



*Great Braxted
Parish Council*

Clerk to the Council:
Lynda Townend

GBPC
Rosewood The Furze
Main Road CM9 6PU
Tel: 07852 810 406

Email: parishclerk@greatbraxtedparishcouncil.gov.uk

1st September 2026

To: Members of Great Braxted Parish Council

You are hereby summoned to attend

**THE PARISH COUNCIL MEETING TO BE HELD AT THE BRAXTED PAVILION ON
TUESDAY 8th September 2026 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 from the Parish Council Meeting

Minutes of the Meeting held on 14th July 2026 to be taken as read and signed as a correct record by the Chairman ([attached](#)).

3. Declarations of Interest

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

5. Public Participation Session

6. Finance

6.1 Accounts for Payment

To agree the accounts for payment, made between meetings, for the period between the 7th July and the 31st August 2026. [Attached](#).

6.2 2026 National Joint Council's Pay Award

To note the National Joint Council's pay agreement for 2026 and approve the Clerk's backpay. [Report attached](#).

7. Planning

7.1 To consider planning applications detailed below and any planning applications submitted and published by Maldon District Council, or other organisations between circulation of this agenda and the meeting.

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

7.2.1 26/00328/HOUSE - relocation of oil tank with concrete base and retrospective relocation of oil boiler at the Village Farm House Tiptree Road Great Braxted.

APPROVED.

7.3 To note the planning decisions made by Maldon District Council.

7.3.1 26/00328/HOUSE - relocation of oil tank with concrete base and retrospective relocation of oil boiler at the Village Farm House Tiptree Road Great Braxted.

APPROVED.

7.3.2 26/00374 – single storey rear extension at The Old Forge, Tiptree Road.

APPROVED

7.3.3 26/00280 – Claim for lawful development certificate for proposed change of use of residential Class C3 (a) to children's residential home C3 (b) at Wood Lodge Lea Lane Great Braxted. **APPROVED**

8. Livewell Grant

To consider potential projects for inclusion in an application to Maldon District Council's Livewell Grant scheme, following the previous meeting's decision to seek residents' views and invite Councillors to put forward suggestions. [Report attached](#).

9. Environment

9.1 To consider quotations received to install chestnut fencing along the length of the spinney. Report to follow.

10. Items for Next Agenda

a. 2026/27 Budget considerations

- 11. Updates**
- 12. General Announcements**
- 13. Date of Next Meeting – 10th November 2026**
- 14. Chairman to Close the Meeting**

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT
All reports are available from the clerk

Minutes of the Parish Council Meeting held at 8:00pm on 14th July 2026 in the Braxted Pavilion

Present:

Cllrs R Collins (Chairman), C Knapman (Vice-Chairman), E Miles, District Councillor Richard Siddal, L Townend (Clerk) and one member of the public.

26/32 Chairman's Declaration of Acceptance of Office

Cllr Richard Collins, elected as Chairman on the 12th May 2026, duly signed the Declaration of Acceptance of Office.

26/33 Apologies for Absence

Apologies were received from Cllrs Davis and Holt.

26/34 Minutes of the Parish Council Meeting

Resolved: That the minutes of the Parish Council meeting held on 12th May 2026 were agreed as a correct record and signed by the Vice-Chairman.

26/35 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.

They were further reminded that any unforeseen interests must also be declared at the appropriate time.

No declarations of interest were made.

26/36 Maldon District Councillor Update

Cllr Siddal provided the following update on matters relating to Maldon District Council:

- He advised that he is no longer the Leader of Maldon District Council.
- A new administration has been formed comprising the Conservative Group and four Independent Members.
- Local Government Reorganisation is expected to take place over the next two years.
- The Planning Advisory Service (PAS) has been appointed to undertake a Planning Peer Review to assess the operation of the Council's planning service and identify opportunities for improvement.
- Consultants have been appointed to review the draft Local Plan to ensure that Maldon District Council is well placed to influence the emerging planning framework.

