Great Braxted
Parish Council

Clerk to the Council:
Lynda Townend

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4th November 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 10th November 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 8th September 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. Essex County Councillor Update

6. Public Participation Session

7. Finance

7.1 Accounts for Payment

To agree the accounts for payment, made between meetings, for the period between the 9th September and the 31st October 2026. Attached.

7.2 Bank Reconciliation

To receive and note the Bank Reconciliation to the 30 September 2026. Attached.

7.3 Budget Comparison

To receive and note the Budget comparison to the 31 October 2026. Attached.

7.4 2027/28 Budget Considerations

To consider and discuss expenditure which should be included in the 2027/28 budget.

8. Planning

8.1 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.

8.1.1 26/00627/LDE - Claim for a Lawful Development Certificate for the existing erection of a storage building at Woodyard Sunnymeade Braxted Park Road, Great Braxted. Planning application.

8.1.2 26/00704/FUL - Detached single storey office building with associated parking and hard and soft landscaping on land rear of Hawthorns, Braxted Park Road, Great Braxted. Planning application.

8.2 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)

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

8.4 Maldon District Local Plan 2040 – Scoping Consultation

To consider Maldon District Council's forthcoming Scoping Consultation on the new Local Plan 2040, opening on 25 November 2026 and closing on 22 December 2026, and to agree how Great Braxted Parish Council wishes to respond.

9. Environment

9.1 To review a specification for rabbit-proof fencing on the cricket field if available.

9.2 To consider a quote and if the Parish Council should fund hedge cutting and verge cutting along Tiptree Road. Quotation to follow.

9.3 Replacement Gym Equipment – Rowing Machine
To consider a quote to replace the obsolete rower machine. Report attached.

10. Items for Next Agenda

11. Updates

12. General Announcements

13. Date of Next Meeting – 19th January 2027

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 Annual Parish Council Meeting held at 8:00pm on Tuesday the 8th September 2026 in the Braxted Pavilion

Present:

Cllrs R Collins (Chair), C Knapman (Vice-Chair) and E Miles; L Townend (Clerk); and one member of the public.

26/46 Apologies for Absence

Apologies were received from Cllrs Davis and Holt.

26/47 Minutes of the Parish Council Meeting

Resolved: That the minutes of the Parish Council meeting held on the 14th July 2026 were agreed as a correct record and signed by the Chair.

26/48 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 Interests were made.

26/49 Maldon District Councillor Update

Cllr Siddall was unable to attend the meeting.

26/50 Public Participation Session

A member of the public raised concerns regarding the large number of rabbit holes on the cricket field affecting the condition and safe use of the field.

It was noted that repairs to the boundary fencing may assist in preventing further rabbit activity. Cllr Knapman agreed to contact Roger Clarke to establish the current position regarding the outstanding fence repairs.

The member of the public also suggested that the brambles and undergrowth along the edge of the field could be cleared and that the feasibility of installing rabbit-proof fencing to the existing fence posts be investigated.

Cllr Miles offered to donate wire to assist with temporarily repairing some of the rabbit holes.

The following actions were agreed:

- The Clerk to investigate whether grant funding may be available through Essex Cricket and Sport England towards rabbit-proof fencing or improvements to the cricket field.
- The Clerk to contact the Secretary of the Braxted Pavilion Management Committee for the contact details of a local gamekeeper to seek a quotation for rabbit control/removal, together with advice from other pest control providers.
- The Clerk to ask Sarah Mann to raise the condition of the cricket outfield with the cricket club and enquire whether the club would undertake any repairs and/or contribute towards the cost of rabbit-proof fencing, including a suitable roll of 19-gauge (or heavier) chicken wire.

26/51 Finance

26/51/1 Accounts for Payment

The Council approved the following payments:

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	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	-	72.00
28/07/2026	L Townend	July salary	288.14	-	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 DC	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
28/08/2026	L Townend	Jun-Sept expenses	87.96	-	87.96
31/08/2026	Unity Trust Bank	July service charge	7.00	-	7.00
05/09/2026	Waltons Tree Services	Playground hedge trimming	240.00	48.00	288.00
		TOTALS:	**2,010.14**	**228.96**	**2,239.10**

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

26/51/2 2026 National Joint Council's Pay Award

The Council noted the National Joint Council's 2026 pay agreement of 3.30% and approved the Clerk's backpay payment of £57.75.

