



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 4th June 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.V.Osborne	Cllr.R.Scott

In Attendance: No 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.

20/24 Apologies for Absence

Cllr.S.Webb. The apology was received and **APPROVED**.

21/24 Members' Declaration of Interests

Cllrs. Burton, Points, Weal and Gunter-minutes ref: 27/24a

22/24 Minutes of the Previous Meeting*

It was **RESOLVED** that the minutes of the Annual Parish Council meeting held on 7th May 2024 be approved as a correct record & signed by the Chair.

23/24 Public Participation

Nothing raised.

24/24 District and County Councillor Reports

Essex County Cllr. Guglielmi had sent his report*.

District Cllr. Ferguson apologised that she had been unable to attend the 'Meet Your Councillors' event on 25th May. She reported that due to the general election being announced, there was little to feed back to the Council at present.

25/24 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 resident would keep the Council updated.

26/24 Working Group brief reports

- a) Recreation Ground and Play Equipment working group*. The following items were discussed:
 - i) Play equipment and linking pathways-clarification was being sought regarding the amount of available S106 funding from Tendring District Council in order to inform the next steps.

Action: Working Group

- ii) Benches-it was felt that there were sufficient serviceable benches in place and that no extra ones were recommended. It was **RESOLVED** to approve the recommendation.
- iii) Trees-confirmed that one dead tree had been agreed by Council to be replaced (Council meeting 7th May 2024 Minutes ref:11/24b). Also reported that the fruit trees in the wildflower area required some pruning and re-staking. **Action: Clerk**
- iv) Grass cutting-suggested that the Parish Council considers the future arrangement with the current contractor.
- b) War Memorial working group*. The working group summarised the actions taken to date and the current position. It suggested options that the Council might consider. Following a full discussion It was **RESOLVED** that the Parochial Church Council would be contacted to agree next steps. **Action: Working Group**
- c) D-Day 80th Celebrations working group*. It was reported that preparations were in place.
- d) Footpaths working group. In light of the improved weather the working group hoped to meet soon.

27/24 Amenities

- a) To consider changing the council/committee meetings venue to Bradfield Village Hall. (Those councillors who declared an interest took no part in this agenda item only (see minutes ref: 21/24)). Following a full discussion, it was felt that the Hall would now be a more suitable venue, with easier parking and also Broadband access. It was **RESOLVED** that a start date would be the Council meeting on 3rd September 2024, thus providing the Church with due notice of the cancellation. **Action: Clerk**
- b) To consider a request for outdoor gym equipment for adults in the recreation ground* The Council had received pricing information for the supply and installation of a range of equipment plus suitable surfacing. It also discussed feedback gathered from other local councils with equipment in the Tendring district, who offered their thoughts as to its popularity and usage. Other factors included a suitable location, given that there was only one recreation ground in the village, and the cost of ongoing maintenance and inspections. Having fully discussed the matter, it was **RESOLVED** that the suggestion could not be taken forward and that the Clerk would advise the resident concerned. **Action: Clerk**
- c) To receive and consider the weekly play equipment reports and note any maintenance carried out*. It was noted that the annual inspection from RoSPA had taken place on 21st May 2024, but the resulting report had not been received in time for consideration at this meeting. It was agreed that any priorities would be raised at the next meeting on 2nd July 2024. **Action: Clerk**

28/24 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 on 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. It was **RESOLVED** to object to the application. **Action: Clerk**
- b) To note planning ref. 24/00645/DISCON - Discharge of conditions application for APP/P1560/W/23/3326308 (23/00034/REFUSE) - Condition 6 (Site Development Scheme), Condition 7 (Schedule of Maintenance for Proposed Planting), and Condition 9 (Water, Energy and Resource Efficiency Measures). Land to The East of Straight Road Bradfield CO11 2RA. It was **RESOLVED** to comment on the application. **Action: Clerk**
- c) To note planning ref. 24/00681/DISCON- Discharge of conditions application for 23/01208/FUL - Condition 9 (Construction management). Stour Lodge Cottage Station Road Bradfield Essex CO11 2UP. So noted.
- d) To consider commenting on planning ref. 24/00713/WTPO - Works related to Tree Preservation Order (01/00008/TPO) - Oak tree - 3m reduction of whole tree. Oak House Heath Road Bradfield Essex CO11 2XH. It was **RESOLVED** not to comment.

- e) To note planning updates and discuss any outstanding planning matters.

To note Appeal Decision 22/01603/FUL- Proposed extension of existing Care Home to provide seven new en-suite bedrooms including lift and new stairs. Meadowcroft, Steam Mill Road, Bradfield, CO11 2QY. So noted.

