



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mr Sean Cooke

Bradfield Village Hall, The Street, Bradfield, Essex, CO11 2UU. Tel: 07851 760264
E-mail: clerk@bradfieldparishcouncil.org.uk

Minutes of the Full Council Meeting held in St Lawrence Church Room on Tuesday 6th August 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
S. Cooke (Clerk)

Note: Minutes with an asterisk* indicates that paperwork had been circulated in advance of the meeting.

53/24 Apologies for Absence

None

54/24 Members' Declaration of Interests

Cllr.Gunter (in his role as Chair of Bradfield Village Hall)-see minutes refs 56/24 and 65/24.

55/24 Minutes of the Previous Meeting*

It was **RESOLVED** that the minutes of the Council meeting held on 2nd July 2024 be approved as a correct record & signed by the Chair.

56/24 Public Participation

Bradfield Rovers Football Club. In order to accommodate officers of the Club who were invited to attend the meeting, it was **RESOLVED** that agenda item 13 should be moved to this item.

The issues raised (frequency of games being played and the impact upon parking) were discussed. The Club acknowledged that the number of friendlies played to date had been greater than had been the case previously, with the resulting increase in vehicles, and it was agreed that requests for permission to host such matches should be communicated to the council in a more timely manner. It was also agreed that all games should be publicised more widely than was currently the case, in order to keep the local community updated. In addition to the Club's Facebook page, other social media such as the Bradfield Buzz, as well as the parish council website, would be used.

The following was further **RESOLVED**:

- a) To form a working group in order to meet with Club officials, continue the discussion, and make any further recommendations at the next full council meeting **Action: Parish Council**
- b) To agree a request for friendlies to be played on 8th August (commencing 6.30pm), 18th August, and 1st September (both commencing at 12.30pm). **Action: Clerk**

57/24 District and County Councillor Reports

District Cllr. Ferguson and Essex County Cllr. Guglielmi sent their apologies and no reports were received.

58/24 Clerk's progress report*

The following items were discussed:

a) Fruit trees in the wildflower area require pruning and re-staking, plus maintenance on other trees in the recreation ground (council meeting 2nd July 2024 minutes refs 51/24 a & b).
RESOLVED that Ian Allston Trees would be an suitable contractor to contact for a quotation.

Action: Clerk

59/24 Working Group brief reports

a) Recreation Ground and Play Equipment working group.
The Clerk had discussed with the play companies, alternatives to the accessible equipment quoted for by them. Revised pricing was being collated for the working group.

b) War Memorial working group.
The Clerk had emailed a copy of the Skillingtons' report to the War Graves Commission for their comments. The Parochial Church Council had invited the working group to a meeting on 17th September 2024 to discuss next steps.

c) Footpaths working group.
See minutes ref 64/24

60/24 Amenities

a) To receive a report from the grass cutting contract review meeting and consider possible outcomes* (council meeting 2nd July 2024 minutes ref 44/24d).The meeting was held on 19th July involving the Clerk, Cllrs. Burton and Coley, and the contractor, Environmental Design. A number of areas were discussed, and the council expressed the view that there were still significant quality control issues, particularly a lack of consistency and attention to detail, and also communication regarding cutting days and times. The contractor was advised that the matter would be raised at full council, and that he would be notified of the outcome. After a full discussion, it was **RESOLVED** that the Clerk would collate information regarding progress, emailed to him by councillors, and that he would report to the next full council meeting.

Action: Clerk

b) To consider options for the replacement of the paper recycling bin in the parish council car park as approved at the full council meeting dated 2nd July 2024 (mins ref 44/24b).The Clerk was waiting for information from Tendring District Council Recycling, and would then update council.

c) To receive and consider the play equipment reports and note any maintenance carried out* (council meeting 2nd July 2024 mins ref 44/24 f&g).The Clerk had advised council previously that due to technical issues, a report was not available for the meeting. However, he had met with the play equipment working group to discuss priorities for remedial work and a recommendation with costs would be made to the next full council meeting.

61/24 Policies and Procedures

a) To approve the motion that the Grants and Funding Policy be referred back to the next Finance Committee meeting (scheduled for 13th August 2024) for review and to make any recommendations. It was **RESOLVED** to approve.