26/52 Planning

26/52/1 To Consider Planning Applications submitted and published by Maldon District Council

There were no applications to consider.

26/52/2 To Note the Parish Council's Response to Planning Applications Made Outside of a Meeting

26/52/2/1 - 26/00328/HOUSE – relocation of oil tank with concrete base and retrospective relocation of oil boiler at the Village Farm House, Tiptree Road. **APPROVED**

26/52/2/2 – 26/00374 – single storey rear extension at The Old Forge, Tiptree Road. **APPROVED.**

26/52/2/3 – 26/00280 – claim for lawful development certificate for proposed change of use of residential Class C3(a) to children's residential home C(b) at Wood Lodge, Lea Lane. **APPROVED.**

26/52/2/4 - 26/00456 – construct single storey rear extension with flat roof over, 5 Granville Close. **APPROVED.**

26/53 Livewell Grant

The Council considered whether to submit an application for funding through the Livewell Grant scheme. No further project suggestions were put forward and therefore it was agreed that the Council would not apply for a Livewell Grant at this time.

26/54 Environment

Members considered a quotation from Walton Tree Services for the installation of chestnut fencing along the length of the spiney. It was noted that the proposed fencing was primarily for aesthetic purposes and, in light of the current requirement to consider rabbit-proof fencing, Members agreed that the chestnut fencing should not proceed.

Resolved: That the Council would not proceed with the installation of chestnut fencing along the length of the spiney.

26/55 Items for Next Agenda

The following items will be added to the next Council meeting agenda:

1. 2027/28 budget considerations
2. Rabbit proof-fencing specification

26/56 Updates

Cllr Knapman advised that the notice board had now been repaired and the Parish Council's notices have been updated.

He requested that the notice relating to the church also be updated. The Clerk will contact the church to confirm that the information displayed is accurate. Cllr Knapman will provide the Clerk with the template to be used for the updated notice.

26/57 General Announcements

No general announcements were made.

26/58 Date of Next Meeting

The next council meeting will take place at 8:00pm on Tuesday 10th November 2026.

26/59 Close of Meeting

There being no further business, the Chair closed the meeting at 8.47pm.

Signed:_____ Dated:_____

Accounts for Payment **For authorisation on 10 November 2026**

Date	*Supplier*	*Item*	*Net*	*VAT*	*Total*
18/09/2026	Cllr Knapman	Grass seed for field	31.94	-	31.94
28/09/2026	L Townend	Sept salary	339.20	-	339.20
28/09/2026	HMRC	Sept PAYE costs	85.00		85.00
30/09/2026	Unity Trust Bank	August service charge	7.00	-	7.00
06/10/2026	Wallace Arb and Groundcare	September grounds maintenance	230.00	46.00	276.00
12/10/2026	Maldon District Council	Trucam patrols - Jul - Sept	538.92	107.78	646.70
12/10/2026	VCS Websites	Website hosting - Sept 2026 to Sept 2027	175.00	-	175.00
12/10/2026	Cllr Knapman	Pavilion expenses	41.60	0.00	41.60
19/10/2026	RBL	Poppy wreath	30.00	0.00	30.00
23/10/2026	L Townend	October salary	307.30	0.00	307.30
23/10/2026	HMRC	October PAYE costs	76.60	0.00	76.60
28/10/2026	Caloo	Service of gym equipment	345.00	69.00	414.00
31/10/2026	Unity Trust Bank	September service charge	7.00	-	7.00
		TOTAL:	2,214.56	222.78	2,437.34

Bank Reconciliation to 30 September 2026

Great Braxted Parish Council Bank Reconciliation
Quarter 2

Unity Trust Bank Account Balance at		**30/06/2026**	**£ 13,324.14**
	Plus income		£ 91.30
	Less expenditure		£ 6,173.40
	Balance carried forward		**£ 7,242.04**
Unity Trust Bank Balance at		**30/09/2026**	**£ 7,242.04**
CCLA PSDF Balance at		**30/09/2026**	**£ 9,000.00**
TOTAL CASH HOLDING at		**30/09/2026**	**£ 16,242.04**

