



# 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 6<sup>th</sup> February 2024 at 7.30 p.m.

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

**In Attendance:** 1 member of the public  
Cllr.T.Ferguson (Tendring District Council)  
Cllr.C.Guglielmi (Essex County Council)  
S. Cooke (Clerk)

### 157/23 Apologies for Absence

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

### 158/23 Members' Declarations of Interest

Cllrs.K.Burton,S.Gunter,T.Weal, G.Points-all members of the Bradfield Village Hall (BVH) Committee (minutes ref.164/23 a). Cllr. Gunter, as Chair of the BVH Committee, would answer any councillor questions.

### 159/23 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Full Parish Council meeting held on 9<sup>th</sup> January 2024 be approved as a correct record & signed by the Chair.

### 160/23 Public Participation

Nothing raised.

### 161/23 District & County Councillor Reports

County Cllr. Guglielmi's report had been circulated in advance and the following was discussed:

- a) Road sign damage-Cllr.Guglielmi had been emailed by the Clerk for advice as Essex Highways had not yet inspected the signage on Steam Mill Road and Wix Road. He pointed out that long delays were not unusual and at present the county's focus was to repair potholes and footpaths (see b). He could still contact Highways or the parish could consider doing the work using suitably insured contractors.
- b) Potholes-Cllr.Guglielmi could be emailed if the parish council identified priority areas.
- c) Brickmans Hill/Quiet Lanes status for Cansey Lane and Mill Lane-all of these items were still being processed.
- d) Flooding and surface water drainage (meeting dated 9<sup>th</sup> January 2024. Minutes ref: 145/23). Clerk to resend email. **Action: Clerk**
- e) Roadworks without advance notification-examples of this could be emailed to him to follow up.

District Cllr. Ferguson provided a verbal report including:

- f) Flooding: Harwich (Wrabness) Road / RSPB-a meeting took place on site between Essex Highways, the landowner, Cllr.Guglielmi and the RSPB. It was a productive meeting and a plan had been agreed.
- g) Tendring District Council financial year end and budget-a meeting was being held on 13<sup>th</sup> February.

## 162/23 Clerk's Report

The Clerk's report had been circulated in advance and the following matters were noted:

- a) CCTV installation in council car park-still awaiting confirmation of paperwork from NALC.
- b) Parking issues outside Bradfield Primary School-no update yet from the Essex Sustainable Transport Planning Officer.
- c) Surface water on the Under 8's play area-the Clerk had contacted Playquip as directed following the recent flooding. They advised that as the ground was saturated, the only option would be to sweep it as it would eventually drain naturally.

Following a full discussion, it was **RESOLVED** to remove the following items from the Clerk's action list:

Minute ref: 35/21e (meeting dated 6<sup>th</sup> July 2021). Speed and volume survey deferral to September 2024.

Minute ref: 51/22 (meeting dated 5<sup>th</sup> July 2022). Local Council Award Scheme-to be reviewed once the Clerk had completed the CiLCA qualification.

Minute ref: 30/23b (meeting dated 6<sup>th</sup> June 2023). Disabled signs in car park-completed.

## 163/23 Councillor / working party brief reports

### a) Play Equipment working group

A draft report had been circulated in advance. The working group felt that another meeting was necessary in order for them to make more informed recommendations to the council.

### 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 80<sup>th</sup> Celebrations working group

An email had been circulated in advance with a proposed plan for the event.

- i. To approve a quotation from Tendring Brass Band to perform during the first section of the evening at a cost of £200-**APPROVED**
- ii To consider and approve bouncy castle quotes for the event with no charge for children's use. Tiny Tots for up to 5 years (£50) and Party Fun N Slide for 6-12 years (£95)-both **APPROVED**
- iii. To approve a quotation from the girl duo Mulberry River to perform during the second section of the evening at a cost of £250-**APPROVED**
- iv. To approve the £20 hire fee for booking the stage for the event-**APPROVED**
- v. To discuss a suitable charity should there be any donations from the food & drink vendors. It was **RESOLVED** that the Soldiers', Sailors' and Airmen's Families Association (SSAFA) charity would receive any donations.

### d) Footpaths working group

Local maps had now been circulated and a meeting would be planned for spring.

