



*Great Braxted
Parish Council*

Clerk to the Council:
Lynda Townend

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

Email: parishclerk@greatbraxtedparishcouncil.gov.uk

8th March 2026

To: Members of Great Braxted Parish Council

You are hereby summoned to attend

**THE PARISH COUNCIL MEETING TO BE HELD AT THE PAVILION
ON THURSDAY 12th MARCH 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 of the Parish Council Meeting

Minutes of the Meeting held on 15th January 2026 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 a written or verbal update from the District Councillor.

5. Public Participation Session

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

6. Planning

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

6.1.1 26/00077/HOUSE - Single storey rear extension including alterations to existing roof form on side and front elevations, together with replacement window to door on rear elevation at Hill Broad House Braxted Park Road Great Braxted Witham. [View application here.](#)

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

6.2.1 26/00059/FUL - Section 73A application for the retention of existing barn to be used for commercial purposes at Land rear of Hawthorns, Braxted Park Road Great Braxted. **NO OBJECTION.**

6.3 To Note Planning Decisions Made by Maldon District Council

6.3.2 25/00881/FUL - Resurfacing of existing farmyard with concrete hardstanding at Land at Old House Farm Kelvedon Road Great Braxted Essex. **APPROVED.**

6.3.2 25/00952/FUL – Construction of domestic outbuilding at Lea Lane Woods. **REFUSED.**

7. Environment

7.1 Village Sign

To consider the ownership and inclusion of the Great Braxted village sign on the Council's Fixed Asset Register and insurance schedule and a quote to repaint the sign. [Report attached.](#)

7.2 Trucam Patrols

To discuss the location of the patrols noting these need to be approved by Essex Police.

8. Finance

8.1 Accounts for Payment

To agree the accounts for payment, made between meetings, for the period between the 6th January 2026 to the 31st March 2026. [Attached.](#)

8.2 Transfer to Earmarked Reserves

To approve the transfer of unspent budget to earmarked reserves. Report to follow.

9. 2026/27 Schedule of Meetings

To agree the meeting dates for the next civic year, May 2026 to May 2027.

[Schedule attached.](#)

10. Updates

10.1 Rabbit Proof Fencing

10.2 Pavilion Wi Fi

10.3 Appleford Bridge Hedge Cutting

11. General Announcements

12. Items to be Included on the Next Agenda

13. Date of Next Meeting

The next meeting is scheduled to take place on the 12th May 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 The Pavilion on 15th January 2026 at 8:00 pm

Present:

Councillors R Collins (Chairman), C Knapman (Vice-Chairman), E Miles the Clerk and 1 member of the public.

25/82 Apologies for Absence

Apologies were received from Councillors Davis and Holt.

25/83 Minutes of the Parish Council Meeting

Resolved: That the minutes of the Parish Council meeting, held on the 11th November 2025 were agreed as a correct record and signed by the Chairman.

25/84 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.

25/85 Maldon District Councillor Update

Cllr Siddall was unable to attend the meeting.

25/86 Public Participation Session

The Secretary of the Pavilion Management Committee provided the Council with an amended agreement between the Pavilion Management Committee, Great Braxted Parish Council and Great Totham Cricket Club to use the Pavilion and the cricket field for the 2026 cricket season. The agreement was signed by the Chairman.

25/87 Pavilion Management Committee Update

The Secretary of the Pavilion Management Committee confirmed that from the 6th January 2026, the Parish Council is now the Sole Trustee of the Village Hall Charity (Charity Number 301309). As Sole Trustee, the Parish Council is responsible for the control, management, and administration of the charity on behalf of its beneficiaries, acting through an appointed Management Committee.

The Chairman thanked the Secretary for overseeing the transfer of trusteeship and acknowledged the significant work involved in successfully completing the process.

A number of outstanding matters were identified that require further action:

1. The Clerk will liaise with the RCCE to confirm the resolution required by the Parish Council to ensure that all legal matters are correctly addressed.
2. A Trustee meeting will be arranged and held at 7.30 pm on 12th March 2026 at the Pavilion, for the purpose of appointing the Administrator and the Management Committee.

25/88 Planning

25/88/1 To Consider Planning Applications submitted and published by Maldon District Council

There were no applications to consider at this meeting.

25/88/2 To Note Planning Decisions Made by Maldon District Council

25/88/2/1 **25/00952/FUL** - Construction of domestic outbuilding on land at Lea Lane Wood, Lea Lane, Great Braxted. No objection but requested the following conditions:

1. That the outbuilding is used solely for purposes ancillary to the agricultural management of the land and not for residential, commercial or habitual use.
2. That no facilities (such as services, drainage, insulation or layout changes) are installed that would enable the structure to be used as a dwelling or residential accommodation without further planning consent.

25/88/3 To Note Planning Decisions Made by Maldon District Council

25/88/3/1 **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 Barn A The Barn, Braxted Park Road, Great Braxted. **APPROVED.**

25/89 Environment

25/89/1 Village Sign

No progress to report.

