



BRADFIELD 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 5th March 2024 at 7.30 p.m.

Present:

| | |
|-----------------------|-------------------|
| Cllr.K.Burton (Chair) | Cllr.S.Cunningham |
| Cllr.S.Gunter | Cllr.T.Weal |
| Cllr.V.Osborne | Cllr.G.Points |
| Cllr.R.Scott | Cllr.S.Webb |

In Attendance:

4 member(s) of the public
County Cllr.C.Guglielmi
S. Cooke (Clerk)

178/23 Apologies for Absence

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

179/23 Members' Declarations of Interest

None declared.

180/23 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of Extraordinary Council meeting held on 15th February 2024 be approved as a correct record & signed by the Chair.

181/23 Public Participation

A member of the public unknown to the council accused our County Councillor of corruption and theft against him some years ago. The County Councillor commented that the police had contacted this person at the time as he had started sending challenging messages, after which he had backed off. The Chair asked the person to leave the meeting as he was verbally abusing the County Councillor and that such behaviour was unacceptable. Following his departure, the following items were discussed:

- i) Potholes on Harwich Road (B1352). Concerns raised by a resident that certain locations just beyond St Lawrence Church were causing major problems (see also minutes ref.182/23).
- ii) Flooding and surface water drainage/sewage. Following concerns raised by a resident at the council meeting dated 9th January 2024 (minutes ref:145/23), the matter was discussed further. The resident commented that the local MP had pursued this with Anglian Water. County Cllr.Guglielmi stated that he had a meeting with the MP soon and would pass on any relevant email correspondence from the resident.
- iii) Damaged signage on Wix Road. A resident asked whether any action was being taken to deal with the fallen signage. Both this and the signage on Steam Mill Road was discussed (see also minutes re.185/23a). Cllrs. Osborne and Gunter offered to assess the damage on Steam Mill Road and Cllr.Gunter would email options for replacement signage to County Cllr.Guglielmi.
- iv) Speeding between the St.Lawrence Church junction and the Village Maid pub. A resident wished this to be noted.

182/23 District & County Councillor Reports

County Cllr. Guglielmi-a report had not yet been received, but would be sent. The following was discussed from his verbal report:

Potholes and footpath repairs-two locations referred to in minutes ref.181/23i had been reported by him to Essex Highways prior to Christmas 2023. There was also the opportunity to nominate

potholes in six locations within the parish, plus ten metres of footpath. Cllr. Gunter offered to do some research and flag some locations for action.

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

183/23 Clerk's Report

The Clerk's report had been circulated in advance and no matters were raised.

184/23 Councillor / working party brief reports

a) Play Equipment working group

The working group had met and the resulting report had been circulated in advance with recommendations. It was **RESOLVED** to accept the recommendations and the Clerk would now contact Play equipment companies. **Action: Clerk**

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

Cllrs. Burton and Osborne would be meeting with Essex Fire and Rescue Service on 22nd March. A face painter had been secured and the Scouts were intending to perform poetry at the event.

d) Footpaths working group

Poor weather prevented any action.

185/23 Highways/Environment

a) To consider repairing the damage to road signage on Steam Mill Road and Wix Road (see minutes of council meeting dated 6th February 2024 ref. 161/23a. In light of the discussion in minutes ref. 181/23iii, it was **RESOLVED** to proceed as discussed.

b) To consider County Cllr. Guglielmi's suggestion regarding the parish council identifying priority areas for pothole repairs (see minutes of council meeting dated 6th February 2024 ref. 161/23b). In light of the discussions in minutes ref. 181/23i and 182/23, it was **RESOLVED** to proceed as discussed.

c) To consider the impact of using Cansey Lane as a through route for HGVs. A concern had been raised that due to continued inappropriate use of the lane by HGVs, the banks at certain points had been damaged and the edge of the road surface exposed significantly. Along with frequent flooding, it increased the possibility of accidents occurring. The suggestion that a 'Not Suitable for HGVs' sign be installed at the A120 junction, plus a weight restriction sign was discussed. County Cllr. Guglielmi agreed to take this forward with Essex Highways and liaise with the Clerk. **Action: Clerk**

186/23 Amenities

a) To consider the revised specification and quote received from Signal Communications for the installation of CCTV surrounding Bradfield Village Hall, car park and access road. Paperwork had been circulated in advance. Following a full discussion, it was **RESOLVED** to approve the original option, plus the addition of a battery backup. Clerk to liaise with Signal Communications. **Action: Clerk**

b) To consider options to reduce water ingress in the Council notice board on the Street (adjacent to driveway into the Village Hall car park). The noticeboard supplier had been contacted and the Clerk was awaiting a response.

c) To receive and consider the weekly play equipment reports and note any maintenance carried out. Paperwork had been circulated in advance. It was noted that the inspection report required some reorganisation and it was also agreed that some refurbishment and repairs could be considered in the discussion with play equipment companies (see minutes ref. 184/23a). **Action: Clerk**

187/23 Planning Applications

a) To note planning updates and discuss any outstanding planning matters.

i) To consider commenting on Ref. No: 24/00329/TCA | Received: Fri 01 Mar 2024 | Validated: Fri 01 Mar 2024 | Status: Awaiting decision (planning application received by

parish council on 5th March 2024). Trees in a Conservation Area Notification - 1 no. Holly - Remove bough. Church of St Lawrence The Street Bradfield Essex. **RESOLVED** not to comment.