- A structural review has reduced the management structure from five tiers to four, delivering savings of approximately £1 million. Some of these savings are being reinvested in frontline staffing to improve service delivery.
- Structural Change Orders are expected to be laid before Parliament in the autumn, formally commencing the process leading to local government reorganisation and the scheduled elections next year. Once the orders are in force, Maldon District Council's ability to make significant financial decisions will be restricted without consultation with the other authorities involved in the proposed unitary arrangement.
- Essex County Council has commenced a Judicial Review regarding the process used to determine the proposed local government reorganisation. Cllr Siddal did not anticipate that this would result in changes to the current proposals.
- Work is continuing on a new Strategic Housing Policy. Maldon District Council remains committed to increasing its stock of council housing, including the purchase of temporary accommodation units. Brentwood Borough Council's experience as a housing authority may help inform future policy.
- The Council's Cultural and Heritage Policy has now been approved.
- The "Where Quality of Life Matters" Grant Scheme remains available.
- Shadow elections for the new unitary authority are scheduled for May 2027. Great Braxted will form part of the Maldon Rural North division, represented by 17 councillors. The new authority will assume the responsibilities currently undertaken by both Maldon District Council and Essex County Council, with council meetings expected to be held during the daytime.
- Parish Council elections in May 2027 will be for a five-year term. Electoral boundaries are expected to be reviewed ahead of the 2032 elections.

The Chairman asked why no planning enforcement action had been taken in relation to the traveller site on Lea Lane, noting that a further static caravan had recently been delivered.

Cllr Siddal advised that he would investigate the matter and report back to the Parish Council. He also suggested that the Parish Council submit a formal complaint to the Chief Executive, Doug Wilkinson, regarding the apparent lack of progress with enforcement action, and copy the correspondence to Dame Priti Patel MP.

The Chairman also asked whether Council Tax was being paid on all of the caravans at the site.

Cllr Siddal advised that Mark Jaggard had recently been appointed as the Council's new Director of Planning.

Cllr Siddal left the meeting at 8.29 p.m.

26/37 Public Participation Session

A member of the public reported that a number of signposts in the area were broken. It was confirmed that responsibility for these lies with Essex County Council and that they would be added to the list of repairs.

The chestnut fencing surrounding the veteran oak tree was discussed, and it was suggested that similar fencing could be installed along the length of the spinney.

A member of the public reported that travellers had been using the playground and parking on the grass verge. Concern was also expressed that vehicles could gain access to the recreation field via the pavilion car park.

It was suggested that the Braxted Pavilion Management Committee (BPMC) consider measures to improve the security of the pavilion and recreation ground, such as the installation of CCTV and/or physical access restrictions to prevent entry by non-standard or oversized vehicles, including height restriction barriers.

26/38 Finance

26/38/1 Accounts for Payment

The Council approved the following payments:

Date	Supplier	Item	Net	VAT	Total
21/05/2026	Clear Councils	2026/27 Insurance	640.96	0.00	640.96
21/05/2026	SLCC Essex	2026 AGM and training day	27.00	0.00	27.00
28/05/2026	L Townend	May salary	281.56	0.00	281.56
28/05/2026	HMRC	May PAYE costs	70.40	0.00	70.40
28/05/2026	L Townend	Apr-May expenses	56.98	0.00	56.98
28/05/2026	Cllr Craig Knapman	Playground expenses	111.99	0.00	111.99
31/05/2026	Unity Trust Bank	April Service Charge	7.00	0.00	7.00
01/06/2026	Cllr Craig Knapman	Playground expenses	103.96	0.00	103.96
02/06/2026	L Townend	McAfee subscription	144.98	0.00	144.98
02/06/2026	Wallace Arboriculture	May Grounds Maintenance	400.00	80.00	480.00
10/07/2026	Walton's Tree Services	Tree Risk remedial works	1,670.00	334.00	2,004.00
10/07/2026	L Townend	June salary	261.80	0.00	261.80
10/07/2026	HMRC	June PAYE costs	65.60	0.00	65.60
30/06/2026	Unity Trust Bank	May Service Charge	7.00	0.00	7.00
10/07/2026	Wallace Arboriculture	June Grounds Maintenance	600.00	120.00	720.00
10/07/2026	Cloud Next	Home hosting	49.99	9.99	59.98
10/07/2026	Cloud Next	Domain registration	7.99	1.59	9.58
13/07/2026	Wisdom Designs	Village sign	360.00	72.00	432.00
31/07/2026	Unity Trust Bank	June Service Charge	7.00	0.00	7.00
		TOTAL:	4,874.21	617.58	5,491.79

