



# BRADFIELD PARISH COUNCIL

*Clerk to the Council: Mr Sean Cooke*

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## Minutes of the Annual Parish Council Meeting held in St Lawrence Church Room on Tuesday 7<sup>th</sup> May 2024 at 7.30p.m.

<b>Present:</b>	Cllr.K.Burton (Chair)	Cllr.A.Coley (Vice Chair)
	Cllr.S.Gunter	Cllr.T.Weal
	Cllr.G.Points	Cllr.S.Cunningham
	Cllr.V.Osborne	Cllr.S.Webb

<b>In Attendance:</b>	3 members of the public
	Tendring District Cllr.T. Ferguson
	S. Cooke (Clerk)

**Note:** Minutes with an asterisk\* indicates that paperwork had been circulated in advance of the meeting.

### 1/24 Election of Chair of the Council

It was **RESOLVED** unanimously that Cllr. Burton be elected as Chair of the Council for the year 2024-25.

### 2/24 Chair's Declaration of Acceptance of Office

Cllr. Burton signed the Declaration of Acceptance of Office as Chair, countersigned by the Clerk.

### 3/24 Election of Vice Chair of the Council

It was **RESOLVED** unanimously that Cllr. Coley be elected as Vice Chair of the Council for the year 2024-25.

### 4/24 Apologies for Absence

Cllr. Scott. The apology was received and **APPROVED**.

### 5/24 Members' Declaration of Interests

Cllr. Osborne-Minute ref:11/24a

Cllr. Burton-Minute ref:13/24a

Cllr. Gunter-Minute ref:13/24a

Cllr. Webb- Minute ref:13/24b

### 6/24 Minutes of the Previous Meeting\*

It was **RESOLVED** that the minutes of the Council meeting held on 2<sup>nd</sup> April 2024 be approved as a correct record & signed by the Chair.

### 7/24 Public Participation

Nothing raised.

### 8/24 District and County Councillor Reports

Essex County Cllr. Guglielmi sent his apologies. No written report had been received.

District Cllr. Ferguson reported that due to her busy workload she had requested to step down from Tendring District Council Standards Committee and the Freeport East Working Group.

#### **9/24 Clerk's progress report\***

Parking issues outside of Bradfield Primary School-it was noted that the Essex Sustainable Transport Planning Officer had very recently emailed the School Headteacher and Chair of Governors, following on from an earlier communication to the School.

#### **10/24 Working Group brief reports**

- a) Recreation Ground and Play Equipment working group  
Meetings had now taken place with Proludic Play and Wicksteed Play. Quotations were awaited. Identification of bench replacements would take place once the play equipment and pathways had been approved.
- b) War Memorial working group  
A letter had been received from Skillingtons which unfortunately did not offer any additional information. The working group would now liaise with the other interested organisations to discuss next steps and report back to council.
- c) D-Day 80<sup>th</sup> Celebrations working group  
A rehearsal had been arranged at the recreation ground for 7.00pm on 23<sup>rd</sup> May.
- d) Footpaths working group  
A meeting would be organised soon.

#### **11/24 Highways / Environment**

- a) To consider a request for additional street lighting in Mill Lane (Council meeting dated 5<sup>th</sup> March 2024. Minutes ref. 193/23a). Following a full discussion, it was **RESOLVED** not to agree to the request. The resident would be contacted with the council's decision.  
*Action: Cllr. Osborne*
- b) To consider the replacement of a dead tree beside the Commemorative Stone on The Street. A visit and discussion with the contractor had established that there were two trees, not one, and Liquid Amber and/or Crab trees were suggested as suitable replacements. Following a full discussion it was **RESOLVED** to approve the purchase and installation of two trees and that the work should take place during the autumn as recommended.  
*Action: Clerk*

#### **12/24 Amenities**

- a) To receive and consider the weekly play equipment reports and note any maintenance carried out\*. The latest inspection confirmed that weeds were breaking through in the safety surfacing beneath the aerial cableway. Clerk to contact Playquip asap.  
*Action: Clerk*

#### **13/24 Planning Applications\***

(Cllr. Coley took the Chair for these items as Cllr. Burton stepped out-see Declarations of Interest Mins ref.5/24).

