



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 7th November 2023 at 7.30 p.m.

Present: Cllr. K. Burton (Chair) Cllr. S. Webb
Cllr. S. Cunningham Cllr. V. Osborne
Cllr. R. Scott Cllr. T. Weal

In Attendance: 3 members of the public
S. Cooke (Clerk)
Cllr. T. Ferguson (Tendring District Councillor)

110/23 Apologies for Absence

Cllr. Points, Cllr. Gunter, Cllr. Coley. Cllr. Guglielmi (Essex County Councillor)

111/23 Members' Declarations of Interest

Cllrs. Burton, Weal – item 119/23 c). Members of the Village Hall committee
Cllr. Webb – item 120/23 a). Neighbour

112/23 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Full Parish Council meeting held on 3rd October 2023 be approved as a correct record and signed by the Chair.

113/23 Public Participation

Items raised included.

Two officials from Bradford Rovers Football Club wished to update the Council regarding actions taken by the club to address complaints raised by some local residents. The areas included the use of uncivil language, car parking and fixtures. The Council thanked the officials for the update and reiterated that they had a responsibility to respond when complaints have been raised.

114/23 Bradfield Rovers Football Club

The councillors agreed to the Chair's suggestion that this item be brought forward, so that the subject could follow on from item 113/23. The Chair updated the council regarding an informal meeting with the football club on 9th October 2023, during which complaints raised by some local residents were discussed. The meeting was felt to be constructive and informative.

Following the Chair's update, it was **RESOLVED** that the complainants would be contacted to advise them of the outcome.

Action: Clerk

115/23 District and County Councillor Reports

County Cllr. Guglielmi's report had not been received.

District Cllr. Ferguson reported on the following:

Rubbish collection. Cllr. Ferguson and County Cllr. Guglielmi were dealing with a complaint raised by a Bradfield resident regarding the lack of rubbish collections.

Parking issues outside Bradfield Primary School. Cllr. Ferguson apologised that she had yet to follow up the Clerk's email letter to the Headteacher dated 17th October 2023. The Chair confirmed that the school had not responded to the correspondence, even with an acknowledgement of receipt. It was **RESOLVED** that the Clerk would write to the school again, copying in Cllr. Ferguson.

Action: Clerk

Traveller and Gypsy encampment on land to the east of Straight Road-enforcement visits by Tendring District Council. In response to her request for information, Cllr. Ferguson had received no update from the Enforcement Team; staff safety being one of the reasons cited. However, the Team said that they would endeavour to keep her and Cllr. Guglielmi informed.

116/23 Clerk's Report - Speed and Volume Survey along Straight Road.

The Clerk had previously submitted a report to council, and highlighted the following; An apology had been received from Essex Highways, who would not now be carrying out the survey as they had '...restructured the criteria on dealing with new speed survey requests'. Before they commission a new survey, they '...must be sure that we have a clear pathway to a viable scheme'. However, the council could commission one at their own expense by applying to them at a cost of £368.20. Following a discussion it was **RESOLVED** that the item should be deferred to the next full council meeting scheduled for December 2023. **Action: Clerk**

117/23 Councillor / working party brief reports

a) Play Equipment working group

The Clerk had met with Playquip, who currently inspect and maintain the equipment. Topics discussed included maintenance on safety surfacing and sloping walkways, replacement play equipment which promoted inclusive play, and a new pathway from the Street which linked the play equipment in order to improve access. Playquip would provide some guideline pricing for discussion at the December council meeting. **Action: Clerk**

b) Street signs working group

The working group had taken action following their survey as discussed and agreed previously by the council, and so it was **RESOLVED** that it should be closed.

c) War Memorial working group

Cllr. Osborne reported that John Barrow (Parochial Church Council) had established that a company called Skillingtons manage war memorial repairs and restorations. It was **RESOLVED** that the Clerk should contact them and obtain the cost of a visit and inspection

Action: Clerk

d) Wilder Towns, Wilder Villages working group

The working group confirmed that nothing further could be achieved for the time being and so it was **RESOLVED** that it should be closed.

e) D-Day 80th Celebrations working group

Cllr. Osborne confirmed that he had now received the details of the fire safety contact, who was aware of the council's request for the lighting of the beacon.

118/23 Highways/ Environment

Parking issues outside Bradfield Primary School

Covered under item 115/23.

