



BRADFELD PARISH COUNCIL

Clerk to the Council: Mr Sean Cooke

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Minutes of the Full Parish Council Meeting held in St Lawrence Church Room on Tuesday 2nd April 2024 at 7.30 p.m.

Present:

Cllr.K.Burton (Chair)	Cllr.A.Coley (Vice Chair)
Cllr.S.Gunter	Cllr.T.Weal
Cllr.G.Points	Cllr.S.Cunningham
Cllr.R.Scott	Cllr.S.Webb

In Attendance: 4 members of the public
S. Cooke (Clerk)

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

195/23 Apologies for Absence

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

196/23 Members' Declarations of Interest

Cllr. Burton. Minutes ref: 203/83a.

197/23 Minutes of the Previous Meeting*

It was **RESOLVED** that the minutes of the Council meeting held on 5th March 2024 be approved as a correct record & signed by the Chair.

198/23 Public Participation

No issues were raised.

199/23 District & County Councillor Reports

County Cllr. Guglielmi was unable to attend and sent his apologies. A report had not yet been received.

District Cllr. Ferguson was unable to attend and sent her apologies.

200/23 Clerk's Report*

The following was discussed:

Cansey Lane signage-it was noted that 7.5 tonne weight restriction signage was in place at the A120 junction. However, there was no update as yet regarding the village end.

201/23 Councillor / working party brief reports

a) Play Equipment working group

The Clerk confirmed meetings with play equipment companies on 3rd and 17th April.

b) War Memorial working group

The Skillingtons report was still outstanding. The Clerk had contacted them who confirmed that it was still awaiting completion.

c) D-Day 80th Celebrations working group*

An update covered: Beacon lighting (a meeting had taken place with Manningtree Fire & Rescue Service), event staging, and a proposed meeting with all parties involved to finalise arrangements.

d) Footpaths working group

A meeting would be scheduled soon.

202/23 Amenities

- a) To note Essex Highways consent for the installation of a new dog waste bin at the junction of Steam Mill Road and Straight Road (approved at council meeting dated 16th May 2023. Minutes ref: 16/23a) and to approve the cost of supply and installation totalling £378.26 inc. VAT*. It was **RESOLVED** to approve the pricing. **Action: Clerk**
- b) To consider replacing two benches in the recreation ground outside of Bradfield Village Hall. It was **RESOLVED** that the play equipment working group would assess the condition of all benches within the recreation ground and report to council. **Action: working group**
- c) To note that the annual play equipment inspection by RoSPA would take place in May 2024. So noted.
- d) To receive and consider the weekly play equipment reports and note any maintenance carried out *. The Clerk commented that he would be reviewing the inspection reports with Cllrs. Webb and Gunter.

203/23 Planning Applications

- a) To note planning updates and discuss any outstanding planning matters. To consider commenting on Planning ref. 24/00341/FULHH Recd. 4th March 2024 Validated 20th March 2024. Householder Planning Application - two storey rear extension with solar panels to the roof. Street Farm. Heath Road Bradfield CO11 2XD (Cllr. Coley took the Chair for this item- see Declarations of Interest Mins ref.196/23). It was **RESOLVED** not to comment.

204/23 Constitution

- a) To review and approve the Bradfield Parish Council Action Plan for 2024/25* (Cllr. Burton resumed as Chair). It was **RESOLVED** to approve the plan. **Action: Clerk**

205/23 Finance

- a) To receive the monthly finance report, including monthly bank reconciliation figures*. As at 31st March 2024, the current account held £3,069.74, the savings account £97,619.30, and the prepaid charge card £210.35. The Clerk noted one receipt of £362.48 (interest from the bank savings account). It was **RESOLVED** that the bank reconciliation be approved.
- b) To receive the quarterly finance reports for period ending 31st March 2024*. The Clerk commented that the quarter also marked the financial year end. As such, year to date figures showed that receipts totalled £87,650 (£76,800 budgeted) and payments totalled £71,023 (£119,517 budgeted). This represented a positive performance against budget, even taking into account small overspends (Office expenditure £361, Annual subscriptions £297, Salaries £431, Litter bins £224 and street lighting electricity £144). The Clerk also commented that the year-end shut down would take place with Rialtas (the accounting software provider) on 9th April, when final adjustments (if any) would be made.
- c) To approve delegated payments for the financial year ending 31st March 2025*. It was **RESOLVED** to approve the delegated payments.
- d) To approve payment of invoices received in accordance with the 2023/24 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	393.58	19.68	413.26	Invoice for February electricity debited Feb. Arrived too late for Council meeting 05/03/24
Equals prepaid charge card top up	189.65	0.00	189.65	Adobe software, Office 365,Clerk mobile phone network, Moneysoft payroll software licence renewal 01/04/24-31/03/25

Environmental Design	692.67	138.53	831.20	Grasscutting and Maintenance
A&J Lighting	429.00	85.80	514.80	Light fitting 9021 replacement (Heath Rd)
A&J Lighting	488.95	97.79	586.74	Light fitting replacement 9029 (The Street near library/phonebox)
A&J Lighting	150.00	30.00	180.00	Lamp replacement 9024A (opp. Village Maid PH)
Realise Futures	447.24	89.45	536.69	Bench for recreation ground (money being claimed back from Locality Fund) Paid-approved council meeting 05/03/24 Mins ref 189/23e
R&S Builders Invoice 1	380.00	0.00	380.00	Installation of concrete base for bench (£152.76 being claimed back from Locality Fund) Paid-approved council meeting 05/03/24 Mins ref 189/23e
R&S Builders Invoice 2	380.00	0.00	380.00	Installation of concrete base for bench (donation by local resident) Approved council meeting 05/03/24 Mins ref 189/23d
Tendring District Council	104.20	0.00	104.20	Annual litter bin servicing for Mill Lane Cemetery (invoice not emailed-sent to wrong address). Debited 12/03/24
S Cooke	1,480.03	0.00	1,480.03	Clerk-net monthly salary
HMRC	520.07	0.00	520.07	Tax and NIC-Clerk
NEST Pension	0.00	0.00	0.00	Clerk opted out 26/06/23
Totals	5,672.60	464.69	6,137.29	

- e) To approve the transfer of all funds from the Barclays savings account to the current account in preparation for the full bank switch from Barclays to Unity Bank (note-Unity Bank will only switch current accounts. Once completed, savings funds will be transferred to the new Unity savings account). It was **RESOLVED** to approve the transfer. **Action: Clerk**
- f) To consider a S137 request for a donation to the Manningtree & District/Frankenberg Partnership Association* It was **RESOLVED** to reject the request and the Clerk would advise the applicant of the reason for the decision. **Action: Clerk**

206/23 Tendring District Association of Local Councils (TDALC)

To receive feedback from the March meeting. Cllr. Burton's report included: Offshore wind farm application progress, weather warning contact list reinstatement, proposal for quarries in Thorington & Ardleigh, fly tipping in the district, and an earlier start time for Tendring DC Planning meetings.

207/23 Meet Your Councillors

To confirm the date as 25th May 2024 between 10am-noon at the Village Hall.
So confirmed.

208/23 Items from Councillors to be added to the next agenda

a) To consider a request for an additional street light in Mill Lane.

209/23 To note the date & time of the next meeting

The next Full Council meeting will be the Annual Council meeting scheduled for Tuesday 7th May 2024.
This will follow on from the Annual Parish meeting, scheduled for 7pm.

There being no further business, the Chair closed the meeting at 7.54 pm

Signed Chair

Dated