 to put toward such an event.

Recommendation

- Consider hosting a VE Day 80 event.
- If agreed, determine the event format, scope and publicity required.
- Authorise the Clerk to register the Council's event on the VE Day 80 website.