119/23 Amenities

- a)** To consider requests from two members of the public to pay for memorial benches to be installed in the recreation ground. Installation and ongoing maintenance costs were discussed, and the council felt that using benches made of recycled plastic would reduce or even eliminate the need for maintenance. It was **RESOLVED** that the Clerk should contact the bench donors to update them about the discussion and provide details of the recycled option. **Action: Clerk**
- b)** To consider the installation of CCTV within the car park at Bradfield Village Hall. Due to having only received one quote to install CCTV at Bradfield Village Hall & Recreation ground, it was **RESOLVED** to defer the item to the December meeting when another quote would also be available and the comparative details contained in each quote could be considered.
- c)** To consider a request from Bradfield Village Hall for additional signage within the car park. (Having introduced the item, the Chair and those councillors who declared an interest at item 111/23, withdrew from the discussion). The proposed signage would flag that the football changing rooms were at the rear, thus avoiding the need for adults to pass through the main hall. After a full discussion, it was **RESOLVED** to reject the request, with the proviso that the need for extra signage should be monitored and revisited if appropriate.
- d)** To receive and consider the weekly play equipment reports and note any maintenance carried out. Reports had been submitted in advance of the meeting. **Noted-no comment.**

120/23 Planning Applications

- a) Ref. No: 23/01208/FUL-Status: Awaiting decision
- b) Ref. No: 23/01207/FUL-Status: Awaiting decision
- c) To note planning updates and discuss any outstanding planning matters.
The Chair reported that a public appeal hearing for Planning Ref: 23/00525/FUL. (Proposed Part Retrospective Application to create 4 Plots for Residential Use by Gypsy and Traveller Family with associated works including new Access, Package Treatment Plant, Dayrooms & Hardstanding. Land off Straight Road, Bradfield), was being held at Clacton Town Hall on 13th December 2023, commencing at 10am. The council had registered a request to speak and this has been granted.

121/23 Finance

- a) To receive the monthly finance report, including monthly bank reconciliation figures.
The clerk had circulated the finance reports and monthly bank reconciliation in advance. As at 31st October 2023, the current account held £37,567.55 and the savings account £81,970.70. It was **RESOLVED** that the bank reconciliation be approved.
- b) To receive the detailed receipts & payments report for the quarter and year to date ending 31st October 2023. The reports, previously circulated, were noted.
- c) 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	0.00	0	0.00	No transactions-new card issues since change of authority from former to current Clerk
Npower	305.70	15.28	320.98	Electricity supply Sept 2023
Npower	356.53	17.83	374.36	Electricity supply Oct 2023
Information Commissioners Office	35.00	0.00	35.00	Registration renewal 2023-24
Webfactory	16.64	3.33	19.97	Monthly Webhosting Fee
Environmental Design	692.67	138.53	831.20	Grass cutting and Maintenance
Cllr R Scott	64.20	0.00	64.20	Expenses-payt for Microsoft 365 invs dated 02/11/23, due to problems with new issue of business Barclaycard
Essex & Herts Air Ambulance	250.00	0.00	250.00	Donation agreed at council meeting 03/10/23
Royal British Legion	200.00	0.00	200.00	£200 Donation approved at council meeting 03/10/23 + £50 for wreath (purchased separately)
Essex Assn Local Councils	75.00	15.00	90.00	Budget & Precept training course-Clerk
Glasdon UK	224.12	44.83	268.95	Litter bin for car park/recreation ground-approved council meeting 05/09/23
Tendring District Assn Local Councils	20.00	0.00	20.00	Annual affiliation fee
Equals Money	400.00	0.00	400.00	Pre-loaded debit card option with suggested £500 limit to provide an alternative to credit card (see Barclaycard notes above). Supporting emails from Finance Committee . Allowed under Financial Regulations clause 6.19 <i>6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.</i>
S Cooke	240.15	0.00	240.15	Clerk expenses Aug-Oct 2023
S Cooke	1,368.44	0.00	1,368.44	Clerk Net monthly salary
HMRC	457.28	0.00	457.28	Tax, Employee/Employer NIC
NEST	0.00	0.00	0.00	Clerk opted out 26/06/23
Totals	4,705.73	234.80	4,940.53	

- d) To consider a request for an S137 donation from Age Well East.
It was **RESOLVED** to make a £250 donation.

Action: Clerk

123/23 Items from Councillors to be added to the next agenda

- a) To consider options for the installation of CCTV within the car park at Bradfield Village Hall and Recreation Ground
- b) To consider a Speed and Volume survey along Straight Road, Bradfield
- c) To consider the playground equipment and footpath pricing
- d) To consider pricing for a visit and inspection of the War Memorial by Skillingtons

124/23 To note the date and time of the next meeting

The next Full Council meeting is scheduled for Tuesday 5th December 2023 at 7:30pm.

There being no further business, the Chair closed the meeting at 8.26pm.

Signed Chair

Dated