



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mrs Marie Snell
Bradfield Village Hall, The Street, Bradfield, Essex, CO11 2UU.
Tel: 07851 760264
E-mail: clerk@bradfieldparishcouncil.org.uk

TO ALL COUNCILLORS: YOU ARE SUMMONED TO ATTEND

The

ANNUAL PARISH COUNCIL MEETING

To be held at
St Lawrence Church, The Street Bradfield, Essex CO11 2US on
Tuesday 5th May 2026 at 7.30pm
or at the rise of the Annual Parish Meeting, whichever is the later

AGENDA

- 1. Election of Chairman of the Council**
- 2. To receive Chairman's Declaration of Acceptance of Office**
- 3. Outgoing Chairman's Report (if required)**
- 4. Election of Vice Chair of the Council**
- 5. Apologies for Absence**
To receive and approve any apologies for absence
- 6. Members' declaration of interests**
To receive any 'pecuniary' or 'other registrable' interests relating to items on the agenda.
- 7. Minutes**
To approve the Minutes and Confidential Minutes of the Parish Council meeting held on 7th April 2026 to be approved as a correct record and signed by the Chairman.
- 8. Public Participation (Maximum 15 Minutes)**
Questions pursuant to Standing Order 3.

9. Town Planning Applications as per Schedule Issued by Tendring District Council

To consider the below schedule of applications:

26/00525/TCA	Trees in a Conservation Area Notification - Sycamore Off-Shoot - Fell.	Bradfield Place Harwich Road Bradfield
26/00652/FULHH	Householder Planning Application for front sliding driveway gate with adjacent pedestrian access, including a set back entrance gate, new post, and parcel box.	Hawthorn The Street Bradfield

10. Constitution

- To review Committee Structures and to appoint members to serve on the under mentioned Committees:
 - Finance Committee
 - Personnel Committee

- b) To review Committees' Terms of Reference
 - i. Finance Committee
 - ii. Personnel Committee

11. Meeting Dates

To determine the time of meetings of the council in accordance with Standing Orders 3.

12. District and County Councillor Reports

To receive reports from Cllrs Guglielmi and Ferguson.

13. Clerk's report

To receive the Clerk's report

14. Bradfield Village Hall Report

To receive the BVH Report

15. To receive working group brief reports

- a) War Memorial working group

16. Amenities

- Grass cutting contract – to agree to continue with existing grass cutting contractor, Cottage Landscapes at cost of £550 +VAT per cut.
- BVH Car Park – To receive correspondence from BVH Committee regarding access to height barrier at BVH Car Park and report to BAARGC accordingly.
- To receive update regarding handy man works within the village.
- BVH Drainage – To receive quotations for the replacement of drain covers and associated works.
- Scribe Subscription – to agree whether to proceed with subscription (cemetery plots) and associated annual fee of £240+VAT.
- Playground Equipment Repair - To agree the repair of the 'hip hop' including ground surface.

17. Essex Village of the Year 2026

To discuss and agree whether to apply for Bradfield's participation in Essex Village of the Year 2026 to apply by deadline of 8th July 2026.

18. Risk Management Arrangements

-To review the council's risk register for 2026-2027 in mitigating risks associated with financial and reputational decisions.

-To review following council risk assessments:

- Bradfield Recreation Ground and Car Park – To be reviewed by BAARGC as owner of the asset.
- Mill Lane Cemetery
- Playground

19. Parish Council Policies and Procedures

To consider the annual review the following council policies:

- Standing Orders
- Financial Regulations
- Publication Scheme
- Asset Register

20. Finance

- To confirm signatories and bank mandate for the 2026-2027 municipal year.
- To appoint an independent member of the council to conduct periodic reviews of the accounts and reconciliations in accordance with Financial Regulation 2.2.
- To appoint the Clerk to be authorised to pay invoices in accordance with Financial Regulations.

- To consider a review of the council's system of internal control.
- To receive the monthly finance reports including budget update and monthly bank reconciliation figures.
- To approve payment of invoices received in accordance with the 2026/2027 budget.
- To note the emergency expenditure by the clerk, Chairman and Vice-Chairman as specified in Financial Regulations Section 4.

21. Items to be added to the next agenda

- Internal Audit Report
- Annual Governance and Accountability Return (AGAR)

22. Date of Next Meeting

The next meeting of the council to be held on **Tuesday 2nd June 2026 at 7.30pm at Church Room at St Lawrence Church, The Street, Bradfield, CO11 2US.**



Mrs Marie Snell
Clerk to the Council

28th April 2026