29/24 Meet Your Councillors event 25th May 2024

To receive an update from the event. The Parish Council wished to thank a Bradfield Resident for attending and discussing the blocks in Shore Lane. It was noted that the issue they raised was extremely historical in nature and that the area was outside the responsibilities or powers of the Parish Council. It was **RESOLVED** that the Parish Clerk would write to the Highways Authority and the AONB (Suffolk and Essex Coast and Heath) on the resident's behalf, to see if they have any views regarding the blocks. Responses would then be shared with the resident and any other directly interested parties, and the resident was welcome to contact those agencies directly. **Action: Clerk**

30/24 Constitution

- a) To review the updated Financial Regulations*

It was **RESOLVED** that this would be reviewed at the next Finance Committee meeting on 23rd July, with recommendations to be made to the full Council meeting on 2nd September 2024.

Action: Finance Committee

- b) To consider an amendment to the Mill Lane Cemetery Regulations regarding the Grant of Exclusive Right of Burial (EROB) & the number of EROBs that can be held by any one person*. It was **RESOLVED** that rather than commit to a fixed number, each request would be considered separately by the Council, and that this should be added to the Regulations. **Action: Clerk**

31/24 Finance

- a) To receive the monthly finance reports including monthly bank reconciliation figures*

As at 31st May 2024, the Unity Bank current account held £8,295.58, the Unity Bank savings account £118,776.36 and the prepaid charge card £307.12. The Barclays saving account held a nil balance, but the current account showed £0.16 in credit. This was due to a Barclays error which they stated had now been resolved.

The Clerk also reported the following receipts:

£1,679.75 VAT refund from HMRC

It was **RESOLVED** that the bank reconciliations be approved.

- b) To receive and note the Annual Internal Audit 2023-24*. The internal audit had been discussed at the Annual Parish Council meeting dated 7th May 2024, minutes ref:16/24d. The Council noted the completed Annual Governance and Accountability Return form. **Action: Clerk**

- c) To review, approve and sign Section 1, Annual Governance Statement, of the Annual Governance and Accountability Return 2023-2024*. Section 1 was completed and **APPROVED** by Council, then signed and dated by the Chair and Clerk. **Action: Clerk**

- d) To consider, approve and sign Section 2, Accounting Statements, of the Annual Governance and Accountability Return 2023-2024*. There being no comments or questions, the form was **APPROVED** by Council, then signed and dated by the Chair. **Action: Clerk**

- e) To consider the annual insurance renewal premium for 2024-25*. The Clerk reported that this marked the first year of the three-year long term undertaking with Clear Councils Insurance. He stated that there had been no claims, and that the premium had been reduced from £1,860.36 to £1818.48. The internal audit report had suggested that a new Buildings valuation for the Village Hall might be order (the last one being several years ago), and the insurers were flagging Cyber Cover as an additional option. The following was **RESOLVED**: (i) to approve the premium (ii) to obtain costings for building valuation (iii) to obtain costings for cyber cover. **Action: Clerk**

- f) 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. Account £0.27 in credit so invoice should be adjusted to £20.38
nPower	361.90	18.10	380.00	April electricity usage
Equals prepaid charge card top up	92.88	0.00	92.88	Adobe software, Office 365,Clerk mobile phone network
Environmental Design	692.67	138.53	831.20	Grasscutting and Maintenance
A&J Lighting	80.00	16.00	96.00	Call out-broken pole (tree damage)
Capel Castles	140.00	0.00	140.00	Bouncy castles for D-Day 80th celebrations New account-details checked by Clerk
Michael Buick	250.00	0.00	250.00	Music entertainment D-Day 80th celebrations New account-checked by Clerk
Tendring Brass Band	200.00	0.00	200.00	Music entertainment D-Day 80th celebrations New account-checked by Clerk
Essex Association of Local Councils	148.50	0.00	148.50	Charles Arnold Baker-Local Council Administration guide
Realise Futures	74.54	14.91	89.45	Invoice 5337 underpaid in error. Balance due. (see payment list for April 2024)
Skillingtons	200.00	40.00	240.00	War Memorial-site visit and report
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	4,258.43	230.98	4,489.41	

32/24 Emergency expenditure by the Clerk as specified in Financial Regulations Section 4
None reported.

33/24 Personnel Committee Meeting dated 22nd May 2024*

To receive the minutes & consider any recommendations from the meeting. It was **RESOLVED** to approve the recommendation in minutes ref: PC10/24b that they accept the guidance for the Clerk's CiLCA qualification as set out in the CiLCA Portfolio Guide section 2, supplied by the Society of Local Council Clerks (SLCC), & also the information & costings from the Essex Association of Local Councils (EALC). The Clerk would provide more information nearer to the course in Sept 2024. It was also noted that due to the level of council income, a bursary from EALC would not be an option. **Action: Clerk**

34/24 TDALC Annual general Meeting dated 22nd May 2024

To receive a report from the meeting. The Chair highlighted the following items that were discussed: Pylons through Ardleigh, and Tendring District Council Sports and Activity Strategy. The meeting also heard from the Leader of Tendring District Council.

35/24 Items from councillors to be added to the next agenda

- a) To review the grass cutting contract

36/24 To note the date and time of the next meeting

The next full council meeting is scheduled for 2nd July 2024 at 7.30pm.

There being no further business, the Chair closed the meeting at 8.34pm.

Signed Chair

Dated