



# 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 5<sup>th</sup> December 2023 at 7.30 p.m.

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

**In Attendance:** 1 member of the public  
S. Cooke (Clerk)  
Cllr.C. Guglielmi (Essex County Councillor)

### 125/23 Apologies for Absence

None received.

### 126/23 Members' Declarations of Interest

None declared.

### 127/23 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Full Parish Council meeting held on 7<sup>th</sup> November 2023 be approved as a correct record & signed by the Chair.

### 128/23 Public Participation

Nothing raised.

### 129/23 District & County Councillor Reports

District Cllr. Ferguson apologised in advance for not attending. No updates provided.

County Cllr. Guglielmi's report had been circulated in advance. Updates at the meeting:

- Brickmans Hill safety measures-request with Essex County Council
- Quiet Lanes Status (Cansey Lane & Mill Lane)-application submitted
- Yellow lines (Wix Road behind Village Maid public house)-Traffic Road Order remains in place & no objections will be considered
- Locality Fund (parish bench)-application underway

### 130/23 Clerk's Report

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

### 131/23 Councillor / working party brief reports

#### a) Play Equipment working group

Deferred to item 133/23c.

#### b) War Memorial working group

Skillingtons restoration met on site with Cllr.Coley, Cllr.Osborne & John Barrow (Church Warden) on 4<sup>th</sup> December. Report to be sent outlining options for consideration.

#### c) D-Day 80<sup>th</sup> Celebrations working group

No updates were reported.

### 132/23 Highways/ Environment

a) Parking issues outside Bradfield Primary School. A written response was received from the School dated 13<sup>th</sup> November 2023. Cllr.Guglielmi to email ECC Sustainable Travel Planning Officer for assistance. Cllrs. Osborne & Gunter to attend a meeting if required.

**b)** To consider the creation of a footpaths working group. It was **RESOLVED** that a working group be formed once the Clerk produced a village footpath map. The group's purpose would be to identify paths which require upkeep & report back to council. **Action: Clerk**

### 133/23 Amenities

**a)** To consider options for the installation of CCTV within the car park at Bradfield village hall & recreation ground. Quotes had been circulated in advance & following a full discussion it was **RESOLVED** to place an order with Signal Communications. **Action: Clerk**

**b)** To consider an approve a speed & volume survey along Straight Road, Bradfield. The following actions were **RESOLVED**: to defer the consideration of a survey for twelve months; the Clerk to contact Speedwatch Community Group & Cllr. Guglielmi to contact Essex Police about adhoc speed checks once the council had identified appropriate areas. **Action: Clerk**

**c)** To consider a cost estimate for playground equipment & related footpath improvements within the recreation ground. Paperwork outlining options had been circulated in advance. Following a full discussion, the following actions were **RESOLVED**: to refer the information to the working group for further investigation and report back to council; the Toddler Unit to be repaired at a cost of £620 (ex vat) as they required immediate attention; safety surface weeding to be added to the scheduled visits from Playquip at a cost of £75 (exc vat). **Action: Clerk/Working group**

**d)** To receive & consider the weekly play equipment reports & note any maintenance carried out. See item 133/23c.

### 134 /23 Planning Applications

**a)** To consider commenting on Ref. No: 23/01656/FULHH | Recd: Mon 20 Nov 2023 | Validated: Mon 27 Nov 2023 | Alterations to existing residential storage outbuilding to form ancillary accommodation. The Red House Heath Road Bradfield Essex CO11 2UZ. No comment.

**b)** To note planning updates & discuss any outstanding planning matters. No fresh appeals were noted.

### 135 /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 30<sup>th</sup> November 2023, the current account held £38,280.75, the savings account £81,970.70 & the prepaid charge card £374.03. Barclaycard still showed a -£19.97 balance (ongoing problems caused by Barclaycard). The Clerk confirmed that included in these sums were receipts from Tendring D Council (£433.23-recycling credits) & Estio Solar contribution (£5,101.06). It was **RESOLVED** that the bank reconciliation be approved.

**b)** To note the year to date (YTD) review of the Council's accounts by the Finance Committee. The Finance Committee met on 15<sup>th</sup> November 2023 to review the Council's YTD finances & recommend a budget & precept for the 2024/25 financial year.

