

# Minutes of the Parish Council Meeting held at The Pavilion on 11th November 2025 at 8:00 pm

## Present:

Councillors R Collins (Chairman), C Knapman (Vice-Chairman), L Holt, R Siddall (Maldon District Council) the Clerk and 3 members of the public.

## 25/67 Apologies for Absence

Apologies were received from Councillor Miles.

## 25/68 Minutes of the Parish Council Meeting

**Resolved:** that the minutes of the Parish Council meeting, held on the 9<sup>th</sup> September 2025 were agreed as a correct record and signed by the Vice Chairman.

## 25/69 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 declared.

## 25/70 Maldon District Councillor Update

Cllr Siddall provided the following update from Maldon District Council:

- It was an honour to officially open the new Braxted Pavilion recently.
- The council has committed to invest £400,000 over the next two years in play equipment and recreational sites across the district.
- The council remains financially stable and is committed to using the funds to benefit the district. For example, car parking charges will remain unchanged in 2026.
- Work continues on the Hythe Quay upgrade project.
- A new café and visitors' centre is planned for the Promenade Park area near the museum.
- Investment is being made in leisure facilities at both Maldon and Burnham, in partnership with an external provider. Once completed, these will offer excellent facilities for residents.

- The council has completed phase 1 of a restructure programme: a new Chief Executive Officer has been appointed, and four senior posts have been removed, generating savings of £300,000. The lower tier management structure is being reduced from five to four tiers, with funds reinvested to strengthen staffing at operational levels. These changes aim to ensure the council is “Unitary Ready.”
- The combined Mayor of Greater Essex will be elected in May 2026.
- Work is underway on a document outlining Maldon’s priorities to present to the incoming Mayor.
- The proposed Combined Authority include Essex County Council, Thurrock, and Southend as the only authorities with voting powers. District and Borough Councils won’t have voting powers until the unitary authorities are formed.
- Maldon, in conjunction with 9 other councils in Essex have backed a five Unitary Authority model where Maldon would join with Brentwood and Chelmsford) with each serving approximately 350,000 people.
- There are three other proposals being considered by Government; two four Unitary Authorities models and one three Unitary Authorities models. If the three Unitary Authorities, each would serve approximately 700,000 people, creating some of the largest councils in the country.
- The decision will be made by the Ministry of Housing, Communities and Local Government (MHCLG) and is expected by the end of 2025 with an announcement expected by February 2026.
- Any proposal will go out for public consultation, though final decisions will rest with the MHCLG.
- Under the five-unitary option, representation would reduce from 31 to 17 councillors; under the three-unitary option, divisions would be larger with councillors reduced to 12.
- The NHS has established a working group to progress services at St Peter’s Hospital, Maldon. The District Council is willing to borrow funds, on behalf of the NHS, to support its continued use. In the first year, the focus will be on ensuring the building’s safety. In the second year, attention will turn to future service provision.
- The Integrated Care Boards (ICBs) are expected to reduce to just two in number.
- The Local Plan is being reviewed: The five-year housing supply target will be prioritised, with completion aimed for by year-end.
- The Government is expected to introduce a new planning methodology in 2026 and new planning rules will come into effect in 2027.

- It is anticipated that the existing plan will carry forward when the new unitary authority is formed.

Cllr Collins requested that Cllr Siddall seek an update on the continued expansion of the Rosedale traveller site on Lea Lane. Cllr Siddall reported that while MDC has the authority to issue Stop Orders, the submission of a planning application caused the enforcement action to be halted.

Appleford Bridge remains a concern. The proposed A12 upgrade was cancelled, leaving the bridge unfit for purpose. Cllr Siddall has contacted Highways England again but has not yet received a response. He suggested that installing traffic lights, similar to those in Feering, could alleviate traffic congestion. Cllr Siddall will continue to follow this up in the coming weeks.

The Chairman thanked Cllr Siddall for the update.

Cllr Siddall left the meeting 20.31

## 25/71 Public Participation Session

No comments were raised.

## 25/72 To Consider Planning Applications submitted and published by Maldon District Council

25/72/1 25/00881/FUL – resurfacing of existing farmyard with concrete hardstanding at land at Old Farm House, Kelvedon Road, Great Braxted.

**Resolved:** that the council had no objections to this application.

## 25/72/2 To Note Planning Decisions Made by Maldon District Council

There were no decisions to report.

## 25/73 Environment

### 25/73/1 Fencing Repair

**Resolved:** That the Council will engage Roger Clake to remove all vegetation surrounding the existing fence and to carry out any necessary fence repairs. The work will be undertaken at a day rate of £200, for an initial period of four days.

### 25/73/2 Hedge Trimming

**Resolved:** That the Council accepted Skippers' quote of £600, but requested that Skippers be asked to omit the internal hedge trimming to reduce costs to keep the final cost as close as possible to last year's price of £400.

### 25/73/3    Bleed Kit

**Resolved:** the Council agreed this was not required in the village.

### 25/73/4    Village Sign

This matter was deferred while further enquires are made with local artists.