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

26/38/2 Bank Reconciliation to 30th June 2026

The unverified bank reconciliation to 30th June 2026 was received and noted by the Council. Verification will take place by Cllr Holt on her return.

26/38/3 Budget Comparison to 30th June 2026

The quarter 1 budget comparison report was **received and noted** by the Council.

26/38/4 Livewell Grant

The Parish Council considered potential projects that could be progressed through an application to Maldon District Council's Livewell Grant scheme.

A number of ideas were discussed, including:

- Refurbishment or replacement of the adult outdoor gym equipment, with consideration given to whether additional equipment could be installed;
- Installation of Sustainable Drainage System (SuDS) planters;
- Creation of a pétanque court;
- Improvements to the basketball area, including resurfacing works;
- Upgrading existing adult fitness facilities.

It was agreed that further community feedback should be sought to understand what facilities or improvements residents would like to see within the village. The Clerk would therefore publish a post on the Parish Council's Facebook page inviting suggestions and comments, including views on whether upgrading the outdoor gym equipment should be prioritised or whether there are other projects residents would prefer.

Councillors agreed to consider potential projects ahead of any grant application being submitted.

Resolved: That the Clerk will seek residents' views via Facebook.

Resolved: That Councillors consider potential projects for the Livewell Grant application and report these at the next meeting.

26/39 Planning

26/39/1 To Consider Planning Applications submitted and published by Maldon District Council

26/39/1/1 26/00456/HOUSE – construct new single-storey rear extension with flat roof over at 5 Granville Close, Great Braxted.

Resolved: That the Parish Council has no objection to this application.

26/39/2 To Note the Parish Council's Response to Planning Applications Made Outside of a Meeting

26/39/2/1 - **26/00328/HOUSE and 26/00329/LBC** application for the relocation of an oil tank with concrete base and retrospective relocation of an oil boiler at Village Farm House, Tiptree Road, Great Braxted. **No objection.**

26/39/2/2 - **26/00374/HOUSE** - single-storey rear extension at The Old Forge, Tiptree Road, Great Braxted. **No objection.**

26/39/2/3 - **26/00280/LDP** – claim for a lawful development certificate for the proposed change of use of residential Class C3(a) to children's residential home C3(b) at Wood Lodge, Lea Lane. **No objection.**

26/39/3 To Note Planning Decisions Made by Maldon District Council

26/39/3/1 **26/00244/FUL** - Demolish existing building and erect replacement building for the use of stables, machinery and hay storage. Installation of solar panels on the roof and change of use from equestrian use to personal use by the owners. Sextons Barn, Sextons Lane, Great Braxted. **Granted.**

26/40 Environment

26/40/1 Village Notice Board

The Parish Council considered the condition of the village notice board and whether it should be repaired or replaced.

It was agreed that the notice board could be refurbished rather than replaced. Cllr Knapman offered to repaint the notice board, with the cost of materials to be reimbursed by the Parish Council.

The Clerk advised that the glass panel was damaged and had obtained a quotation from Witham Glass for replacement glass at a cost of £270 plus VAT.

Resolved: That the Parish Council proceed with the replacement of the glass panel in the village notice board.

26/41 Items for Next Agenda

The following items were identified for inclusion on the agenda for the next Parish Council meeting:

1. Consideration of quotations for chestnut fencing.

2. Further discussion and consideration of potential projects for a Livewell Grant application.

26/42 Updates

The Parish Council received the following updates:

- Post and rail fencing replacement project
Roger has currently completed half a day of the 2026 allowance and will be attending the site on Thursday for a further day's work.
- The regrowth of brambles was discussed, and it was noted that further treatment might be required.
- Additional works identified included:
 - Re-hanging the gate, which had dropped;
 - Restoring tree stakes where required.