Action: Clerk

62/24 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 note planning updates and discuss any outstanding planning matters. There were no updates, but the Clerk was instructed to follow up a request made to District Cllr. Ferguson at the council meeting dated 4th June 2024 regarding Planning application 24/00645/DISCON. The council had requested that Tendring Planning be asked for assurances that the discharge of conditions would be monitored.

Action: Clerk

63/24 Finance

a) To receive the monthly finance reports including monthly bank reconciliation figures*. As at 31st July 2024, the Unity Bank current account held £1,665.98, the Unity Bank savings account £115,575.23 and the prepaid charge card £257.72.

The Clerk also reported the following receipt: £384.55 (Tendring District Council recycling credits). It was **RESOLVED** that the bank reconciliations be approved.

b) 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
nPower	294.71	14.74	309.45	June electricity usage-incorrect entry on June payment list
Equals prepaid charge card top up	142.28	0.00	142.28	Adobe software, Office 365,Clerk mobile phone network, Amazon-equipment for Cemetery Memorial inspection
Environmental Design	692.67	138.53	831.20	Grasscutting and Maintenance-July
Ian Allston Tree Surgery	1,600.00	320.00	1,920.00	Summer hedge trim
Playquip	250.00	50.00	300.00	Safety inspection & report-July
R&S Builders	200.00	0.00	200.00	Removal/replacement dog waste bin-Cansey Lane New dog waster bin-Steam Mill Road/Straight Road
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	5,197.60	526.71	5,724.31	

64/24 To consider a list of small maintenance jobs as approved at the full council meeting dated 2nd July 2024 (mins ref 43/24d)*. It was **RESOLVED** to:

a) approve the list and management of the tasks. Clerk would obtain pricing and report for the council's consideration. **Action: Clerk**
b) add an agenda item to the Finance Committee meeting on 13th August 2024 that they consider a virement of funds to support the small jobs and make a recommendation. **Action: Clerk**

Both a) and b) would be considered at the next full council meeting

65/24 Bradfield Rovers Football Club

To consider comments from residents regarding the use of the recreation ground by the Club; specifically the frequency of games being played and the resulting impact upon parking.
See minutes ref 56/24.

66/24 Emergency expenditure by the Clerk as specified in Financial Regulations Section 4
None reported.

67/24 Tendring Association of Local Councils (TDALC) meeting dated 24th July 2024

To receive a report from the meeting. Cllr. Burton provided an update on the following topics:

- i. more effective method for local councils to report issues to Essex Highways.
- ii. county councillors able to direct repairs in their local area to potholes in urgent need of repair.
- iii. report from Weeley PC that 514 fly tipping cases had been brought but no prosecutions.
- iv. pylons/wind farms-an update plus a lengthy document which had been submitted by Ardleigh PC. Consultations were still ongoing.

68/24 Public use of Bradfield Village Hall

To consider access to Bradfield Village Hall in light of the recent incident in Southport on 29th July 2024. Cllr.Gunter (Chair of the BVH), who had attended training covering Martyn's Law (created as a result of the Manchester Arena attack), outlined the current security and emergency procedures in place for users. After a full discussion, it was agreed that the introduction of an assembly point outside of the Hall would be prudent, and it was **RESOLVED** that the BVH committee would make a recommendation for its location to the next full council meeting.

Action: BVH Committee

69/24 CCTV at the parish council car park*

To consider the procedure and possible actions when potential antisocial behaviour is detected.

It was **RESOLVED** that the Clerk should scrutinise the current policy and procedure and offer suggestions as part of a review at the next full council meeting.

Action: Clerk

70/24 Code of Conduct training

To note that Code of Conduct training for Councillors is being delivered by Tendring District Council on 19th August 2024. It was so **NOTED**.

71/24 Items from councillors to be added to the next agenda

- a) Litter pick- to suggest and consider dates

72/24 To note the date and time of the next meeting

The next full council meeting is scheduled for 3rd September 2024 at 7.30pm. Council meetings from that date forward would be held at Bradfield Village Hall.

John Barrow, Churchwarden, was thanked by the council for accommodating the council meetings at the Church Hall.

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

Signed Chair

Dated