



BRADFIELD PARISH COUNCIL

Bradfield Village Hall. The Street, Bradfield, Essex, CO11 2UU. Tel: 07851 760264
Email: clerk@bradfieldparishcouncil.org.uk

**Minutes of the Annual Parish Council Meeting held in
Bradfield Village Hall, The Street, Bradfield, CO11 2UU on
Tuesday 6th May 2025 at 7:30 pm.**

Present:	Councillors Coley, Cunningham, Osbourne, Points, Scott and Weal.
In the Chair:	Cllr Burton (Chairman)
Clerk:	Mrs Marie Snell
Also present:	1 member of the public, 0 member of the press Cllr Guglielmi (Essex County Council)

01/25 Election of Chairman of the Council

Members **RESOLVED** that Cllr Burton would act as Chairman of Bradfield Parish Council for the 2025-2026 municipal year.

02/25 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.

03/25 Election of Vice Chair of the Council

Members **RESOLVED** that Cllr Coley would act as Chairman of Bradfield Parish Council for the 2025-2026 municipal year.

04/25 Apologies for Absence

Members **RESOLVED** to accept apologies from Webb.

05/25 Councillor Resignation

Members received written resignation from Cllr Gunter and were advised by the clerk of the process of the vacancy advertisement together with communications with the District Council.

06/25 Members' Declaration of Interests

None

07/25 Minutes

Members **RESOLVED** that the Minutes of the Parish Council meeting held on the 27th March and 1st April 2025 were approved as a correct record and signed by the Chairman.

08/25 Public Participation

None

09/25 Town Planning Applications as per Schedule Issued by Tendring District Council

Members considered the below schedule of applications:

NONE		
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10/25 Constitution

- a) Members reviewed Committee Structures and **RESOLVED** to appoint members to serve on the under mentioned Committees:
 - i. Finance Committee
 - ii. Personnel Committee
- b) Members reviewed Committees' Terms of Reference and **RESOLVED** to accept:
 - i. Finance Committee
 - ii. Personnel Committee

11/25 Meeting Dates

Members **RESOLVED** to determine the time of meetings of the council in accordance with Standing Orders 3. Cllr Burton advised that some meeting venues are subject to change.

12/25 District and County Councillor Reports

Members noted the May report from Cllr Guglielmi, no updates were received from Cllr Ferguson other than the ongoing of the Local Government Reform (LGR). Cllr Burton opened the meeting to Cllr Guglielmi who offered that he does not do an annual report but works hard to provide a monthly report which members agreed was a helpful piece of information. Cllr Guglielmi advised he met with a local resident who had concerns over speed restrictions in the village. Cllr Guglielmi believed Suffolk have an alternative approach to speed limits in village with different criteria, speed is looked at when there are evidence to support a requirement and houses on both sides of the road. That being said, the officer from Local Highways Panel has been requested to review the amount of signage present to advise road users of limits.

13/25 Clerk's Report

Members noted the clerk's report. Cllr Coley asked the clerk if members could be advised how much money remains in the S106 funding following submission of request.

14/25 Working Group Reports

Members received updates from the following working groups:

- a. **War Memorial Working Group** – No further update.
- b. **Village Hall Carpark Working Group** – The clerk advised she is still awaiting 3 full quotations and will report back at the next meeting.
- c. **VE-Day 80 Working Group** – Preparations are almost concluded with the upcoming village event, Cllr Burton asked for volunteers in the afternoon for staging preparation.

15/25 Amenities

Members **RESOLVED** to instruct the clerk to submit relevant invoicing to Tendring District Council for reimbursement for the play area project costings.

16/25 Grant Applications

Members received grant application on behalf of Manningtree Community Bus for £1000. The council were advised that the council's policy states that £250 is the upmost funding that can be offered. Members **RESOLVED** to decline the grant application on the basis the project does not meet the requirements set out in the council's grant policy.

17/25 Risk Management Arrangements

-Members reviewed the council's risk register for 2025-2026 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
- Mill Lane Cemetery

18/25 Parish Council Policies and Procedures

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

- Standing Orders
- Financial Regulations
- Publication Scheme

19/25 Finance

- Members **RESOLVED** to confirm signatories and bank mandate for the 2025-2026 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 2025/2026 budget.
- Members noted the emergency expenditure by the clerk, Chairman and Vice-Chairman as specified in Financial Regulations Section 4 of replacement of drain covers within Bradfield Village Hall car park.

20/25 Items from councillors to be added to the next agenda

- Internal Audit Report (2024-2025)
- Annual Governance Accountability Return (2024-2025)
- Bylaws – Cllr Coley

21/25 Date of Next Meeting

The next meeting of the council is to be held on **Tuesday 3rd June 2025 at 7.30pm at Church Room at St Lawrence Church, The Street, Bradfield, CO11 2US.**

The Chairman closed the meeting at 7.53pm.

Signed

Dated