This matter will be carried forward to the next Parish Council meeting.

25/89/2 Tree Risk Survey

Members received a report advising that a tree risk survey should be undertaken on the trees on and around the field.

Resolved: That the Parish Council accepted the need for the survey and approved the quotation from Tracy Clarke Consultants in the sum of £820 to undertake a tree risk survey of the trees surrounding the field. It was further resolved that the Council will request a contribution from the Pavilion Management Committee towards the cost of the survey in respect of trees owned by the Pavilion Management Committee.

The works will be undertaken in the new 2026/27 financial year.

25/90 Subscription to CouncilWise

Members received a report regarding a new training provider offering dedicated training courses for councils and clerks, based in Great Dunmow.

Resolved: That the Parish Council agreed to subscribe to CouncilWise at a cost of £150 per annum with effect from April 2026.

25/91 Finance

25/91/1 Accounts for Payment

The Council **approved** the following payments:

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
10/11/2025	Fairway Signs	CCTV signs	£ 55.00	£ 11.00	£ 66.00
12/11/2025	Little Braxted PC	War Memorial maintenance	£ 95.23	£ -	£ 95.23
24/11/2025	Sky mobile	November mobile phone costs	£ 6.00	£ -	£ 6.00
28/11/2025	L Townend	November salary	£ 270.40	£ -	£ 270.40
28/11/2025	L Townend	Oct and Nov expenses	£ 126.97	£ -	£ 126.97
28/11/2025	HMRC	November PAYE costs	£ 67.60	£ -	£ 67.60
30/11/2025	Unity Trust Bank	October bank charge	£ 6.00	£ -	£ 6.00
03/12/2025	Skippers GM	Hedge trimming	£ 450.00	£ 90.00	£ 540.00
22/12/2025	ICO	Data protection fee	£ 47.00	£ -	£ 47.00
24/12/2025	Sky mobile	December mobile phone costs	£ 6.00	£ -	£ 6.00
24/12/2025	L Townend	December salary	£ 270.40	£ -	£ 270.40
24/12/2026	HMRC	December PAYE costs	£ 67.60	£ -	£ 67.60
31/12/2025	Unity Trust Bank	November service fee	£ 6.00	£ -	£ 6.00
TOTAL:					£1,575.20

25/91/2 Bank Reconciliation

The bank reconciliation was not verified at this meeting and will be carried forward for consideration at the next meeting.

25/91/3 Budget Comparison

The council **received and noted** the budget comparison to the 30th September 2025.

25/91/4 2026/27 Budget and Precept

The Council considered the draft budget and precept for 2026/27.

Resolved: That the Parish Council agreed an expenditure budget of £17,867 with a precept demand of £17,417 being requested from Maldon District Council. This gives a Band D council tax cost of £90.01 per resident.

Resolved: That the Clerk will invoice the Pavilion Management Committee for £450 on the 1st April 2026, being the contribution toward grounds maintenance costs.

25/92 Annual Village Litter Pick

The Parish Council considered potential dates for the annual village litter pick.

Resolved: That the annual village litter pick will take place on either Saturday 21st March 2026 or Sunday 22nd March 2026, subject to the availability of the Pavilion.

25/93 Updates

25/93/1 BT Telephone Kiosk

The Parish Council received correspondence from the owners of Old du Cane confirming their acknowledgement of the Parish Council's ownership of the telephone kiosk. The owners further advised that they would notify any future owner accordingly and confirmed that they would be agreeable to renovation works, subject to contractors respecting their property.

Resolved: That the Clerk contact the Parish Council's insurance provider to ascertain the additional cost of adding the telephone kiosk to the insurance policy.

25/93/2 Wi-Fi in the Pavilion

The Clerk reported that she had contacted Great Totham Village Hall regarding their internet service provider. It was noted that fibre to the premises is not currently available at the Pavilion; however, Gigaclear has indicated that this is expected to become available in mid-2026.

Resolved: That the matter be deferred until Gigaclear's plans are confirmed.

25/94 General Announcements

- The Clerk advised that Wickham Bishops Parish Council had raised concerns regarding the cost of the Remembrance Sunday service and the maintenance of

the War Memorial. The matter is being addressed by Little Braxted Parish Council.

- Cllr Knapman reported that positive feedback had been received regarding the work undertaken by Roger Clark in repairing the field fence and cutting back vegetation. It was noted that further work may be required to prepare the ground should seeding be necessary.

25/95 Items to be Included on the Next Agenda

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

1. Quarter 3 bank reconciliation.
2. Restoration of the village sign.

25/96 Date of Next Meeting

The next council meeting will take place at 8pm on Thursday 12th March 2026.

25/97 Chairman Closed the Meeting

There being no further business the Chairman closed the meeting at 21.06.

