



# BRADFIELD PARISH COUNCIL

Clerk to the Council: Mr Sean Cooke

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## Minutes of the Full Council Meeting held in Bradfield Village Hall on Tuesday 3<sup>rd</sup> September 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	Cllr.V.Osborne
Cllr.S.Webb	

**In Attendance:**

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.

### 73/24 Apologies for Absence

None.

### 74/24 Members' Declaration of Interests

Cllrs Burton, Points & Weal-see minutes ref 87/24.

### 75/24 Minutes of the Previous Meeting\*

It was **RESOLVED** that the minutes of the Council meeting held on 6<sup>th</sup> August 2024 be approved as a correct record & signed by the Chair.

### 76/24 Public Participation

- a) To consider the removal of an advertising sign which had been fixed to a directional road sign outside the Strangers Home Holiday Park, Station Road, Bradfield. The council heard from representatives of the Strangers Home, who explained their reasons for putting up the sign. The council stated that the directional road sign was specially designed to fit in with the history of the parish, as well as being in a conservation area. Following a full discussion, it was **RESOLVED** to direct that the sign be removed. However, the council stated that it was happy to work with the Strangers Home to agree a suitable sign and its location, but that they should first contact Tendring District Council to ensure that there were no other restrictions which prevented them doing so, and then update the councillors.
- b) Potholes-concerns had been raised by a resident about the condition of Barrack Street and there were further concerns about sections of the Harwich Road. **RESOLVED** that it would be raised with County Cllr.Guglielmi and that Cllr.Gunter would provide the Clerk with the relevant photos.  
**Action: Cllr.Gunter/Clerk**

### 77/24 District and County Councillor Reports

Essex County Cllr. Guglielmi sent his apologies but had submitted a report\*.

Tendring District Cllr. Ferguson stated that following the general election and subsequent district council meetings, there would now be more activity to report upon.

#### 78/24 Clerk's progress report\*

- a) To approve appropriate timings for the council car park to be available (Council meeting dated 2<sup>nd</sup> July 2024 minutes ref 44/24a i). **RESOLVED** to approve periodic locking of the car park after 9pm and reopening at 8am. Events would be dealt with on an individual basis. Cllr.Gunter would organise a rota and Cllr.Scott would have the existing signage amended. A combination lock would also be purchased. **Action: Cllrs Scott,Gunter & the Clerk**
- b) To consider options and potential cost of replacing the Tetra bin in the council car park (Council meeting dated 2<sup>nd</sup> July 2024 minutes ref 44/24b). The Clerk stated that a new bin would be free of charge, subject to a needs assessment by Tendring District Council (TDC). The council also heard that there would be a cost of £149 + vat quoted by TDC to remove the little-used paper bin. The council questioned this cost, given that it was felt to be a health and safety issue. **RESOLVED** that the Clerk should contact TDC again to query the cost. **Action: Clerk**

#### 79/24 Working Group brief reports

- a) Recreation Ground and Play Equipment working group.  
**RESOLVED** to approve the following recommendations by the working group:
  - i) New equipment-due to the lack of variety reviewed, the criteria would be amended to encompass a wider user base.
  - ii) Climbing frame-the existing section to be removed and replaced by a Playquip 'spider's web' rope climber.
  - iii) Extended/linking pathways-accept the Playquip quote, subject to written confirmation regarding the product and installation specification.

Final details would be reported back to council in due course.

**Action: Clerk**

- b) War Memorial working group.  
Nothing to report.
- c) Footpaths working group.  
As the tidying up of pathways would now come under minor works, it was **RESOLVED** to disband the working group with immediate effect.
- d) Bradfield Rovers Football Club working group.  
See minutes ref 86/24.

#### 80/24 Highways/Environment

See minutes ref 76/24.

#### 81/24 Amenities

- a) To receive recommendations with costs from the working group for remedial work following the play inspections (Council meeting dated 6<sup>th</sup> August 2024 minutes ref 68/24c)\*.  
**RESOLVED** to approve the recommendations at a cost of £2,283 + vat. **Action: Clerk**
- b) To receive an update from the Clerk regarding progress following the grass cutting contract review meeting (Council meeting dated 6<sup>th</sup> August 2024 minutes ref 60/24a)\*. The council felt that there had been little evidence to demonstrate that the contractor had taken on board their concerns. It was therefore **RESOLVED** that the Clerk should:
  - i) Draw up a grass cutting specification for consideration by the council.
  - ii) Once approved, a fresh tender exercise should be carried out.
  - iii) The Clerk would advise the current contractor at the appropriate time that the contract would be terminated with one month's notice. **Action: Clerk**
- c) To consider quotes for the purchase and installation of two trees during the autumn; Liquid Amber and/or Crabapple trees suggested as suitable (Council meeting dated 7<sup>th</sup> May 2024 minutes ref 11/24b)\*. The Clerk reported that information had not been received. Deferred to the next council meeting in October. **Action: Clerk**
- d) To consider a quote for maintenance work on the fruit trees in the wildflower area and on other trees in the recreation ground (Council meeting 6<sup>th</sup> August 2024 minutes ref 58/24a)\*.  
**RESOLVED** to accept the quote for £990 + vat. **Action: Clerk**

