



BRADFIELD PARISH COUNCIL

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Minutes of the Annual Parish Council Meeting held in St Lawrence Church, The Street, Bradfield, CO11 2US on Tuesday 5th May 2026 at 7:30 pm.

Present:	Councillors Coley, Cunningham, Knights, Osbourne, Points, Scott, Weal and Webb.
In the Chair:	Cllr Burton (Chairman)
Clerk:	Mrs Marie Snell
Also present:	3 member of the public, 0 members of the press

01/26 Election of Chairman of the Council

Members **RESOLVED** that Cllr Burton would act as Chairman of Bradfield Parish Council for the 2026-2027 municipal year.

02/26 To receive Chairman's Declaration of Acceptance of Office

Members received the Chairman's Acceptance of Office which was signed by the Chairman and the clerk during the meeting.

03/26 Outgoing Chairman's Report (if required)

Not required.

04/26 Election of Vice Chair of the Council

Members **RESOLVED** that Cllr Coley would act as Vice-Chairman of Bradfield Parish Council for the 2026-2027 municipal year.

05/26 Apologies for Absence

None

06/26 Members' Declaration of Interests

None

07/26 Minutes

Members **RESOLVED** that the Minutes and the Confidential Minutes of the Parish Council meeting held on the 7th April 2026 were approved as a correct record and signed by the Chairman.

08/26 Public Participation

A resident introduced herself and asked why the trees cut in the cemetery during nesting season. Cllr Osbourne offered informative legislation regarding such works together with a thorough site inspection prior to commencement of work.

9/26 Town Planning Applications as per Schedule Issued by Tendring District Council

Members considered the below schedule of applications:

26/00525/TCA	Trees in a Conservation Area Notification - Sycamore Off-Shoot - Fell.	No comment
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Bradfield Place Harwich Road Bradfield		
26/00652/FULHH Hawthorn The Street Bradfield	Householder Planning Application for front sliding driveway gate with adjacent pedestrian access, including a set back entrance gate, new post, and parcel box.	No comment

10/26 Constitution

- a) Members reviewed Committee Structures and **RESOLVED** to appoint members to serve on the under mentioned Committees:
 - i. Finance Committee – Chairman, Vice-Chairman, Cllrs Scott and Weal
 - ii. Personnel Committee – Chairman, Vice-Chairman, Cllrs Osbourne and Webb
- b) Members reviewed Committees' Terms of Reference and **RESOLVED** to accept:
 - i. Finance Committee
 - ii. Personnel Committee

11/26 Meeting Dates

Members **RESOLVED** to determine the time of meetings of the council in accordance with Standing Orders 3.

12/26 District and County Councillor Reports

Members were informed no reports have been submitted.

13/26 Clerk's Report

Members noted the clerk's report.

14/26 Bradfield Village Hall Report

Members were informed no report had been received, BVH Committee have confirmed they will not be sending further reports at this time.

15/26 Working Group Reports

Members received updates from the following working groups:

- a. **War Memorial Working Group** – Cllr Osbourne explained public participation has concluded and the DAC will now be putting a proposal together and advised that once received, quotations can be sourced.
- b. **Public Rights of Way** – Cllr Coley advised two footpaths between Straight Road and Windmill Road are passable currently. Cllr Webb advised some signs regarding The Essex Way have all been replaced with up to date signage. A resident asked why there is no signage at the cross roads within Bradfield regarding The Essex Way, clerk to approach Essex Highways.

16/26 Amenities

- Grass cutting contract – Members discussed and **RESOLVED** to continue with existing grass cutting contractor, Cottage Landscapes at cost of £550 +VAT per cut with a maximum of 18 cuts per year.
- BVH Car Park – Members received information provided by the clerk regarding access to height barrier at BVH Car Park which will be reported to BAARGC accordingly as owner of the asset.
- Members received update regarding handy man works within the village and acknowledged the hard work carried out.
- BVH Drainage – Members received correspondence from BAARGC to action and dfund works required. Members **RESOLVED** to accept the works and arrange. Members received

x3 quotations for the replacement of drain covers and associated works for drainage restoration and **FURTHER RESOLVED** to proceed with Rose Builders, for the works at cost of £1795 +VAT

- Scribe Subscription – Members **RESOLVED** to cancel subscription.
- Playground Equipment Repair – Members received multiple quotations and **RESOLVED** to instruct Proludic to carry out the replacement of the 'hip hop' including ground surface. Clerk to ask for further information regarding future surface area damage.

17/26 Essex Village of the Year 2026

Members considered whether to apply for Bradfield's participation in Essex Village of the Year 2026 and **RESOLVED** to defer application until completion of local projects.

18/26 Risk Management Arrangements

- Members reviewed the council's risk register for 2026-2027 in mitigating risks associated with financial and reputational decisions and **RESOLVED** to accept.
- Members reviewed the following council risk assessments and **RESOLVED** to accept:
 - Bradfield Recreation Ground and Car Park – be adopted by BAARGC as owner of the asset.
 - Mill Lane Cemetery
 - Playground

19/26 Parish Council Policies and Procedures

Members considered the annual review the following council policies and **RESOLVED** to accept:

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

20/26 Finance

- Members **RESOLVED** to confirm signatories and bank mandate for the 2026-2027 municipal year as the clerk, Cllrs Burton, Scott and Weal.
- Members **RESOLVED** to appoint Cllr Cunningham as an independent member of the council to conduct periodic reviews of the accounts and reconciliations in accordance with Financial Regulation 2.2.
- Members conducted a review of the council's system of internal control and **RESOLVED** to accept.
- To receive the monthly finance reports including budget update and monthly bank reconciliation figures.
- Members **RESOLVED** to approve payment of invoices received in accordance with the 2026/2027 budget.
- Members noted no emergency expenditure by the clerk, Chairman and Vice-Chairman as specified in Financial Regulations Section 4.

21/26 Items from councillors to be added to the next agenda

- Internal Audit Report (2025-2026)
- Annual Governance and Accountability Return (2025-2026)
- Cllr Ferguson speak
- Increased signage re Essex Way
- Curbing around Harwich Road junction

22/26 Date of Next Meeting

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

Cllr Coley wished to thank the clerk for a considerable amount of work that has been actioned for the Annual Parish Council meeting.

The Chairman closed the meeting at 8.02pm

Signed

Dated