



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mr Sean Cooke

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

In Attendance:	2 members of the public
	Essex County Cllr.C.Guglielmi
	S. Cooke (Clerk)

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

37/24 Apologies for Absence

Cllr.S.Webb and Cllr.V.Osborne. The apologies were received and **APPROVED**.

38/24 Members' Declaration of Interests

Cllr. Burton-minutes ref:46/24c
Cllr. Gunter-minutes ref:46/24c

39/24 Minutes of the Previous Meeting*

It was **RESOLVED** that the minutes of the Council meeting held on 4th June 2024 be approved as a correct record & signed by the Chair.

40/24 Public Participation

Nothing raised.

41/24 District and County Councillor Reports

District Cllr. Ferguson sent her apologies.

Essex County Cllr. Guglielmi had sent his monthly report*. The following items were discussed:

- (i) Public Rights of Way-the working group had identified the priority footpaths requiring attention and would forward them to Cllr.Guglielmi for progressing.
- (ii) Cansey Lane and HGV usage- awaiting a response from Essex Highways regarding signage.
- (iii) Steam Mill Road-a breakdown of the most recent speed survey results had been requested to establish the types of vehicles using the road.
- (iv) Replacement street signage-budgetary restrictions were still in place.
- (v) Brickmans Hill-some progress was reported. Awaiting further contact from Essex Highways.
- (vi) Grant-potentiality of a small amount of funding available for community use. Council would identify a project and Clerk would email Cllr. Guglielmi with the details. **Action: Clerk**
- (vii) Parking outside Bradfield Primary School-progress had been made in engaging with the School. Essex Sustainable Transport Officer had been updated with the number of spaces available in the council car park.

42/24 Clerk's progress report*

The following items were discussed:

- a) Flooding and surface water-email from the resident who had contacted the MP regarding progress with Anglian Water. Received a reply saying that in practical terms no action could now be taken until after the election. The council decided that appropriate support had been given and **RESOLVED** that the action should be closed. **Action: Clerk**
- b) Concrete blocks and traffic restriction on Shore Lane-the Clerk reported that he had contacted both the AONB (Suffolk and Essex Coast and Heath) and also Essex Highways. He had clarified that the matter referred to blocks on both sides of the lane and not those located at the end nearest the shoreline. He had now posted an online query with Highways as directed by them and was awaiting an update.

43/24 Working Group brief reports

- a) Recreation Ground and Play Equipment working group.
A meeting was held with the Clerk to clarify certain aspects of the proposed improvements. He would now advise the play companies and await revised quotations. **Action: Clerk**
- b) War Memorial working group.
A meeting would be held with the Parochial Church Council to discuss next steps.
- c) D-Day 80th Celebrations working group.
Following a successful event it was **RESOLVED** to disband the working group.
- d) Footpaths working group.
The working group recommended that in addition to Cllr.Guglielmi's assistance (see minutes ref: 41/24(i)), it would be useful to compile a list of small maintenance jobs that could be carried out by a contractor. It was **AGREED** that this recommendation be followed up. **Action: Clerk**

44/24 Amenities

- a) To consider locking the gates to the parish council car park at specified times and agree a staffing rota for doing so. The council **RESOLVED** to proceed with this motion, with timings to ensure that users would be deterred from parking overnight. The following actions were agreed:
 - (i) Village hall bookings schedule to be checked and confirm appropriate times for the car park to be available. **Action: Cllr.Gunter**
 - (ii) New signage to be ordered if required. **Action: Clerk**
 - (iii) New gate padlock to be ordered. **Action: Clerk**
- b) To consider the replacement of the current paper recycling bin with a Tetra bin in the parish council car park. It was agreed that rather than have an additional Tetra bin, it would be useful to consider other options which might also generate some income. It was **RESOLVED** that the Clerk would research this and report back to council. **Action: Clerk**
- c) To consider adding the parish council asset register to the PSS+ Live software (currently used for play equipment) to assist with inspections and maintenance. It was **RESOLVED** to proceed. **Action: Clerk**
- d) To consider reviewing the grass cutting contract. It was **RESOLVED** that a meeting would be held on 19th July 2024 with the contractor. **Action: Clerk**
- e) To consider the supply and installation of the King's plaque on the existing beacon. Cllr.Burton had made initial enquiries with the contractor who had produced the Queen Elizabeth plaque for the village, and a price of £890 + vat was quoted. It was **RESOLVED** to proceed, providing there was appropriate authorisation to spend and that funds were available. Clerk to check and report back. **Action: Clerk**
- f) To receive and consider the annual playground inspection report from RoSPA*. The Clerk stated that it had not flagged any urgent or high priority risks and he had produced a user friendly summary of the report which had been sent to the play working group. A comparison would be made with the regular inspection findings and the two would generate a list for Playquip (council's regular contractor) to assess when carrying out their maintenance inspection later in July. A costing would be then forwarded to the Clerk for council. **Action: Clerk**
- g) To receive and consider the weekly play equipment reports and note any maintenance carried out*. Three items were flagged: a replacement end cap on the hex climber, a split crossbar on

the basket swing, and weeds on the aerial runway safety surfacing. It was **RESOLVED** that the Clerk would advise Playquip (see also minutes ref:44/24f). **Action: Clerk**

45/24 Mill Lane Cemetery

- a) To note that there will be a cemetery memorial inspection w/c 12th August 2024. This was **NOTED**. The Clerk confirmed that notices would be placed on the council website, the Grapevine Newsletter and the Cemetery. **Action: Clerk**
- b) To consider the purchase and installation of additional seating in the cemetery. A simple wooden sheltered structure was felt to be most appropriate and initial research suggested that approximately £500 would be sufficient to cover the cost. The council **RESOLVED** to proceed and accept Cllr.Guglielmi's offer (see minutes ref: 41/24 (vi)). **Action: Clerk**

46/24 Planning Applications*

Please visit Tendring District Council Planning to look at planning applications to be considered as per the following link: <https://idox.tendringdc.gov.uk/online-applications>

(Cllr. Coley took the Chair for this item as Cllr.Burton stepped out-see Declarations of Interest mins ref.38/24).

