

Minutes of the Parish Council Meeting held at The Pavilion on 9th September at 8pm

Present:

Councillors C. Knapman (Vice-Chairman), M Davis, L Holt, E Miles the Clerk and 3 members of the public.

25/50 Apologies for Absence

Apologies were received from Councillor Collins.

25/51 Minutes of the Parish Council Meeting

Resolved: that the minutes of the Parish Council meeting, held on the 8th July 2025, were agreed as a correct record and signed by Cllr Knapman.

25/52 Declarations of Interest

Members were 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 terms of business on the agenda. They were also 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. Further they were reminded that unforeseen interests must be declared similarly at the appropriate time.

No interests were declared.

25/53 Maldon District Councillor Update

The District Councillor was not in attendance.

25/54 Public Participation Session

A member of the public enquired about the additional works required on the field. Cllr Knapman advised that he had not yet received a response from the contractor but would follow this up.

A member of the public raised concerns about excessive vehicle speeds at the Braxted and Tiptree Road junctions.

Resolved: The Clerk to contact County Councillor Mark Durham to ask whether measures could be introduced to reduce speed in this area.

The Secretary of the Pavilion Management Committee informed the Council that all documentation required to transfer ownership of the Pavilion to the Parish Council, which will then act as Sole Managing Trustee of the Charity, had been submitted to

the Charity Commission. Confirmation will be received once the transfer has been completed.

The Secretary further reported that negotiations were underway with a local cricket club for weekly hire of the cricket pitch. As part of these negotiations, the club would invest in pitch improvements and ongoing maintenance in exchange for a three-year contract.

Resolved: The Clerk to circulate the Secretary's email to councillors for their information and to convene an extraordinary meeting, if necessary, to approve the contract.

Cllr Miles joined the meeting at 20.21

25/55 To Consider Planning Applications submitted and published by Maldon District Council

No applications were received.

25/56 To Note The Parish Council's Response to Planning Applications Considered Outside a Meeting

25/56/1 24/00919/FUL The erection of four new build dwellings (in lieu of Prior Approval for four dwellings, subject of application 24/00072/PACUAR at The Barn, Braxted Park Road Great Braxted. **OBJECTION** submitted on the 13th August 2025.

25/57 Planning Decisions Made by Maldon District Council

25/57/1 25/00548/FUL Proposed Partial Demolition, Extension and Alterations to Existing Pavilion Braxted Park Golf Club Braxted Park Braxted Park Road Great Braxted. **APPROVED.**

25/57/2 25/00549/LBC Proposed Partial Demolition, Extension and Alterations to Existing Pavilion Braxted Park Golf Club Braxted Park Braxted Park Road Great Braxted. **GRANTED LISTED BUILDINGS CONSENT.**

25/58 Environment

25/58/1 Signs on Village Gates

Cllr Holt expressed concern about the number of signs displayed on the village gates which total 34.

Cllr Knapman advised the 12 bar gate requires a padlock to prevent damage and will purchase a combination lock for this purpose.

25/59 Finance

25/59/1 Accounts for Payment

The Council approved the following payments:-

Date	Supplier	Item	Net	VAT	Total
02/07/2025	Cllr Knapman	Pavilion expenses	78.18	-	78.18
09/07/2025	Wallace Arboriculture	June grounds maintenance	380.00	-	380.00
17/07/2025	Jan Stobart	COF examination	80.00	-	80.00
17/07/2025	PSDF	Investment Deposit	15,000.00	-	15,000.00
21/07/2025	EALC	Clerk Training	25.00	5.00	30.00
21/07/2025	Maldon District Council	Q1 Trucam Patrols	259.44	51.89	311.33
24/07/2025	ID Mobile	July phone bill	5.00	1.00	6.00
25/07/2025	PKF Littlejohn	External auditor fee	420.00	84.00	504.00
28/07/2025	L Townend	July salary	294.73	-	294.73
28/07/2025	HMRC	July PAYE costs	73.60	-	73.60
28/07/2025	L Townend	Jun-Jul Expenses	153.07	-	153.07
31/07/2025	Unity Trust Bank	July bank charges	6.00	-	6.00
02/08/2025	Cloud Next	Domain name registration	7.99	1.59	9.58
08/08/2025	Wallace Arboriculture	July grounds maintenance	380.00	-	380.00
26/08/2025	Royal British Legion	Poppy wreath	30.00	-	30.00
27/08/2025	ID Mobile	August phone bill and final payment	2.25	-	2.25
28/08/2025	L Townend	August salary	262.00	-	262.00
28/08/2025	HMRC	August PAYE costs	65.40	-	65.40
29/08/2025	Sky Mobile	August phone bill	6.00	-	6.00
31/08/2025	Unity Trust Bank	August bank charges	6.00	-	6.00

Resolved: that the accounts for payment listed above be approved for payment.

25/59/2 2025 Pay Award

The council noted the National Joint Council's pay agreement for 2025 and the back pay sum.

Resolved: that the council noted the Clerk's new hourly rate of pay and approved a back-pay sum of £53.00 which will be paid on the next pay cycle.

25/59/3 Notice of Conclusion of Audit

The council noted the Conclusion of Audit received from the External Auditor.

25/60 Policies and Procedures

25/60/1 IT Policy

The Council considered a report outlining the need to adopt an IT Policy to ensure compliance with the new Assertion 10 introduced by the Smaller Authorities Proper Practices Panel, which will form part of the 2025/26 audit requirements. A draft IT Policy was also received for review.

Resolved: that the IT Policy be adopted by the council and review the policy on an annual basis.

25/60/2 Remote Attendance and Proxy Voting at Parish Council Meetings

The council received and noted the Government's response to a consultation on enabling remote attendance and proxy voting at council meetings.

Resolved: that the report was noted.

25/61 Parish Council Website

The council received a report explaining accessibility issues with the current website and considered three quotes to move to a new WCAG 2.1 AA compliant website.

Resolved: that the council approved the quote provided by VCS Websites and the Clerk will liaise with the company to develop the new site.

25/62 Updates

BT Telephone Kiosk – Cllr Holt reported that the metal frame of the kiosk is cracked, which may make relocating it to a new site difficult and require specialist equipment. She will obtain quotes both for moving the kiosk to a publicly accessible location and for its refurbishment.

Councillors also noted that the kiosk's current location is not accessible to the public.

Resolved: that the Clerk write to the landowners to advise the council's plans to add the kiosk to the asset register, clarify access and electricity supply, and confirm the Parish Council's intentions for refurbishment and ongoing maintenance.

CCTV Signs – the Clerk advised these should be completed by the end of the week.

Village Sign – Cllr Holt provided the council with an update on her enquiries with a resident who had previously painted the village sign.

Resolved: that the Clerk will investigate companies who restore/create village signs.

25/63 General Announcements

Cllr Knapman advised all the remedial works highlighted on the annual playground report were rectified on the 8th September 2025.

Cllr Knapman suggested the boundary hedge is due for trimming.

Resolved: that the Clerk will confirm the specification with Cllr Knapman and seek quotes for the works.

Cllr Holt advised the Pavilion Opening was taking place on the 27th September and all residents and councillors were invited to attend.

A member of the public enquired if additional hedging plants could be sourced which the Clerk is currently trying to source.

25/64 Items to be Included on the Next Agenda

The following items will be included on the next council agenda:

- Cricket club contract
- BT Telephone Kiosk
- Village sign
- Hedge trimming

25/65 Date of Next Meeting

The next council meeting will take place at 8pm on Tuesday the 11th November 2025.

25/66 Chairman Closed the Meeting

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

Signed: _____ Dated: _____

Chairman