**c)** To consider & approve the 2024/25 budget & precept as recommended by the Finance Committee. The draft budget & precept had been circulated in advance. It was **RESOLVED** that the budget as recommended by the Finance Committee be approved with an agreed precept request of £70,700. **Action: Clerk**

**d)** To note the internal auditor's interim report. The meeting noted the Finance Committee's minutes detailing the internal auditor's positive comments about the excellent financial processes & systems in place & the committee's resolution to comply with recommendations.

**e)** 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
Barclaycard	236.54	0.00	236.54	Still unable to access Barclaycard statements. Last chased on 28/11/23
Npower	412.80	20.64	433.44	Electricity supply November
Webfactory	16.64	3.33	19.97	Monthly Webhosting Fee

Equals prepaid charge card	25.97	0.00	25.97	Adobe software, Clerk mobile phone network
Environmental Design	692.67	138.53	831.20	Grasscutting & Maintenance
A&J Lighting	80.00	16.00	96.00	Replacement lighting
A&J Lighting	429.00	85.80	514.80	New LED light fitting
Ian Allston Tree Surgery	1,400.00	280.00	1,680.00	Hedging contract
Essex Association of Local Councils	320.00	64.00	384.00	Training courses-Clerk
Cllr. S. Gunter	7.99	0.00	7.99	Expenses-replacement padlock
Tendring District Council	1,762.99	0.00	1,762.99	Parish Council Elections 2023-rechargeable expenses
Skillingtons	200.00	40.00	240.00	Professional fees-war memorial site visit
Line Djuve-Wood	141.75	0.00	141.75	Former Clerk back pay owed from 01/04-18/05/23 (Local Govt Services Pay Award)
Line Djuve-Wood	63.00	0.00	63.00	Locum work 19/05-03/07/23. Additional sum due (Local Govt Services Pay Award)
S Cooke	2,006.89	0.00	2,006.89	Clerk Net monthly salary inc. back pay from 26/05-30/11/23 (Local Govt Services Pay Award) & payscale increase from SCP24 to SCP 25 from 01/12/23
HMRC	762.21	0.00	762.21	Tax + Employee & Employer NIC- Clerk Tax- Former Clerk
S Cooke	56.00	0.00	56.00	Expenses-poppy wreath & mobile phone network October
NEST	0.00	0.00	0.00	Clerk opted out 26/06/23
<b>Totals</b>	<b>8,614.45</b>	<b>648.30</b>	<b>9,262.75</b>	

#### 136/23 To consider & agree full council & committee meetings for 2024

A suggested schedule had been circulated in advance. It was **RESOLVED** to agree the list. Clerk to confirm dates with the Church Warden & post to council website. **Action: Clerk**

#### 137/23 Items from Councillors to be added to the next agenda

- a) To receive an update following a grasscutting review meeting with the contractor & consider next steps.

#### 138/23 To note the date & time of the next meeting

The next Full Council meeting is scheduled for Tuesday 9<sup>th</sup> January 2024 at 7:30pm.

#### 139/23 Exclusion of public & press

To resolve that the press & public be excluded from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, S. 1(2). The **RESOLUTION** was proposed by Cllr.Burton, seconded by Cllr.Coley & carried unanimously.

#### 140/23 Complaint received by a member of the public

To consider the complaint in line with the parish council complaints procedure. The complaint was fully considered & a formal response would be sent to the complainant. **Action: Clerk**

#### 141/23 Personnel

To receive & approve the personnel committee's recommendations with regards to:

- a) Local Government Services pay award 2023/24 for the council clerk position.

The meeting noted the Local Government Services pay award applicable from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 & **RESOLVED** to approve the Personnel Committee's recommendation based upon the award as it would apply to both the current & previous Clerk.

b) Performance review of the council clerk in line with their contract of employment. The Personnel Committee confirmed that the Clerk had completed the required 6 month probationary period satisfactorily. It was **RESOLVED** to approve the committee's recommendation that their pay scale be increased from 1<sup>st</sup> December 2023, as stated in their contract of employment.

There being no further business, the Chair closed the meeting at 8.46pm.

Signed ..... Chair      Dated .....