Signed: _____ Dated: _____

Chairman



AGENDA REPORT ITEM 7.1

Village Sign

Background

In 1991/92, it was decided to install a village sign in the centre of Great Braxted. The project was undertaken jointly by the Parish Council and local residents, with fundraising organised by Mr and Mrs Nicholls of Meadow Cottage, Bung Row, in partnership with the Council.

The sign depicts various aspects of village life, with two different sides representing features from Bung Row and Tiptree Road. It was painted by local resident Mr James Hewitt and unveiled in 1992 by Mr Michael Clark of Braxted Park. Mr Hewitt has since repainted the sign twice.

At a recent meeting, councillors requested that the Clerk obtain quotations for restoration works. This raised a question about the ownership and custodianship of the sign. The former Parish Clerk has confirmed that the project was co-ordinated with the Parish Council, and no other ownership has been identified.

Summary

Given the Council's historic involvement in commissioning, maintaining, and now seeking to restore the village sign, it is appropriate to recognise it as a Parish Council asset. This would ensure:

- Proper inclusion on the Fixed Asset Register;
- Appropriate insurance cover; and
- Clear accountability for future maintenance.

Quotation

Two options for refurbishment have been received from Signs of the Times Ltd.

1. **Repainting of existing sign:**
Sandblast cleaning (assuming aluminium), repainting the sign and bracket in colours as close as possible to the original – **£1,755.00 + carriage and VAT.**
2. **Replacement panels:**
Two aluminium signs, powder-coated and printed from supplied artwork, encapsulated in a tough clear coating (guaranteed against fading for 10 years), pre-drilled for fixings – **£1,190.00 + carriage and VAT.**

Councillors are asked to consider both options and note that sufficient funds are available from general reserves should the Council wish to proceed.

Replacement Value

For insurance purposes, a replacement value of £5,800 is recommended. This reflects the estimated cost to replace the sign and oak post (excluding installation).

The Fixed Asset Register value will be recorded at £1, in line with council policy for assets acquired historically or by donation.

Financial Implications

The inclusion of the sign on the Council's Fixed Asset Register and insurance policy will have a minimal impact on insurance premiums. Restoration or replacement costs could be met from general reserves or, if preferred, funds could be allocated to an earmarked reserve for future maintenance.

Recommendations

That the Council:

1. Confirms the Great Braxted village sign as a Parish Council asset and approves its inclusion on the Council's Fixed Asset Register at a value of £1 and on the insurance schedule at a replacement value of £5,800; and
2. Considers and agrees a quotations for the refurbishment of the sign, noting that funds are available from general reserves should the Council wish to proceed.

Accounts for Payment

<i>Date</i>	<i>Supplier</i>	<i>Item</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
06/01/2026	Defib World	iPAD SP1 electrode pads	116.99	22.40	139.39
12/01/2026	Maldon District Council	Trucam patrols Q3 - Oct to Dec 2025	518.88	103.78	622.66
16/01/2026	Dunmow Training Ltd	Assertion 10 training	25.00	5.00	30.00
19/01/2026	EALC	Data Protection Essentials training	17.00	3.40	20.40
22/01/2026	RCCE	Village Hall Charity professional services	350.00	70.00	420.00
24/01/2026	Sky Mobile	January mobile phone bill	6.00	0.00	6.00
28/01/2026	L Townend	January salary	270.40	0.00	270.40
28/01/2026	HMRC	PAYE costs	67.60	0.00	67.60
28/01/2026	L Townend	Dec - Jan expenses	56.98	0.00	56.98
31/01/2026	Unity Trust Bank	December service charge	6.00	0.00	6.00
24/02/2026	Sky Mobile	February mobile phone bill	6.00	0.00	6.00
27/02/2026	L Townend	February salary	317.55	0.00	317.55
28/02/2026	HMRC	February PAYE costs	79.60	0.00	79.60
28/02/2026	Unity Trust Bank	January service charge	6.00	0.00	6.00
04/03/2026	RCCE	2026/27 membership costs	53.00	10.60	63.60
04/03/2026	Dunmow Training Ltd	CouncilWise subscription	150.00	30.00	180.00
24/03/2026	Sky mobile	March mobile phone bill	6.00	0.00	6.00
31/03/2026	Unity Trust Bank	February service charge	6.00	0.00	6.00
TOTAL:					2,304.18

Schedule of Meetings



**Great Braxted Parish Council
Schedule of Meetings 2026/2027**
Meetings start at 8pm in the Pavilion

- Parish Council Meeting
- Annual Parish Council Meeting
- Public Holiday

May-26																				
Su	Mo	Tu	We	Th	Fr	Sa								Su	Mo	Tu	We	Th	Fr	Sa
					1	2														
3	4	5	6	7	8	9														
10	11	12	13	14	15	16														
17	18	19	20	21	22	23														
24	25	26	27	28	29	30														
31																				
Jun-26							Jul-26							Aug-26						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
													30	31						
Sep-26							Oct-26							Nov-26						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
Dec-26							Jan-27							Feb-27						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28						
							31													
Mar-27							Apr-27							May-27						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
													30	31						