## 164/23 Amenities

- a) To receive and approve a request from Bradfield Village Hall to have use of the parish council noticeboards if required, subject to council priority use (see also minutes ref.158/23). The Clerk had circulated paperwork in advance from the National Association of Local Councils (NALC) which allowed for this. It was **RESOLVED** to approve the request.
- b) To receive and consider the recent play equipment inspection report from Playquip. No issues were flagged.
- c) To approve a date for the village Litter Pick. It was **RESOLVED** to approve 13<sup>th</sup> April 2024.
- d) To receive and consider the weekly play equipment reports and note any maintenance carried out. No issues were flagged.

## 165/23 Planning Applications

- a) To consider commenting on Ref. No: 23/01207/FUL. Received: Thu 24 Aug 2023. Validated: Thu 28 Sep 2023. Proposed change of use of existing annexe and the separation of land to create a separate dwelling. Chapel Cottage Heath Road Bradfield Manningtree Essex CO11 2XD. Status: Awaiting decision. Withdrawn (covered in meeting agenda dated 7<sup>th</sup> November 2023).

- b) To note planning updates and discuss any outstanding planning matters.
  - i. Cllr.Burton had circulated a planning application letter from Tendring District Council dated 5<sup>th</sup> February 2024 (therefore received after the publishing of the meeting agenda). Ref No: 24/00155/FULHH Proposed garage. Glendoveer Wix Road Bradfield Manningtree Essex CO11 2UX. It was **RESOLVED** to not offer any comments.
  - ii. Planning Appeal 23/00032/REFUSE in respect of application 22/01792/OUT. Outline Planning Application with all matters reserved for the proposed erection of 5 no. bungalows. Land off Barrack Street Bradfield Essex CO11 2RB. Appeal was dismissed dated 22<sup>nd</sup> January 2024.

## 166/23 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 31<sup>st</sup> January 2024, the current account held £11,699.03, the savings account £97,256.82 and the prepaid charge card £309.83. The issues with Barclaycard were finally resolved and a zero balance was confirmed. The Clerk noted two receipts: £1,624.58 (HMRC vat refund) and £775 (payment for a cemetery cremation plot). 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
Npower	462.38	23.12	485.50	Electricity supply January 2024
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
Society of Local Council Clerks	229.00	0.00	229.00	Membership subscription 01/03/24-28/02/25
S Cooke	327.05	0.00	327.05	Clerk expenses Nov 2023-Jan 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
<b>Totals</b>	<b>3818.64</b>	<b>164.98</b>	<b>3983.62</b>	

- c) To consider and approve a S137 grant request from Age Well East. Paperwork had been circulated in advance. It was **RESOLVED** to approve £250. **Action: Clerk**
- d) To consider and approve a S137 grant request from Manningtree and District Community Bus. Paperwork had been circulated in advance. It was **RESOLVED** to approve £250. **Action: Clerk**
- e) To receive and consider a bank review from the Clerk (council meeting 4<sup>th</sup> July 2023. Minute ref: 58/23c). Paperwork had been circulated in advance. Following a full discussion, it was **RESOLVED** to approve Unity Bank as a replacement for Barclays (current provider), subject to it having the required protection in place for safeguarding council funds. **Action: Clerk**

**167/23 Finance Committee meeting dated 23<sup>rd</sup> January 2024**

To receive the minutes and any recommendations from the meeting. The meeting minutes had been circulated in advance and did not contain any recommendations.

**168/23 Tendring District Association of Local Councils (TDALC) 24<sup>th</sup> January 2024**

To receive a report from the meeting. There were no matters to report.

**169/23 Items from Councillors to be added to the next agenda**

- a) Meet Your Councillors- to propose and approve details for the event.
- b) Council notice board on Straight Road (adjacent to driveway into the Village Hall car park)-to consider options to reduce water ingress.
- c) In-house training for councillors-to consider options for offering more localised cost effective training to councillors, including those from neighbouring parishes.

**170/23 To note the date & time of the next meeting**

The next Full Council meeting is scheduled for Tuesday 5<sup>th</sup> March 2024 at 7:30pm.

There being no further business, the Chair closed the meeting at 8.29 p.m.

Signed ..... Chair

Dated .....