

Minutes of the Extraordinary Parish Council Meeting held at The Pavilion on 3rd April 2025 at 7pm

Present:

Councillor C Knapman (Vice Chairman), Councillor M Davies, Councillor L Holt and the Clerk.

No members of the public were present.

24/110 Apologies for Absence

Apologies were received from Cllrs Collins and Miles.

24/111 Minutes of the Parish Council Meeting

RESOLVED: that the minutes of the meeting held on the 11th March were agreed as a correct record and signed by the Chairman.

24/112 Declarations of Interest

None declared.

24/113 Public Participation Session

No members of the public were present.

24/114 Finance

24/114/01 Accounts for Payment

The Council approved the following payments made between the 5th and the 31st March 2025.

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
11/03/2025	Cllr Knapman	Chain for battery cage	6.67	1.33	8.00
11/03/2025	Cllr Knapman	Padlock for battery cage	10.82	2.17	12.99
11/03/2025	SLCC	2025 membership	33.00	-	33.00
21/03/2025	Cllr Knapman	Refreshments for litter pick	21.88	-	21.88
24/03/2025	ID Mobile	March Mobile phone	5.00	1.00	6.00
28/03/2025	Mrs L Townend March Salary	March Salary	261.80	-	261.80
28/03/2025	Mrs L Townend Feb/Mar expenses	Feb/Mar expenses	65.51	-	65.51
28/03/2025	HMRC Q 4 Payment	Q4 payment	65.60	-	65.60
31/03/2025	Unity Bank	Monthly charge	6.00	-	6.00
TOTAL:					£ 480.78

RESOLVED: that the Council approved the payments listed above.

24/114/2 Bank Reconciliation

Cllr Holt verified the bank statements and the bank reconciliation to the 31st March 2025.

RESOLVED: that the Council note the bank statements were reconciled to the 31st March 2025.

24/114/3 Budget Comparison

The Council received the budget comparison to the 31st March 2025 noting there was a £1,133 underspend in the year to the 31st March 2025 which would be transferred to general reserves.

RESOLVED: That the Council note the budget comparison to the 31st March 2025.

24/115 VE Day Event

The Council discussed and agreed plans for a community event to be held on Monday 5th May 2025, to mark the 80th anniversary of VE Day. The plans include:

- The pavilion has been booked for 5th May 2025, and the event will run from 1pm to 4pm.
- Cllr Knapman reported that the cost of a hog roast was found to be prohibitive; therefore, the Council agreed to purchase BBQ items from local suppliers instead.
- The Council agreed the contents of the 'save the date' flyer, prepared by Cllr Knapman and which will be shared on local social media groups, displayed in the village, and published in the *Braxted Bulletin*.
- Cllr Davis will create a BBQ duty timetable for volunteers and collate the RSVPs.
- The Clerk will contact the Secretary of the Pavilion Management Committee to request that the BBQ be brought out of the shipping container one week before the event, to allow time for it to be cleaned.
- The Council discussed and agreed plans for a community event to be held on Monday 5th May 2025, to mark the anniversary of VE Day. The plans include:
- The Clerk will contact the Secretary of the Pavilion Management Committee to request that the BBQ be brought out of the shipping container one week before the event, to allow time for it to be cleaned.
- A safety perimeter will be installed around the BBQ area to ensure safety.
- Attendees will be offered a welcome drink, while stocks last.
- Catering will be planned based on an estimated 75–80 attendees.

Cllr Knapman presented estimated budget costs totalling £600.69. As this exceeds the £500 budget previously allocated for the event, the Council agreed to allocate an additional £200 from general reserves to cover the full cost.

RESOLVED: That an additional £200 be taken from general reserves to support the VE Day community event.

24/116 Items to be Included on the Next Agenda

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

- Rabbit proof fencing quotes
- Vehicle activated sign quotes
- Pedestrian crossing on Tiptree
- Birdbox camera and/or CCTV signs
- Ditch clearance

RESOLVED: That the above items be included on the next agenda.

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

24/117 Date of Next Meeting

The next meeting will be held on the 13th May 2025. The Annual Parish Meeting which will commence at 19.30 followed by the Parish Council Meeting which will commence at 20.00.

24/118 Chairman Closed the Meeting

There being no further business the Chairman closed the meeting at 19.21

Signed: _____ Dated: _____

Chairman