- a) To consider commenting on Ref. No: 24/00416/FULHH. Received: Wed 20 Mar 2024. Validated: Mon 8 April 2024. Householder Planning Application - Erection of rear sun room with balcony above. 6 Dairyhouse Lane Bradfield Manningtree Essex CO11 2XB. Status: Awaiting decision. It was **RESOLVED** to offer no comment
- b) To consider commenting on Ref. No: 24/00495/FULHH. Received: Thurs 4 April 2024. Validated: Tues 16 April 2024. Householder Planning Application – new garage structure with double pitch roof. Glendoveer Wix Road Bradfield Manningtree Essex CO11 2UX. Status: Awaiting decision. It was **RESOLVED** to offer no comment
- c) To note planning updates and discuss any outstanding planning matters  
The following application was **NOTED** as being for information only. Ref. No: 24/00453/HRAA. Received: Tue 26 Mar 2024. Validated: Fri 12 Apr 2024. Habitat Regulations Appropriate Assessment to operate a temporary pop up campsite under the 56 day temporary use rules. Land West of Shore Lane Bradfield Essex CO11 2UP. Status: Awaiting decision.

## 14/24 Constitution\*

(Cllr. Burton resumed as Chair)

- a) To review Committee Structures and to appoint members to serve on the under mentioned Committees:
  - i. Finance Committee  
It was **RESOLVED** that Cllrs. Burton, Coley, Scott and Gunter be appointed.
  - ii. Personnel Committee  
It was **RESOLVED** that Cllrs. Burton, Coley, Webb and Osborne be appointed.
- b) To review Committees' Terms of Reference
  - i. Finance Committee  
It was **RESOLVED** to approve the Terms of Reference.
  - ii. Personnel Committee  
It was **RESOLVED** to approve the Terms of Reference.

## 15/24 Parish Council Policies and Procedures\*

The following were reviewed:

- i. CCTV Policy and Procedure. It was **RESOLVED** to approve without amendments
- ii. CCTV Data Privacy Impact Assessment. It was **RESOLVED** to approve without amendments
- iii. Cemetery Risk Assessment. It was **RESOLVED** to approve with amendments
- iv. Cemetery Fees and Regulations. It was **RESOLVED** to approve with amendments
- v. Code of Conduct. It was **RESOLVED** to approve without amendments
- vi. Co-option Policy. It was **RESOLVED** to approve without amendments
- vii. Complaints Procedure. It was **RESOLVED** to approve without amendments
- viii. Dignity at Work Policy. It was **RESOLVED** to approve with amendments
- ix. Equal Opportunities Policy. It was **RESOLVED** to approve with amendments
- x. Financial Regulations. It was noted from the Clerk that updated Financial Regulations were expected in May, but had not yet been received. It was therefore **RESOLVED** to approve the Regulations with amendments, subject to a further review when new ones were received (hopefully at the full council meeting in June). **Action: Clerk**
- xi. Health and Safety Policy. It was **RESOLVED** to approve with amendments
- xii. Internal Control Procedures. It was **RESOLVED** to approve with amendments
- xiii. Memorial Management and Safety Policy. It was **RESOLVED** to approve with amendments
- xiv. Persistent & Vexatious Complaints Policy. It was **RESOLVED** to approve without amendments
- xv. Playground Policy. It was **RESOLVED** to approve with amendments
- xvi. Press and Media Policy. It was **RESOLVED** to approve without amendments
- xvii. Privacy Notice. It was **RESOLVED** to approve without amendments
- xviii. Recreation Ground Policy. It was **RESOLVED** to approve with amendments
- xix. Recreation Ground Risk Assessment. It was **RESOLVED** to approve with amendments
- xx. Reserves Policy. It was **RESOLVED** to approve without amendments
- xxi. Retention of Documents & Records Management Policy. It was **RESOLVED** to approve without amendments
- xxii. Social Media Policy. It was **RESOLVED** to approve with amendments
- xxiii. Staff Disciplinary Procedure. It was **RESOLVED** to approve without amendments
- xxiv. Staff Grievance Procedure. It was **RESOLVED** to approve without amendments
- xxv. Standing Orders. It was **RESOLVED** to approve without amendments
- xxvi. Training Policy. It was **RESOLVED** to approve without amendments
- xxvii. Website Accessibility Statement. It was **RESOLVED** to approve without amendments
- xxviii. Website Content Policy. It was **RESOLVED** to approve without amendments

All documents approved with amendments would be actioned before posting onto the council website.

**Action: Clerk**

## 16/24 Finance

To receive the monthly finance report, including monthly bank reconciliation figures\*

As at 30<sup>th</sup> April 2024, the Unity Bank current account held £7,999.90, the Unity Bank savings account £123,776.36, and the prepaid charge card £308.75. The Barclays accounts held nil balances, following the transfer of funds to Unity Bank.