- a) To note the refusal of planning ref. 24/00626/VOC - Application under Section 73 of the Town and Country Planning Act for the Variation of Condition 1 (development for dayrooms hereby permitted shall be carried out in accordance with the following approved plans: T1049-001 C, RA1621/02) of appeal decision reference APP/P1560/W/23/3326308 (23/00034/REFUSE) to vary the size, siting and design of the proposed dayrooms on each pitch. Land to The East of Straight Road Bradfield Essex CO11 2RA. So **NOTED**.
- b) To note for information only planning ref: 24/00824/LUPROP- Application for Lawful Development Certificate for Proposed Use or Development for proposed single storey rear extension. 4 Margarets Place Bradfield Manningtree Essex. So **NOTED**.
- c) To note planning updates and discuss any outstanding planning matters. To consider planning application ref: 24/00918/FULHH. Recd: 20 Jun 2024. Validated: 20 Jun 2024. Householder planning application. Erection of single storey sun room at back of property with cladding and patio doors. 6 Dairyhouse Lane Bradfield Manningtree Essex CO11 2XB It was **RESOLVED** not to comment.

47/24 Finance

(Cllr.Burton resumed as Chair)

- a) To receive the monthly finance reports including monthly bank reconciliation figures*. As at 30th June 2024, the Unity Bank current account held £8,212.93, the Unity Bank savings account £115,575.23 and the prepaid charge card £308.75. The Barclays accounts had now been closed. £4,000 was transferred from Unity savings account to top up the current account. The Clerk also reported the following receipts: £678.52 (Unity savings account interest); £120.35 (Barclays final interest); £100.00 (Bradfield Rovers Football Club donation towards ground maintenance); £775.00 (Burial plot). It was **RESOLVED** that the bank reconciliations be approved.
- b) To receive confirmation from a member other than the Chair that they have verified the bank reconciliations, and signed both reconciliations and bank statements. Cllr.Weal confirmed that she had checked and signed the documents and reported no issues.
- c) To note a donation made to SSAFA (The Armed Forces Charity) following the D-Day 80th celebrations. Cllr.Burton reported that £35.00 had been donated and expressed the council's thanks to the face paint artist and Sip 'n' Sup Coffee for their donations. Also thanked was Dayna's Diner who covered the food cost for the Fire Service who gave up their time to volunteer at the event.
- d) To consider and approve the detailed receipts & payments report for the quarter ending 30th June 2024. This marked the first quarter of the new council financial year. To date, payments totalled £15,674, and receipts £38,872; a net positive of £23,198. Earmarked Reserves totalled £37,780.96 and General Reserves £63,118.43 (the latter would exceed the specification in the council's current reserves policy of three months' net revenue expenditure, which was in line

with the recommendation from the Joint Panel on Accountability and Governance Practitioners Guide: JPAG). It was **RESOLVED** to approve the report.

e) 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
nPower	336.46	16.82	353.28	May electricity usage (debited 19/06/2024)
nPower	361.90	18.10	380.00	June electricity usage (invoice not yet available)
Equals prepaid charge card top up	91.25	0.00	91.25	Adobe software, Office 365,Clerk mobile phone network
A&J Lighting	72.00	14.40	86.40	Annual inspection and remedial work
Clear Councils	1,818.48	0.00	1,818.48	Insurance annual premium
Environmental Design	692.67	138.53	831.20	Grasscutting and Maintenance
Glasdon	128.18	25.64	153.82	Dog waste bin-Cansey Lane
RoSPA Play Safety	122.00	24.40	146.40	Annual Playground inspection
Signal Communications	744.00	148.80	892.80	Balance for installation of CCTV cameras (approved at full council meeting dated 5th March 2024.Mins ref 186/23a)
Cartridge People	29.48	5.90	35.38	Clerk-office supplies
Cartridge People	1.91	0.38	2.29	Clerk-office supplies
Cartridge People	139.84	27.96	167.80	Clerk-office supplies
Sean Cooke	374.85	0.00	374.85	Expenses Apr-June 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
Totals	6,930.96	424.37	7,355.33	

48/24 Emergency expenditure by the Clerk as specified in Financial Regulations Section 4

None reported.

49/24 D-Day 80th Celebrations

To receive a report from the event. Cllr. Burton reported that the event had been very successful, with between 400-500 people attending. She expressed the council's thanks to the local Scouts, Reverend Whinney, the Piper, Manningtree Fire Service, and J&S Bar Services. The councillors in turn wished to thank Cllr.Burton for her time and effort in organising the festivities.

50/24 Council meeting in August

To consider the requirement for an August meeting. It was **RESOLVED** to hold a meeting on 6thAugust

51/24 Items from councillors to be added to the next agenda

To consider contacting a tree contractor to visit and quote for the following:

- a) Prune and stake the fruit trees in the wild orchard as a priority (see council meeting dated 4th June 2024 minutes ref:26/24 (iii)).
- b) Maintenance work on other trees within the recreation ground.

52/24 To note the date and time of the next meeting

The next full council meeting is scheduled for 6th August 2024 at 7.30pm.

There being no further business, the Chair closed the meeting at 8.28pm.

Signed Chair

Dated