



# Little Bromley Parish Council

## MINUTES OF THE EXTRAORDINARY MEETING OF LITTLE BROMLEY PARISH COUNCIL HELD ON THURSDAY 8<sup>TH</sup> JANUARY 2026 AT 7:30PM AT THE HAYWAIN PUBLIC HOUSE, LITTLE BROMLEY

**In attendance:** Cllr Smith (Chair), Cllr Barrett, Cllr Hodgkiss, Cllr Monger and Cllr Stock

**Also in attendance:** Lizzie Ridout (Interim Parish Clerk and RFO)

**Members of the public:** 4

### 1. Welcome and apologies for absence

The Chairman welcomed those present to the meeting. Apologies for absence were received from TDC Cllr Fairley and ECC Cllr Guglielmi.

### 2. Minutes of the last meeting

The minutes of the meeting held on Thursday 20th November 2025, previously circulated, were approved and signed as a correct record.

Proposed by Cllr Stock, seconded by Cllr Smith, and agreed unanimously.

### 3. Declarations of Interest

Members were requested to declare any Disclosable Pecuniary Interests or other relevant interests, and the nature thereof, in respect of items listed on this agenda.

There were none.

### 4. Budget, Statement and Precept requirement for 2026-27

The Council considered the proposed budget, financial statement and precept requirement for the financial year 2026-27.

Cllr Stock introduced the item and presented the proposed budget. He explained that the Council had worked to reduce costs where possible, but the need to employ a Clerk for the first time in over a decade represented a significant new expenditure. Historically, the Clerk role had been undertaken voluntarily, which had kept the precept unusually low.

Cllr Stock outlined the budget lines:

- Subscriptions: TDALC, EALC and NALC – £119
- Audit fees – £132
- Clerk (8 hours per month at £20 per hour) – £1,920
- Village planters – £200
- War Memorial – £50
- Defibrillator maintenance – £95
- Information Commissioner's Office registration – £47
- The Messenger contribution – £200
- Office sundries, laptop and equipment – £500
- Insurance – £250
- Web hosting – £240
- Training – £500

He advised that some historic budget lines had been removed, including election reserves (as sufficient funds already existed) and grass-cutting, and that the Council would be exempt from external audit fees due to its size.

Cllr Stock expressed the Council's thanks to the volunteers whose ongoing work had kept the village planters and the war memorial so well maintained.

The total budget requirement was £4,253, representing a 130% increase in the precept. Members acknowledged that although the percentage increase was high, the actual monetary increase was

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£22.56 per year on an average Band D property, and brought the Council into line with comparable parishes.

There being no further questions, the budget and precept for 2026–27 were proposed by Cllr Stock, seconded by Cllr Smith, and agreed unanimously.

## 5. Appointment of Interim Clerk

The Council considered the appointment of an Interim Parish Clerk to ensure continuity of administration and statutory responsibilities, and to authorise the signing of the employment contract.

The appointment was proposed by Cllr Stock, seconded by Cllr Smith, and agreed.

Cllr Stock proposed that a vote of thanks be recorded to Dawn Sauka for over ten years of voluntary service to the Parish Council, recognising the positive support she has given to the village. This was agreed unanimously by all members.

## 6. Purchase of Parish Council laptop

The Council considered the purchase of a dedicated laptop for council use.

A budget of up to £750 was proposed by Cllr Stock, seconded by Cllr Smith, and agreed unanimously.

## 7. Approval of payment

The Council considered the payment of £230.40 to Mythic Beasts Ltd for website domain registration for ten years.

The payment was proposed by Cllr Smith, seconded by Cllr Monger, and agreed unanimously.

## 8. Date of next meeting

The next meeting was scheduled for Thursday 22nd January 2026 at 7:30pm.

Members were reminded that items for inclusion on the agenda should be submitted to the Clerk by Tuesday 13th January 2026.

The Memorial Garden was requested for inclusion on the next agenda and this was noted.

The meeting closed at 7.52pm.