Reconciled to bank statement on 6th October 2026

Signed: _____

Name: Cllr Lesley Holt

Dated:

Budget Comparison to 31 October 2026

INCOME

Code Budget	Title Heading	2026/27 Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	TOTAL	Variance
1	Precept	17,417.00	17417.00	0.00	0.00	0.00	0.00	0.00	0.00	17,417.00	0.00
2	Other	-	725.66	27.81	29.01	28.33	29.29	33.68	0.00	873.78	873.78
3	Pavilion Management Committee	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-450.00
	SUB TOTAL	**17,867.00**	**18,142.66**	**27.81**	**29.01**	**28.33**	**29.29**	**33.68**	**0.00**	**18,290.78**	**423.78**

EXPENDITURE

Code	Title Administration (CC)	2026/27 Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	TOTAL	Variance
1	Clerks Salary	£3,410.00	281.76	281.56	0.00	549.94	262.00	339.20	307.30	2,021.76	1,388.24
2	HMRC Payments	£852.00	245.73	0.00	0.00	206.20	0.00	0.00	223.48	675.41	176.59
3	Expenses/office costs	£544.00	0.00	56.98	144.98	0.00	87.96	0.00	0.00	289.92	254.08
4	Mobile Phone	£76.00	6.00	6.00	6.00	6.00	0.00	0.00	0.00	24.00	52.00
5	Laptop Security	£110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
6	Training	£185.00	0.00	27.00	0.00	0.00	0.00	0.00	0.00	27.00	158.00
7	Cloud Next Hosting	£60.00	0.00	50.00	0.00	57.98	0.00	0.00	0.00	107.98	-47.98
8	Website Hosting VCS and	£173.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00	175.00	-2.00
9	Auditor Fees	£180.00	0.00	180.00	0.00	0.00	0.00	0.00	0.00	180.00	0.00
10	Bank Charges	£84.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	49.00	35.00
	SUB TOTAL	**5,674.00**	**540.49**	**608.54**	**157.98**	**827.12**	**356.96**	**346.20**	**712.78**	**3,550.07**	**2,123.93**

Code	Title Insurance and Subscriptions	2026/27 Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	TOTAL	Variance
1	EALC/NALC/CouncilWise	£291.00	138.37	0.00	0.00	0.00	0.00	0.00	0.00	138.37	152.63
2	SLCC Subscription	£42.00	37.90	0.00	0.00	0.00	0.00	0.00	0.00	37.90	4.10
3	Insurance	£609.00	0.00	640.96	0.00	0.00	0.00	0.00	0.00	640.96	-31.96
4	ICO - Data Protection Fee	£47.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.00
5	RCCE	£54.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.00
6	TruCam	£2,180.00	518.88	0.00	0.00	0.00	538.92	0.00	538.92	1,596.72	583.28
7	Election Costs	£125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
	SUB TOTAL	**3,348.00**	**695.15**	**640.96**	**0.00**	**0.00**	**538.92**	**0.00**	**538.92**	**2,413.95**	**934.05**

Code	Title Grants and Donations	2026/27 Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	TOTAL	Variance
1	Royal British Legion	£35.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.00	5.00
2	War Memorial Upkeep	£102.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.00
3	Remembrance Sunday Costs	£199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199.00
4	80th Anniversary of D Day/Grants	£200.00	140.83	0.00	0.00	0.00	0.00	0.00	0.00	140.83	59.17
	SUB TOTAL	**536.00**	**140.83**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**30.00**	**170.83**	**365.17**

Code	Title Field and Playground	2026/27 Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	TOTAL	Variance
1	Grass Cutting/grounds maintenan	£3,400.00	400.00	400.00	400.00	600.00	0.00	0.00	230.00	2,030.00	1,370.00
2	Tree and Hedges	£1,690.00	820.00	0.00	0.00	1670.00	0.00	0.00	0.00	2,490.00	-800.00
3	Fence/Field Maintenance	£2,000.00	0.00	520.00	0.00	27.85	0.00	31.94	0.00	579.79	1,420.21
4	Defibrillator	£500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
	SUB TOTAL	**7,690.00**	**1,220.00**	**920.00**	**400.00**	**2,297.85**	**0.00**	**31.94**	**230.00**	**5,099.79**	**2,490.21**

