

# BRADFIELD PARISH COUNCIL

**Minutes of the Annual Parish meeting held at  
Bradfield Village Hall, The Street, Bradfield, Essex, CO11 2UU  
on  
Tuesday 5<sup>th</sup> May 2026 at 7.00pm**

**Present:** Cllrs Coley, Cunningham, Knights, Osbourne, Points, Scott, Weal and Webb

**In the Chair:** Cllr Burton

**Clerk:** Mrs Marie Snell

**Also in Attendance:** 4 members of the public and 0 press

## **1. Introduction and welcome**

Cllr Burton welcomed all to the meeting.

## **2. Apologies for absence**

## **3. Minutes of the previous Annual Parish Meeting held on 6<sup>th</sup> May 2025 to be approved as a correct record and signed**

As no members of the public were present to propose the minutes of the last Annual Parish Meeting, the chairman asked members if there were any objections to her signing them as a true record. With no objection, it was **RESOLVED**: that the minutes of the Annual Parish meeting held on 6<sup>th</sup> May 2025 (previously circulated) be approved and signed by the Chairman as a true record.

## **4. Annual District and County Council Reports**

The annual District and County Council reports had not been received whilst Cllr Guglielmi provides regular monthly reports, published after Bradfield Parish Council meeting.

## **5. Annual Reports from Local Clubs and Societies**

Of those organisations contacted, the following responded:

- 5.1 Chairman of Bradfield Rovers Football Club and spoke of a strong season by the teams. The First Team won the Border League, Division 2 by seven points, with one game still to play. The title was presented at the home match recently by an FA representative, in front of 60 spectators. The team has also reached the final of the Tommy Thompson Cup to be played on 22<sup>nd</sup> May. The Reserves team are currently mid-table in Division Four with one game remaining, the Sunday side are also having an excellent season, currently sitting second with points still to play for. Across the club, it has been a positive year, proud to have top goal scorer in the entire Essex and Suffolk Border League. The Chairman spoke on the gratefulness of the club to continue working positively with all involved to ensure the club can carry on contributing to the village. The Chairman thanked for the opportunity to speak and left the meeting at 7.05pm.
- 5.2 Chairman of Bradfield Village Hall thanked the previous committee for a great deal of work and hopes that the committee can continue with the good work. BVH is fully fire safe with policies updated, hiring agreements in place with insurance all organised. The hire rates have been adjusted being cheaper for residents of Bradfield and discounted Bradfield non-profit organisations. There are future projects being explored being the heating system, the changing rooms will be upgraded, hopes for a grant from the Football Association. Future events comprised of a non-fundraising event being a picnic to be held on 1<sup>st</sup> August 2026, the Christmas Fayre will be the main fundraising event for the year and there is now time to plan with a new committee. There may be other events, these are to be organised. The committee is confident that regular hirers are happy and hopes for a bright future for Bradfield Village Hall.

5.3 Chairman of the Bradfield Glebe Allotment Association provided a verbal report on behalf of the association. They were visited by about 50 guests during the St Lawrence church gardens open day in June last year resulting in a new member joining our association. Many visitors commented that they were unaware of the existence of the allotment's due to being tucked away down Mill Lane. They continue to have full membership at this time with 32 members of all ages and ability.

The newly formed Grapevine correspondance provides a contribution the village Grapevine Magazine. Our AGM was held in The Village Maid in October, and our firework festival took place around bonfire night, committed to make this year's even more spectacular.

The association remains a viable, self-supporting and needed part of village life.

## **6. Annual Report from the Chairman**

Cllr. Burton presented the Chairman's annual report. **Appendix 1.**

## **7. Questions from members of the public**

None

There being no further business, the Chairman closed the meeting at 7.15pm.

Chair:

Date:

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## **Appendix 1**

### **Chairman's Annual Report May 2025 to April 2026**

It has been another busy and productive year for Bradfield Parish Council, with continued focus on improving the village environment, responding to residents' priorities, and maintaining strong governance.

#### **What has gone well**

Over the past year, the Council has made good progress in several key areas. Maintenance across the village has remained a priority, including improvements to bus stops, village gateways and general upkeep, helping to maintain Bradfield as an attractive and welcoming place to live.

A particularly positive development has been the progress of the War Memorial project, which remains an important initiative for the village. This project reflects the Council's commitment to preserving and enhancing a key heritage asset, ensuring it continues to be a place of respect and remembrance for the community. Work to progress this has been well supported and demonstrates the value placed on Bradfield's history.

A significant achievement has also been the work of the Highways Scheme Working Group. Following a well-supported resident survey, there was clear and overwhelming backing for junction protection measures at Harwich Road and Rectory Gardens. Engagement with the North Essex Parking Partnership has progressed positively, and the Council has taken forward the necessary steps toward implementation.

The Council has also continued to strengthen its governance arrangements. Work undertaken through the Policies Working Group has ensured that policies remain up to date, compliant, and fit for purpose. This underpins the Council's commitment to transparency and accountability.

Community engagement has remained strong, with regular communication through meetings, reports, and local updates. The Council has continued to work constructively with partners, including Tendring District Council and Essex County Council, to represent the interests of Bradfield residents.

In addition, early exploratory work has been undertaken on longer-term projects such as the Cemetery Land initiative, which demonstrates the Council's forward planning for future community needs.

### **What has been more challenging**

As with many parish councils, the past year has not been without its challenges. Managing expectations within a limited budget remains an ongoing pressure, particularly where larger infrastructure or highways improvements are concerned.

At times, the Council has also had to address misinformation and public concerns, particularly where responsibilities between organisations are not always fully understood. Ensuring clear communication and maintaining public confidence continues to be an important focus.

Like many local councils, capacity and workload pressures have also been evident, with councillors balancing their voluntary roles alongside their own personal commitments.

### **Looking ahead**

The Council will continue to build on the progress made this year, particularly in delivering highways improvements, maintaining village assets, and progressing longer-term projects such as the War Memorial and Cemetery Land initiatives. Strengthening community engagement and ensuring clear, accurate communication will remain a priority.

### **Thank you**

The chairman thanked her fellow councillors, who are absolutely brilliant and always willing to give their time to discuss matters and support key decisions for the benefit of the village. Sincere thanks to the Parish Clerk, Marie, who has truly been the star of the show this year. Her knowledge, professionalism and dedication are exceptional, nothing is ever too much trouble, and she consistently supports the Council with sound advice and thorough, well-organised work.

Cllr Burton thanked Cllr Coley for all of his support as Vice-Chairman, who has been a real rock and a pleasure to work with.

In addition, thanks to the County Councillor, Carlo Guglielmi, who is retiring this year. While it is very sad to see him step down, members fully understand his decision and thank him for his service and contributions to the community.

We also extend our thanks to our District Councillor, Tanya Ferguson, for her continued support and for providing regular updates at our meetings. Both have attended whenever they have been able, and their input has been greatly appreciated.

***Cllr Karen Burton, Chairman of Bradfield Parish Council***