- e) To receive and consider the play equipment reports and note any maintenance carried out\*. There were user issues with the PSSLive+ updated inspection software. The Clerk would arrange a visit from the company representative. **Action: Clerk**

## 82/24 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>

- a) To consider commenting upon planning app: 24/01185/FULHH. Received 7 August 2024 Validated 13 August 2024. Householder Planning Application for Lawful Development for Proposed Use or Development for proposed single storey rear extension. 4 Margarets Place Bradfield CO11 2FE. **RESOLVED** not to comment.
- b) To consider commenting upon planning app: 24/01178/FULHH. Received 6 August 2024. Validated 16 August 2024. Householder Planning Application for Proposed loft conversion, including front & rear facing dormers & rooflights. Thiseldo Heath Road Bradfield CO11 2XJ. **RESOLVED** not to comment.
- c) To note planning updates and discuss any outstanding planning matters. There were no updates, but District Cllr. Ferguson was requested to follow up with Tendring Planning regarding Planning application 24/00645/DISCON. The parish council had asked for assurances that the discharge of conditions would be monitored, but had heard nothing to date.

**Action: Cllr.Ferguson**

## 83/24 Finance

- a) To receive the monthly finance reports including monthly bank reconciliation figures\*. As at 31<sup>st</sup> August 2024, the Unity Bank current account held £1,433.57, the Unity Bank savings account £110,075.23 and the prepaid charge card £188.75. No receipts were received. **RESOLVED** that the bank reconciliations be approved.
- b) To note the successful completion of the AGAR 2023/24 external audit\*. The Clerk confirmed that the Conclusion of Notice, plus the External Auditor's Report & Certificate, had been posted on the council website and noticeboards. The council **NOTED** this and expressed its approval.
- c) To approve payment of invoices received in accordance with the 2024/2025 budget. **RESOLVED** that the following payments be approved:

Payee	Net £	VAT£	Gross £	Description
Webfactory	17.21	3.44	20.65	Monthly Webhosting Fee
nPower	302.43	15.12	317.55	July electricity usage
Equals prepaid charge card top up	211.25	0.00	211.25	Adobe software, Office 365, Clerk mobile phone network
Environmental Design	692.67	138.53	831.20	Grasscutting and Maintenance-August
A&J Lighting	800.00	160.00	960.00	Annual maintenance inspection
A&J Lighting	498.95	99.79	598.74	Replace light fitting-9024A (Heath Road)
Derek Taylor Engineering	890.00	178.00	1,068.00	Charles II plaque-beacon (council meeting

United Benefice Mistley,Manningtree & Bradfield	275.00	0.00	275.00	Room hire-St Lawrence Church Hall
PKF Littlejohn	315.00	63.00	378.00	AGAR 2023/24 external audit fee
Rural Community Council of Essex	49.75	9.95	59.70	Annual membership fee
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>6,052.99</b>	<b>667.83</b>	<b>6,720.82</b>	

#### 84/24 Finance Committee

To receive the minutes of the Finance Committee meeting dated 13<sup>th</sup> August 2024, and to consider the following recommendations:

- a) Financial Regulations amendments (minutes ref FC6/24)\*
- b) Internal Auditor's report (minutes ref FC7/24)\*
- c) Grants and Funding Policy amendments (minutes ref FC8/24)\*
- d) Minor works-new budget heading and virement of funds (minutes ref FC9/24)\*

**RESOLVED** to approve all recommendations.

**Action: Clerk**

**85/24** To approve pricing for small maintenance/minor works (Council meeting dated 6<sup>th</sup> August 2024 minutes ref 64/24a)\*. **RESOLVED** to approve, with the Clerk and Chair being the point of contact with the contractor, and controlling the allocation of work (subject to available funds). All agreed work to be invoiced and updates provided regularly to full council.