	General Reserves	2026/27 Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	TOTAL	Variance
1	General Reserves	619	0.00	0.00	0.00	487.88	279.99	0.00	345.00	1,112.87	-493.87
	SUB TOTAL	**619.00**	**0.00**	**0.00**	**0.00**	**487.88**	**279.99**	**0.00**	**345.00**	**1,112.87**	**-493.87**

	Subtotal Expenditure	**17,867.00**	**2,596.47**	**2,169.50**	**557.98**	**3,612.85**	**1,175.87**	**378.14**	**1,856.70**	**12,347.51**	**5,913.36**

AGENDA REPORT ITEM 18

Replacement of Outdoor Gym Equipment – Rowing Machine

Background information

Following a report from a resident that the outdoor rowing machine was faulty, Caloo, the manufacturer and supplier of the gym equipment, was instructed to carry out an inspection and service of the equipment.

The inspection took place on 27 October 2026. Following the inspection, Caloo confirmed that the rowing machine has reached the end of its useful life and cannot be repaired. The machine will therefore need to be removed from service.

Caloo has advised that it no longer supplies a replacement rowing machine. However, it has provided details of alternative hydraulic gym equipment that could be considered as a replacement.

Summary

The alternative equipment suggested by Caloo comprises:

HD-01 Hydraulic Push Up

HD-02 Hydraulic Squat Machine

HD-03 Hydraulic Chest Press

HD-04 Hydraulic Leg Press

HD-05 Hydraulic Bench Press

HD-06 Hydraulic Leg Lift

HD-07 Hydraulic Bicep Curl

HD-08 Hydraulic Lat Pull Down

HD-09 Hydraulic Chest Fly

HD-10 Hydraulic Leg Push

At the time of preparing this report, the prices for the alternative machines have not yet been received. It is hoped that these will be available for circulation to councillors ahead of the meeting.

The Council has also requested that Caloo provide costs for installation of a replacement machine and for any necessary repairs to the existing rubber safety surfacing.

Councillors are asked to consider whether they wish to replace the rowing machine with one of the alternative pieces of equipment offered by Caloo and, if so, which machine would be most suitable for the village's outdoor gym.

Alternatively, the Council may decide not to replace the rowing machine and simply arrange for its removal.

Potential Grant Funding – Maldon District Livewell Partnership

Maldon District Council is currently offering grants through the Maldon District Livewell Partnership small grants programme to support projects that improve the health and wellbeing of residents.

The programme brings together Public Health and Active Maldon funding. Public Health grants are available for projects addressing at least two of the following three local priorities:

- Physical activity and obesity.
- Social isolation.
- Mental health.

Eligible organisations can apply for up to £2,000 per project through the Public Health funding stream. Projects should be new and innovative, although existing activities may be considered where applicants can demonstrate their success and explain how further funding would build upon them.

The Council may wish to consider whether the purchase of replacement outdoor gym equipment could form part of a suitable grant application, particularly in relation to encouraging physical activity and improving residents' health and wellbeing. However, eligibility would need to be checked against the grant guidance, including the requirement to address at least two of the three health priorities.

Applications are open until 14 December 2026, although funding is limited and the programme will remain open only while funding is available.

Financial Implications

The purchase and installation of replacement gym equipment, together with any necessary repairs to the existing rubber safety surfacing, has not been included in the Council's approved budget.

Should the Council wish to proceed with purchasing replacement equipment, it would therefore need to agree that the expenditure be funded from its general reserves, unless grant funding can be secured.

The Council may wish to explore the availability of Livewell grant funding before committing to the expenditure. Any grant application would be subject to the relevant eligibility criteria and approval process.

Recommendation

That the Council:

1. Notes that the rowing machine has reached the end of its useful life and cannot be repaired.

2. Considers the alternative gym equipment offered by Caloo and the associated costs, including installation and any necessary repairs to the existing rubber surfacing.

3. Decides whether it wishes to purchase a replacement piece of equipment and, if so, identifies its preferred option.

4. Considers whether to explore an application to the Maldon District Livewell Partnership for grant funding towards the replacement equipment.

5. Notes that any expenditure not covered by grant funding would need to be met from the Council's general reserves, as no provision has been made in the current budget.

6. If a replacement is not considered appropriate, agrees that the obsolete rowing machine should be removed without replacement.