26/43 General Announcements

No general announcements were made.

26/44 Date of Next Meeting

The next council meeting will take place at 8:00pm on Tuesday 8th September 2026.

26/45 Close of Meeting

There being no further business, the Vice Chairman closed the meeting at 9:31pm.

Signed: _____ Dated: _____

	<u>Accounts for Payment</u>	<u>For authorisation on 8th September 2026</u>			
Date	Supplier	Item	Net	VAT	Total
17/07/2026	Boards Direct	New notice board backing	95.90	19.18	115.08
17/07/2026	Cllr Knapman	Notice board expense reimbursement	31.98	-	31.98
22/07/2026	Sky Mobile	June phone bill - final	6.00	-	6.00
28/07/2026	Cllr Knapman	Gate repair hardware	27.85	-	27.85
28/07/2026	HMRC	July PAYE costs	72.00	0.00	72.00
28/07/2026	L Townend	July salary	288.14	0.00	288.14
31/07/2026+	Unity Trust Bank	June service charge	7.00	-	7.00
03/08/2026	AE Glaziers	Notice board glass repair	270.00	54.00	324.00
10/08/2026	Cllr Knapman	Paint for notice board	9.99	-	9.99
19/08/2026	Maldon District Council	Q1 TruCam patrols	538.92	107.78	646.70
28/08/2026	L Townend	August salary	262.00	-	262.00
28/08/2026	HMRC	August PAYE costs	65.40		65.40
28/07/2026	L Townend	Jun-Sept expenses	87.96		87.96
31/08/2026	Unity Trust Bank	July service charge	7.00	-	7.00
TOTALS:			1,770.14	180.96	1,951.10

Signed: _____

Date: _____



AGENDA REPORT ITEM 6.2

2026 NJC Pay Agreement

Background information

On the 24th August 2026 the National Joint Council's for Local Government Services announced the 2026 Pay Agreement for local council employees.

Summary

1. NJC Annual Pay Increase – Effective from 1 April 2026

As a result of the 2026 NJC pay award, the Clerk's hourly rate at SCP 20 has increased from £16.90 per hour to £17.45 per hour, an increase of 55p per hour.

The increase applies retrospectively to all hours worked from 1 April 2026.

The Clerk has worked 105 hours between 1 April 2026 and 31 August 2026.

Back Pay Calculation

105 hours × £0.55 per hour = £57.75 total back pay

The Clerk's hourly rate should therefore be amended to £17.45 per hour with effect from 1 September 2026, with the increase being backdated to 1 April 2026. The arrears of £57.75 for hours worked between 1 April and 31 August 2026 should be paid with the September 2026 salary.

Recommendation

That the Council:

1. notes and approves the NJC 2026 pay award of 3.30%, resulting in an increase in the Clerk's hourly rate from £16.90 to £17.45 per hour, effective from 1 April 2026;
2. approves the payment of £57.75 back pay for the 105 hours worked between 1 April and 31 August 2026; and
3. approves the new hourly rate of £17.45 being applied to salary payments from September 2026, with the retrospective increase and arrears paid at the same time.

24 August 2026

2026-27 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1 April 2026. Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2026. If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2026 to the employee's last day of employment.

The attached Annex 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 2026.

© NALC 2026.

