



*Great Braxted
Parish Council*

Clerk to the Council:
Lynda Townend

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

Email: parishclerk@greatbraxtedpc.org.uk

5th November 2024

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 12th November 2024 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 17th October 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 an update from Cllr Siddall.

5. Public Participation Session

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

6. Pavilion Refurbishment

To receive an update regarding phase 2 of the pavilion refurbishment project.

7. Planning

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

7.1 Earls Colne Neighbourhood Plan Consultation

7.2 Finchingfield and Whethersfield Neighbourhood Plan Consultation

7.3 Planning Decisions by Great Braxted Parish Council

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):

- 7.2.1 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.**

8. Environment

8.1 Additional Grass Cutting for 2025

To consider the Pavilion Management Committee's request for weekly grass cutting from April to August. [Report attached](#).

8.2 Gates and Posts

To consider a revised quote to replace the gates and posts on two pedestrian entrances to the cricket field, using hard wood posts. [Attached](#)

8.3 Speeding in the Village

To consider the effectiveness of measures taken by the Council to curb speeding through the village and to consider additional measures which may be able to be taken. [Report attached](#).

8.4 Grass Cutting Contract

To note the current grass cutting contract comes to an end in March 2025 and to consider renewing the contract or seeking alternative contractors. [Report attached](#).

9. Updates

To receive updates on the following matters:

9.1.1 Hedge Trimming

9.1.2 Openreach

9.1.3 Sole Trustee Status of the Pavilion

10. Finance

10.1 Accounts for Payment

To agree the accounts for payment, ([attached](#)) made between meetings, for the period between the 3rd September 2024 and the 3rd November 2024.

10.2 Bank Reconciliation

To receive the bank reconciliation to the 30th September 2024. [Attached](#).

10.3 Budget Comparison

To receive the budget comparison report to the 30th September 2024. [Attached](#).

10.4 Clerk's Annual Pay Increase and Salary Adjustment

To note the NJC's agreed pay agreement for 2024 and consider the Clerk's pay scale following completion of the CiLCA qualification. [Report attached](#).

10.5 Draft Budget

To consider the draft budget for 2025/26 and decide on any other projects to undertake. Sent under separate cover.

11. General Announcements

12. Items to be Included on the Next Agenda

13. Date of Next Meeting

28th January 2025.

14. Chairman to Close the Meeting

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

Minutes of the Parish Council Extraordinary Meeting held

At The Pavilion

on 17th October 2024 at 8pm

Present:

Councillor R Collins (Chairman), Councillor C Knapman (Vice Chairman), Councillor M Davies, Councillor E Miles the Clerk and 1 member of the public

24/61 Apologies for Absence

Apologies were received from Cllr Holt.

24/62 Minutes of the Parish Council Meeting

RESOLVED: that the minutes of the meeting held on the 10th September 2024 were agreed as a correct record and signed by the Chairman.

24/63 Declarations of Interest

None declared.

24/64 Public Participation Session

The member of the public did not make any comment.

24/65/1 Planning

Planning application 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. Bakerson, Maldon Road Great Braxted.

A member of the public and architect for this planning application gave a short presentation to the Council.

Councillors considered planning application and agreed to recommend its approval.

RESOLVED: that the Council has no objection to the planning application and recommends it is approved by Maldon District Council.

24/65/2 Planning Decisions

24/00562/FUL Erection of agricultural storage building at Broadfield Farm, Braxted Road, Great Braxted. **APPROVED**

The planning decision was noted.

24/66 Environment

24/66/1 Field Hedge Cutting

The Council considered a report and quotes to cut the hedge around the field.

RESOLVED: that the quote provided by Skippers Ground Maintenance at a cost of £400 was accepted. Cllr Knapman will meet the contractor to confirm the requirements prior to the works commencing.

24/67 Updates

The Council was provided with updates on the following projects:

1. Openreach: the Clerk advised the Council had received a contract from Openreach, the cost of which had increased to £4,197.20. The Clerk has asked Openreach to clarify if this cost and was advised the application would not suit the pavilion as it is not a new site. A representative from Openreach will email the Clerk with the information needed to apply for the service connection
2. Fencing and Gate Replacement Project: Cllr Knapman advised the works to replace three posts, seven rails and a new 4' gate had been completed.
3. Gate and Posts: a quote had been obtained to inset the gate on Tiptree Road and replace the gate on Bung Row. Following a discussion, it was agreed to revise the quote to include hard wood post for longevity. The revised quote will be presented to the Council at the next meeting.

RESOLVED: that the updates be noted.

24/68 Items to be Included on the Next Agenda

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

1. To consider a revised quote for replacement gates and posts.

RESOLVED: that the above item be included on the next agenda.

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

24/59 Date of Next Meeting

The Clerk advised the next meeting will be held at 20.00 on the 12th November 2024.