**Action: Chair/Clerk**

#### 86/24 Bradfield Rovers Football Club

To receive a report from the working group regarding its meeting with Bradfield Rovers FC dated 27<sup>th</sup> August 2024 and consider any recommendations (Council meeting dated 6<sup>th</sup> August 2024 minutes ref 56/24a)\*. The working group reported that it had been a positive meeting, with those involved wishing to build upon the positive relationship. Cllr. Osborne offered to be the point of contact with the club. The club was now flagging scheduled games in advance with both the council and the public through the council website, social media, and village hall notice board. The number of friendlies would be reduced, and any played on a Sunday would not start before 12.30pm in order to accommodate activities such as church services. Unfortunately, the club had no control over the timing of Sunday league games.

The standard of behaviour (both verbal and physical) during training sessions was also discussed. The club agreed to raise this matter with the session leaders, making it clear that poor behaviour was unacceptable. Any concerns from the public would be addressed by the club, and whilst the council would not be party to any resolution, an acknowledgement would be sent to the council by the club. The issue of car parking was considered, and whilst there was an acknowledgement that it was an ongoing problem, measures were suggested including car sharing and also the possibility of an occasional overflow area behind the village hall (the working group noted that periods of heavy parking in the village was not just a football club matter; the primary school drop off and collections had also been highlighted before). The council thanked the working group, and **RESOLVED** to consider the recommendation of an overflow parking area at the next council meeting in October.

**Action: Council**

#### **87/24 Public use of Bradfield Village Hall**

To consider a recommendation from the BVH committee regarding the location of a security assembly point outside the Village Hall (Council meeting dated 6<sup>th</sup> August 2024 minutes ref 68/24). Cllr.Gunter, as BVH Chair, spoke on behalf of the committee. After a full discussion it was **RESOLVED** that the area in front of the village hall, near to the trees, would be the recommended location. This would allow total evacuation via the roadway and path and also allow immediate access to the evacuated by emergency responders if required. Cllr.Gunter would update the information for BVH hirers.

**Action: Cllr.Gunter**

#### **88/24 CCTV at the parish council car park**

To consider suggestions from the Clerk regarding amendments to the CCTV Policy regarding the procedure and possible actions when potential antisocial behaviour is detected (Council meeting dated 6<sup>th</sup> August 2024 minutes ref 69/24). The Clerk apologised that information was not yet available. Deferred to the next council meeting in October.

**Action: Clerk**

#### **89/24 Training**

- a) Code of Conduct training for councillors dated 19<sup>th</sup> August 2024. To receive feedback from attendees. The session was felt to be informative, and whilst it was not mandatory to attend, it was agreed that all councillors should do so. The Clerk would contact Tendring District Council to establish details of the next date and venue for those non-attendees. **Action: Clerk**
- b) CiLCA. To receive an update from the Clerk (Council meeting dated 4<sup>th</sup> June 2024 minutes ref 33/24). The Clerk stated that a familiarisation meeting had taken place that morning. A course registration cost totalling £450 (of which £150 would be refunded via a bursary), was now payable to the Society of Local Council Clerks (SLCC). Registration was required asap in order to avoid missing the next intake date of 1<sup>st</sup> October. As the council had already resolved to fund the training costs at the meeting dated 4<sup>th</sup> June 2024, payment would be made and reported to the next council meeting in October. **Action: Clerk**

#### **90/24 Litter Pick**

**RESOLVED** that it would be held on 12<sup>th</sup> October 2024 from 10am. Equipment would be provided.

#### **91/24 Cemetery memorial inspection 16<sup>th</sup> August 2024**

To receive a report from the Clerk regarding the findings. The Clerk reported that overall the majority of the memorials were safe, with a few requiring monitoring in twelve months. One was not deemed to be safe, and had been staked, hazard tape applied, and a notice attached. He had written to a possible relative of the deceased and was awaiting a response. Meanwhile, he would be contacting an approved mason for advice regarding those mentioned above. Any remedial costs would be reported at the next council meeting in October.

**Action: Clerk**

#### **92/24 Emergency expenditure by the Clerk as specified in Financial Regulations Section 4**

No expenditure reported.

#### **93/24 Items from councillors to be added to the next agenda**

None.

#### **94/24 To note the date and time of the next meeting**

The next full council meeting has been brought forward from 8<sup>th</sup> October to 1<sup>st</sup> October 2024 at 7.30pm.

There being no further business, the Chair closed the meeting at 8.45pm.

Signed .....Chair

Dated .....