- ii) Notification had been received that the Planning Inspectorate had allowed Planning Appeal ref 23/00034/REFUSE on 15th February 2024. Proposed part retrospective application to create 4no. plots for residential use by Gypsy and Traveller family with associated works including new access, package treatment plant, dayroom and hardstanding. Land to The East of Straight Road Bradfield Essex.

188/23 Constitution

- a) To consider and approve a CCTV Policy and Data Protection Impact Assessment with regards to the installation of CCTV (see agenda item 9a). It was **RESOLVED** to approve both documents. **Action: Clerk**
- b) To review and approve the Bradfield Parish Council Action Plan for 2024/25.
It was agreed that councillors would email any comments and suggestions to the Clerk before the next full council meeting on 2nd April 2024. **Action: Councillors/Clerk**

189/23 Finance

- a) To receive the monthly finance report, including monthly bank reconciliation figures.
The Clerk had circulated the finance reports & monthly bank reconciliation in advance. As at 29th February 2024, the current account held £8,077.39, the savings account £97,256.82, and the prepaid charge card £309.83. The Clerk noted one receipt of £361.98 (recycling credits from Tendring District Council). It was **RESOLVED** that the bank reconciliation be approved.
- b) 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 | 16.64 | 3.33 | 19.97 | Monthly Webhosting Fee |
| Equals prepaid charge card top up | 90.17 | 0.00 | 90.17 | Adobe software, Office 365, Clerk mobile phone network |
| Environmental Design | 692.67 | 138.53 | 831.20 | Grasscutting and Maintenance |
| Age Well East | 250.00 | 0.00 | 250.00 | S137 grant approved council meeting 6 th February 2024 |
| Manningtree & District Community Bus | 250.00 | 0.00 | 250.00 | S137 grant approved council meeting 6 th February 2024 |
| Cartridge People | 29.92 | 5.98 | 35.90 | Clerk-printer ink waste bottle |
| Cartridge People | 5.81 | 1.17 | 6.98 | Clerk-staples, A4 punched pockets |
| Essex Association of Local Councils | 150.00 | 30.00 | 180.00 | Budget & Precept training- Chair Planning training- Clerk |
| Essex Association of Local Councils | 75.00 | 15.00 | 90.00 | Financial Regulations training-Clerk |
| Scribe | 240.00 | 48.00 | 288.00 | Annual subscription-Cemetery software |
| 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 | 3,800.94 | 242.01 | 4,042.95 | |

- c) To approve the use of Utility Aid to carry out an electricity cost review. Paperwork had been circulated in advance. It was **RESOLVED** to approve. **Action:Clerk**
- d) To approve the cost of installation of a concrete base in the recreation ground, in preparation for a memorial bench (donation by a local resident). Paperwork had been circulated in advance. It was **RESOLVED** to approve. **Action:Clerk**
- e) To approve the cost of purchase and installation of a bench in the recreation ground (cost to be refunded by the Essex Locality Fund). Paperwork had been circulated in advance. It was **RESOLVED** to approve, subject to the plaque being removed as not considered necessary. **Action:Clerk**
- f) To approve the arrangements for Unity Bank online banking submissions and authorisations as recommended by the Finance Committee. Following a full discussion, it was **RESOLVED** to approve the recommendation. **Action:Clerk**

190/23 Meet Your Councillors

Possible dates had been circulated. Councillors would confirm availability to Cllr.Burton.

191/23 To consider the Tendring District Council Local Plan Review Call for Sites 2024

(see minutes of extraordinary council meeting dated 15th February 2024 ref.176/23).

Whilst the consultation concerned the identification of any potential new sites for local development, County Cllr. Guglielmi commented that it was meant for private landowners and not parish councils. It was therefore **RESOLVED** not to proceed.

192/23 In-house training for councillors

To consider options for offering more localised cost effective training to councillors, including those from neighbouring parishes. The clerk stated that this was a work in progress.

193/23 Items from Councillors to be added to the next agenda

- a) To consider a request for additional street lighting in Mill Lane.

194/23 To note the date & time of the next meeting

The next Full Council meeting is scheduled for Tuesday 2nd April 2024 at 7:30pm.

There being no further business, the Chair closed the meeting at 8.33 p.m.

Signed Chair

Dated