24/60 Chairman Closed the Meeting

There being no further business the Chairman closed the meeting at 21.04.

Signed: _____

Dated: _____

Cllr R Collins

Chairman



AGENDA REPORT ITEM 8.1

Grass Cutting

Background information

On 8th October 2024, the of the Pavilion Management Committee (PMC), contacted the Clerk to request adjustments to the grass-cutting schedule on the cricket field.

Summary

During a recent PMC meeting the committee reviewed concerns about the field's appearance, particularly during the rapid spring growth period and noted dog walkers and local users have mentioned the grass can appear flattened rather than neatly trimmed, especially when the grass is long.

The PMC have requested increasing the frequency of cuts in spring to maintain a tidier appearance, specifically during April to August, and potentially reducing cuts in September to balance this increase and have agreed to cover any additional cost.

A quote has been obtained from DW Maintenance for the additional cuts, the cost of which is £120/cut of the cricket field alone. This rate reflects mowing the field without additional strimming.

Currently the PMC contribute £25/ home cricket game, which over the past two years has averaged 9 games and realised an income of £225 toward the Council's grass cutting costs of £3,330 (18 cuts/year @ £185/cut).

Recommendation

Councillors are asked to consider the PMC's request for additional grass cutting of the cricket field.

R -Clark Landscapes

M: 07914712453

BRAXTED PARISH COUNCIL

Dear Sir/Madame,

Further to my recent visit, Please find enclosed a quotation for the work you require;

Re-POSITION PEDESTRIAN GATE

1. Supply and install Oak weather top fence posts
2. Re-hang existing gate
3. Supply and install 38x88mm rails to attach to existing posts at 1m centres
4. TIDY ON COMPLETION

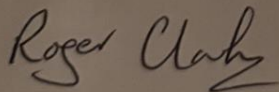
RE-NEW BROKEN POSTS TO GATE TO BUNG ROW ENTRANCE

1. Break out old posts and dispose
2. Supply and install Oak posts 4x4
3. Re-hang existing gate
4. TIDY ON COMPLETION

Materials and Labour

Total £ 690

Yours faithfully



Roger Clark



AGENDA REPORT ITEM 8.3

Speeding in the Village

Background information

Great Braxted Village has been experiencing ongoing concerns from residents about speeding through the village, posing risks to safety. In response, the council has taken several steps to mitigate the issue, including the installation of speed camera signs and contracting Maldon District Council to conduct regular TruCam patrols. Both measures have had some level of success but are limited to drivers paying heed to the signs and the time the TruCam patrols are undertaken.

Summary

In early 2024, the council installed speed camera signs at a cost of £600 in addition to continuing the arrangement with Maldon District Council to carry out two hours of TruCam speed patrols per month. Below is a table of the speeding incidents captured by the TruCam patrols between January and September 2024:

Month	Number of Captures	Month	Number of Captures
January	2	June	4
February	6	July	2
March	2	August	5
April	6	September	0
May	19		

While these measures have resulted in some reduction of speeding incidents, the council may wish to consider additional measures to further enhance road safety in the village. Potential options include:

- 1. Moving Derestriction Signs:** Relocating the current derestriction signs farther out of the village to the end of Tiptree Road, as it enters Braxted Park Road.
- 2. Traffic Calming Engineering:** Installing speed humps or chicanes to physically slow down vehicles.
- 3. Solar-Powered Vehicle Activated Signs (VAS):** Installing signs that alert drivers of their current speed, powered by solar energy with estimated costs between **£5,000 and £10,000**.
- 4. Speed Cameras or Average Speed Cameras:** The installation of permanent speed cameras or average speed cameras for stricter speed enforcement with costs estimated at **£40,000 to £80,000**.

Approval for such measures require endorsement from Essex County Councillor Mark Durham and submission through a Local Highways Panel Application.

Recommendation

The council is asked to review whether the current measures taken to curb speeding through Great Braxted Village are adequate or if additional actions should be explored. If further measures are considered necessary, the council should decide if they will budget for these enhancements in the 2025/26 financial year.



AGENDA REPORT ITEM 8.4

Grass Cutting Contract

Background information

The current grass-cutting contract with DW Maintenance, covering routine maintenance of the cricket field, is set to conclude on 31st March 2025.

Summary

DW Maintenance has provided reliable and satisfactory service under this contract, which commenced in March 2022. Over the past three years, grass cutting has been conducted at a cost of £185 per cut. Given the approaching end of the contract term, the Clerk approached DW Maintenance to discuss potential contract extension options.

DW Maintenance indicated that they would be very willing to extend the contract at a rate of £190 per cut, representing a small increase of £5 per cut (2.7% increase) compared to the current rate.