### 25/73/5    Appleford Bridge

This matter was discussed during the District Councillor's update, minute reference 25/70.

### 25/73/6    Tommy Statue

**Resolved:** That a budget of £50 be included in the 2025/26 budget for new decorations for the Tommy Statue, which is erected annually in the period leading up to Remembrance Sunday. The type and design of the decorations will be agreed by the Council at its July 2026 meeting.

### 25/73/7    Cricket Club Contract

The Council discussed the Memorandum of Agreement sent by the Secretary of the Pavilion Management Committee, in which the council is named as a co-signatory/interested party.

**Resolved:** That the Council agreed to sign the Memorandum of Agreement between Great Totham Cricket Club, Great Braxted Pavilion Management, and Great Braxted Parish Council, with one amendment to a clause.

Councillors noted the build-up of grass clippings behind the container and asked if the Secretary of the Pavilion Management Committee could liaise with the Cricket Club to implement a plan to prevent a large accumulation.

## 25/74    Finance

### 25/74/1    Accounts for Payment

The Council approved the following payments:

<i><b>Date</b></i>	<i><b>Supplier</b></i>	<i><b>Item</b></i>	<i><b>Net</b></i>	<i><b>VAT</b></i>	<i><b>Total</b></i>
11/09/2025	Wallace Arboriculture	August grounds maintenance	190.00	-	190.00
16/09/2025	Cllr Knapman	Phase 2 pavilion expenses	69.92	-	69.92
18/09/2025	Roger Clark Landscapes	Installation of new gate	480.00	-	480.00
18/09/2025	Very Nice Blinds	Replacement cuff links for shutters	16.67	3.33	20.00
23/09/2025	Cllr Knapman	Playground expense	10.47	-	10.47
24/09/2025	Sky Mobile	September phone bill	6.00	-	6.00
01/10/2025	L Townend	September salary	312.80	-	312.80
01/10/2025	HMRC	September PAYE costs	78.20	-	78.20
01/10/2025	L Townend	August/September expenses	69.98	-	69.98

30/09/2025	Unity Trust Bank	August bank charges	6.00	-	6.00
05/10/2025	Walton Tree Services	Hedge Work inside field	240.00	48.00	288.00
09/10/2025	Wallace Arboriculture	September grounds maintenance	570.00	0.00	570.00
10/10/2025	Maldon District Council	Q2 TruCam costs	518.88	103.78	622.66
20/10/2025	VCS Websites	Website build & 12 months hosting	325.00	0.00	325.00
20/10/2025	Cllr Knapman	Gate return spring	22.60	0.00	22.60
28/10/2025	L Townend	October salary	270.40	0.00	270.40
28/10/2025	HMRC	October PAYE costs	67.60	-	67.60
22/10/2025	Sky Mobile	September phone bill	6.00	-	6.00
31/10/2025	Unity Trust Bank	September bank charges	6.00	-	6.00
06/11/2025	Wallace Arboriculture	October grounds maintenance	380.00	-	380.00
<b>TOTAL:</b>					<b>£3,801.63</b>

## 25/74/2 Bank Reconciliation

Cllr Holt verified the bank statements and the bank reconciliation to the 30<sup>th</sup> September 2025.

## 25/74/3 Budget Comparison

The council received and noted the budget comparison to the 30<sup>th</sup> September 2025.

2 members of the public left the meeting at 21:15.

## 25/74/4 Classification of the CCLA Investment

The Council received a report which contained advice from the Smaller Authorities Proper Practices Panel that the CCLA investment needs to be treated as an asset and transferred to the fixed asset register, instead of accounting for this like a bank account.

**Resolved:** that the £15,000 initial investment to the CCLA PSDF would be transferred to the fixed asset register.

## 25/75 Council Website

The clerk advised the new website is now live.

Councillors discussed the content and agreed to remove the links to *Safety Tips for Dog Walkers* and *How to Keep Your Dog Happy During Fireworks*.

**Resolved:** that the links noted above will be removed from the website.

## 25/76 Annual Litter Pick

This matter was deferred and will be discussed in January 2026.

## 25/77 Updates

### 25/77/1 BT Telephone Kiosk

**Resolved:** That the Council will write to the owner of the property where the telephone kiosk is located, requesting that, if the property is sold, the buyer be informed that the kiosk belongs to the Parish Council and asked whether they have any objections to it being painted by the Council.

### 25/77/2 CCTV signs

The Clerk advised these has been received and passed these to Cllr Knapman for installation.

## 25/78 General Announcements

There were no general announcements.

## 25/79 Items to be Included on the Next Agenda

The Clerk advised that the 2026/27 budget will need to be agreed at the January meeting and if councillors have any suggestions to be included to email the clerk.

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

- Great Braxted annual litter pick.
- Refurbishment of the village sign.

## 25/80 Date of Next Meeting

The next council meeting will take place at 8pm on Tuesday the 13<sup>th</sup> January 2026.

## 25/81 Chairman Closed the Meeting

There being no further business the Chairman closed the meeting at 21.33

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Chairman