The Clerk also reported the following receipts:

£35,350 First Precept payment from Tendring District Council

£165 First LCTS payment from Tendring District Council

£600 Payment for new bench and base in the recreation ground from Essex Locality Fund

£480 Training bursary refund from the Essex Association of Local Councils

It was **RESOLVED** that the bank reconciliations be approved.

a) To receive the minutes of the Finance Committee meeting dated 23<sup>rd</sup> April 2024\*

The report made the following recommendations:

- i. The Clerk to clarify the position regarding the Financial Regulations in which there could be more flexibility with the online procedure for the submission and authorisation of payments.
- ii. That the Asset Register be approved (see Minutes ref. 16/24d).

It was **RESOLVED** to approve both recommendations.

**Action: Clerk**

b) To receive and approve year-end finance reports as noted in the Finance Committee minutes and as reviewed by the Internal Auditor\*.

It was **RESOLVED** that the year-end financial reports be approved with the final AGAR for PKF Littlejohn to be completed and approved at the full council meeting in June.

**Action: Clerk**

c) To review and approve the council's Asset Register as recommended in the Finance Committee minutes and as reviewed by the Internal Auditor (see minutes ref.16/24b)\*

d) To note the completion of the 2023/24 Annual Internal Audit\*.

The internal auditor's letter and accompanying report, which had been received after the Finance Committee meeting, was noted. The Council expressed satisfaction with its successful completion. The auditor had made some suggestions, which would be considered by council.

**Action: Clerk**

e) To receive an update regarding the transfer from Barclays to Unity Bank. The Council noted that this item had been covered in the Finance Committee minutes ref: FC2/23, and offered no further comment.

f) To approve payment of invoices received in accordance with the 2024/2025 budget.

It was **RESOLVED** that the following payments be approved:

Payee	Net £	VAT£	Gross £	Description
Webfactory	17.21	3.44	20.65	Monthly Webhosting Fee-price increased from £19.97 pm
nPower	405.07	20.25	425.32	March electricity usage
Equals prepaid charge card top up	91.25	0.00	91.25	Adobe software, Office 365,Clerk mobile phone network
Environmental Design	692.67	138.53	831.20	Grasscutting and Maintenance
ICCM	100.00	0.00	100.00	Corporate subs 2024/25
ICCM	150.00	30.00	180.00	Memorial Inspection course 10th April 2024

Signal Communications	1,116.00	223.20	1,339.20	Deposit for installation of CCTV cameras (approved at full council meeting dated 5th March 2024. Mins ref 186/23a) <b>New account-details checked by Clerk</b>
Rialtas	192.00	38.40	230.40	Accounts software. Annual support and maintenance licence 2024/25
Rialtas	569.00	113.80	682.80	Year-end accounts close down and reports
Essex Association of Local Councils	405.13	0.00	405.13	EALC/NALC affiliation fees 2024/25
Janet Stobart	255.00	0.00	255.00	Internal Auditor AGAR 2023-24 <b>New account-details checked by Clerk</b>
Glasdon	181.88	36.38	218.26	Dog Waste bin-Steam Mill Road
S Cooke	150.10	0.00	150.10	Expenses Feb-Mar 2024
S Cooke	1,480.03	0.00	1,480.03	Clerk-net monthly salary
HMRC	520.70	0.00	520.70	Tax and NIC-Clerk
NEST Pension	0.00	0.00	0.00	Clerk opted out 26/06/23
<b>Totals</b>	<b>6,326.04</b>	<b>604.00</b>	<b>6,930.04</b>	

**17/24 Emergency expenditure by the Clerk as specified in Financial Regulations Section 4**

The Clerk reported that due to a broken dog waste bin in Cansey Lane (a heavy usage location) it was felt necessary to purchase a replacement item quickly at a cost of approximately £378 inc vat. At this juncture the order had not been confirmed and therefore no invoice had been received. This would be therefore be actioned and reported at the full council meeting in June. **Action: Clerk**

**18/24 Items from councillors to be added to the next agenda**

- a) To consider a request for outdoor gym equipment for adults in the recreation ground.

**19/24 To note the date and time of the next meeting**

The next full council meeting is scheduled for 4<sup>th</sup> June 2024 at 7.30pm.

There being no further business, the Chair closed the meeting at 8.19pm.

Signed ..... Chair Dated .....