This proposed increase is in line with inflation and reflects the consistent quality of service provided by DW Maintenance

Recommendation

Councillors are asked to consider the following options in light of the upcoming contract expiration:

1. **Option to Extend Contract with DW Maintenance:** DW Maintenance has confirmed their willingness to continue services at a rate of £190 per cut, a modest increase from the current rate. This option would ensure continuity of service with a known and trusted contractor who has delivered satisfactory work over the past three years.
2. **Option to Go Out to Tender:** Alternatively, the Council may decide to seek new quotes for the grass-cutting contract. A tendering process could offer an opportunity to explore competitive rates or additional service options.

Accounts for Payment for Authorisation 12th November 2024

Date	Supplier	Item	Net	VAT	Total
04/09/2024	DW Maintneance	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
03/10/2024	HMRC	Q2 payment			185.80
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 Committ	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 Maintneance	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 Cleanir	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:			£66,220.20
Signed:			Date:		

Q2 2024/25 Budget Comparison From the 1st April to 30th September 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	£ -		£ -	
Pavilion Management Committee	£ 225.00		-£ 225.00	
VAT Reclaim	£ -	£ 1,432.94	£ 1,432.94	
TOTAL:	£ 14,202.24	£ 15,429.37	£ 1,227.13	

Expenditure

Budget heading	Budget 2024/25	Actuals	Variance	Comments
Clerk and office costs	-£ 5,048.98	-£ 2,732.68	£ 2,316.30	Clerks salary, expenses and office costs
Insurance and subscriptions	-£ 2,028.26	-£ 908.81	£ 1,119.45	Membership fees, insurance and Trucam patrol costs
Grants/donations/bulletin	-£ 797.00	-£ 200.00	£ 597.00	Braxted Conservation Group
Field and playground	-£ 6,328.00	-£ 4,651.54	£ 1,676.46	Includes playground expenses totalling £1,053.68, £690 fencing repairs/maintenance £89.60 for traffic signs, £228.26 new hose and cart, and £2,590 for grass cutting
TOTAL:	-£ 14,202.24	-£ 8,493.03	£ 5,709.21	

PAVILION PROJECT

Income

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

Expenditure

Pavilion project/expenditure	£ -	57,813.83	£57,813.83
TOTAL:	£ -	57,813.83	£57,813.83



AGENDA REPORT ITEM 10.4

Annual Pay Increase and Salary Adjustment Following CiLCA Qualification

Background information

This report outlines two pay-related updates for councillors' consideration:

1. National Joint Council (NJC) 2024/25 Pay Award: The NJC has approved an increase of £0.62 per hour across all scale points, effective from 1st April 2024. A copy of the new pay scales is [attached](#) for your reference.
2. Achievement of CiLCA Qualification: In June 2024, the Clerk successfully achieved the Certificate in Local Council Administration (CiLCA). Clause 9.3 of the Clerk's Contract of Employment states: "one salary point will be added to your salary up to a maximum of four points for success in obtaining any of the following relevant qualifications," which includes CiLCA. The Clerk was employed on scale point 19, and therefore, the clerk's salary should be adjusted to scale point 20.

Summary

1. NJC Annual Pay Increase (Effective from 1st April 2024)

As a result of the NJC pay award, announced on the 24th October 2024, the Clerk's hourly rate has increased by £0.62, which applies to all hours worked since 1st April 2024. The Clerk has worked 20 hours per month from April 2024 to October 2024, which totals 7 months.

- **Back Pay Calculation** for the annual pay increase:

$20 \text{ hours/month} \times £0.62/\text{hour} \times 7 \text{ months} = £86.80 \text{ total back pay}$

2. Salary Adjustment Following CiLCA Qualification (Effective from June 2024)

Following the successful completion of the CiLCA qualification in June 2024, the Clerk's scale point should move from SCP 19 (£15.48/hour) to SCP 20 (£16.37/hour). The difference in hourly rate is £0.89. The Clerk has worked 20 hours per month over the 5-month period from June to October 2024.

- **Back Pay Calculation** for CiLCA salary adjustment:

$20 \text{ hours/month} \times £0.89/\text{hour} \times 5 \text{ months} = £89.00 \text{ total back pay}$

Total Back Pay (Annual Pay Increase + CiLCA Salary Adjustment)

The combined back pay owed for both the NJC annual pay increase and the CiLCA salary adjustment is: $£86.80 + £89.00 = £175.80$.

Recommendation

1. Note the NJC annual pay award increase of £0.62 per hour, effective from 1st April 2024, and approves the calculation of £86.80 in back pay.
2. Approves the adjustment of the Clerk's salary from scale point 19 to scale point 20 following the successful completion of the CiLCA qualification in June 2024, as detailed in the Clerk's Contract of Employment, with a back pay amount of £89.00.
3. Authorise the total back pay of £175.80 to be paid in the November salary.