ANNEX 1

	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	Deleted w e f 1st April 2023				Below LC Scale (for staff other than clerks)
2	£24,413	£12.65	Deleted w e f 1st April 2026		
3	£24,796	£12.85	£25,614	£13.28	
4	£25,185	£13.05	£26,016	£13.48	
5	£25,583	£13.26	£26,427	£13.70	
5	£25,583	£13.26	£26,427	£13.70	
6	£25,989	£13.47	£26,847	£13.92	LC1 (5-6) (below substantive range)
7	£26,403	£13.69	£27,274	£14.14	LC1 (7-12) (substantive benchmark range)
8	£26,824	£13.90	£27,709	£14.36	
9	£27,254	£14.13	£28,153	£14.59	
10	£27,694	£14.35	£28,608	£14.83	
11	£28,142	£14.59	£29,071	£15.07	
12	£28,598	£14.82	£29,542	£15.31	

	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
13	£29,064	£15.06	£30,023	£15.56	LC1 (13-17) (above substantive range)
14	£29,540	£15.31	£30,515	£15.82	
15	£30,024	£15.56	£31,015	£16.08	
16	£30,518	£15.82	£31,525	£16.34	
17	£31,022	£16.08	£32,046	£16.61	
18	£31,537	£16.35	£32,578	£16.89	LC2 (18-23) (below substantive range)
19	£32,061	£16.62	£33,119	£17.17	
20	£32,597	£16.90	£33,673	£17.45	
21	£33,143	£17.18	£34,237	£17.75	
22	£33,699	£17.47	£34,811	£18.04	
23	£34,434	£17.85	£35,570	£18.44	LC2 (24-28) (substantive benchmark range)
24	£35,412	£18.35	£36,581	£18.96	
25	£36,363	£18.85	£37,563	£19.47	
26	£37,280	£19.32	£38,510	£19.96	
27	£38,220	£19.81	£39,481	£20.46	
28	£39,152	£20.29	£40,444	£20.96	LC2 (29-32) (above substantive benchmark range)
29	£39,862	£20.66	£41,177	£21.34	
30	£40,777	£21.14	£42,123	£21.83	
31	£41,771	£21.65	£43,149	£22.37	
32	£42,839	£22.20	£44,253	£22.94	
33	£44,075	£22.85	£45,529	£23.60	LC3 (33-36) (below substantive range)
34	£45,091	£23.37	£46,579	£24.14	
35	£46,142	£23.92	£47,665	£24.71	
36	£47,181	£24.46	£48,738	£25.26	
37	£48,226	£25.00	£49,817	£25.82	LC3 (37-41) (substantive benchmark range)
38	£49,282	£25.54	£50,908	£26.39	
39	£50,269	£26.06	£51,928	£26.92	
40	£51,356	£26.62	£53,051	£27.50	
41	£52,413	£27.17	£54,143	£28.06	LC3 (42-45) (above substantive benchmark range)
42	£53,460	£27.71	£55,224	£28.62	
43	£54,495	£28.25	£56,293	£29.18	
44	£55,801	£28.92	£57,642	£29.88	



AGENDA REPORT ITEM 8

Livewell Grant

Background information

At its meeting on [date], Minute **26/38/4 – Livewell Grant**, the Parish Council agreed that residents' views should be sought on potential projects for a Maldon District Council Livewell Grant application and that Councillors should consider and bring forward suggestions for the next meeting.

A post seeking residents' views was published on the Parish Council's Facebook page on **21 July 2026** and shared with the residents' group. Residents were invited to suggest facilities, activities or improvements that would support health and wellbeing within Great Braxted.

Community Engagement

The Clerk has received correspondence from residents in response to the consultation. Suggestions and comments included:

- projects and activities aimed at **older residents**, including coffee mornings, art classes and social activities;
- concerns regarding the potential impact of increased use of the park on **traffic, parking, pedestrian safety, noise and the rural character of the village**;
- suggestions for protecting and improving the **woodland and hedgerow**;
- a request for the Council to consider holding a **public consultation meeting** before submitting any application; and
- suggestions regarding how the Council communicates consultations and opportunities for residents to participate.

The Clerk is unable to access all comments made directly on the Facebook post.

Summary

Councillors are asked to consider the feedback received, together with any further suggestions, and identify whether there is a suitable project which should be investigated further for potential inclusion in a Livewell Grant application.

Recommendation

That Councillors:

- note the feedback received from residents;
- consider potential projects for the Livewell Grant; and
- agree which project(s), if any, should be investigated further before a decision is made on whether to submit an application.