Advice Note 23 Oct 2024

Local government services pay agreement 2024/25

This advice note was last updated on 23 October 2024.

The Local Government Association has informed us that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2024 to 31 March 2025. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2024. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2024 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2024.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

* Hourly rates

	1 April 2024		Scale ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	Below LC Scale (for staff other than clerks)
4	£24,404	£12.65	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	LC1 (below substantive range)
6	£25,183	£13.05	LC1 (below substantive range)
7	£25,584	£13.26	LC1 (substantive benchmark range)
8	£25,992	£13.47	LC1 (substantive benchmark range)

9	£26,409	£13.69	LC1 (substantive benchmark range)
10	£26,835	£13.91	LC1 (substantive benchmark range)
11	£27,269	£14.13	LC1 (substantive benchmark range)
12	£27,711	£14.36	LC1 (substantive benchmark range)
13	£28,163	£14.60	LC1 (above substantive range)
14	£28,624	£14.84	LC1 (above substantive range)
15	£29,093	£15.08	LC1 (above substantive range)
16	£29,572	£15.33	LC1 (above substantive range)
17	£30,060	£15.58	LC1 (above substantive range)
18	£30,559	£15.84	LC2 (below substantive range)
19	£31,067	£16.10	LC2 (below substantive range)
20	£31,586	£16.37	LC2 (below substantive range)
21	£32,115	£16.65	LC2 (below substantive range)
22	£32,654	£16.93	LC2 (below substantive range)
23	£33,366	£17.29	LC2 (below substantive range)
24	£34,314	£17.79	LC2 (substantive benchmark range)
25	£35,235	£18.26	LC2 (substantive benchmark range)
26	£36,124	£18.72	LC2 (substantive benchmark range)
27	£37,035	£19.20	LC2 (substantive benchmark range)
28	£37,938	£19.66	LC2 (substantive benchmark range)
29	£38,626	£20.02	LC2 (above substantive benchmark range)
30	£39,513	£20.48	LC2 (above substantive benchmark range)
31	£40,476	£20.98	LC2 (above substantive benchmark range)
32	£41,511	£21.52	LC2 (above substantive benchmark range)
33	£42,708	£22.14	LC3 (below substantive range)
34	£43,693	£22.65	LC3 (below substantive range)
35	£44,711	£23.17	LC3 (below substantive range)
36	£45,718	£23.70	LC3 (below substantive range)
37	£46,731	£24.22	LC3 (substantive benchmark range)
38	£47,754	£24.75	LC3 (substantive benchmark range)
39	£48,710	£25.25	LC3 (substantive benchmark range)

40	£49,764	£25.79	LC3 (substantive benchmark range)
41	£50,788	£26.32	LC3 (substantive benchmark range)
42	£51,802	£26.85	LC3 (above substantive benchmark range)
43	£52,805	£27.37	LC3 (above substantive benchmark range)
44	£54,071	£28.03	LC3 (above substantive benchmark range)
45	£55,367	£28.70	LC3 (above substantive benchmark range)
46	£56,708	£29.39	LC4 (below substantive range)
47	£58,064	£30.10	LC4 (below substantive range)
48	£59,300	£30.74	LC4 (below substantive range)
49	£60,903	£31.57	LC4 (below substantive range)
50	£62,377	£32.33	LC4 (substantive benchmark range)
51	£63,881	£33.11	LC4 (substantive benchmark range)
52	£65,943	£34.18	LC4 (substantive benchmark range)
53	£68,000	£35.25	LC4 (substantive benchmark range)
54	£70,065	£36.32	LC4 (substantive benchmark range)
55	£72,145	£37.39	LC4 (above substantive benchmark range)
56	£74,198	£38.46	LC4 (above substantive benchmark range)
57	£76,277	£39.54	LC4 (above substantive benchmark range)
58	£78,315	£40.59	LC4 (above substantive benchmark range)
59	£80,247	£41.59	LC4 (above substantive benchmark range)
60	£82,221	£42.62	LC4 (above substantive benchmark range)
61	£84,243	£43.67	LC4 (above substantive benchmark range)
62	£86,319	£44.74	LC4 (above substantive benchmark range)



8. PLACE OF WORK

Working from home

8.1 Your usual places of work are:

Rosewood, The Furze, Main Road, Mundon, Essex CM9 6PU

Great Braxted Pavilion for the Council's meetings

Great Braxted Pavilion for meeting the public.

9. SALARY

9.1 Your salary is £27,852 per annum pro rata (£14.48 per hour) being the current salary point 19 within the 19-23 range in scale LC2 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

9.2 You have been appointed to a single salary point and the Council will review your salary annually on the anniversary of your appointment.

9.3 One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Council Administration
- Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent qualification previously