



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 Tuesday 8th October 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.Webb
Cllr.R.Scott	Cllr.V.Osborne

In Attendance: 4 members of the public
Tendring District Cllr.T.Ferguson

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

95/24 Apologies for Absence

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

96/24 Members' Declaration of Interests

None.

97/24 Minutes of the Previous Meeting*

It was **RESOLVED** that the minutes of the Council meeting held on 3rd September 2024 be approved as a correct record & signed by the Chair.

98/24 Public Participation

- a) Concern from a local resident that a disregard for safe parking was causing traffic problems at the junctions of Mill Lane, Rectory Gardens and The Street. It was **RESOLVED** to contact County Cllr. Guglielmi to investigate the possibility of junction protection. **Action: Clerk**
- b) The council heard from the proprietors of the Strangers Home pub who expressed their concern about unfavourable comments relating to their business and were disappointed with the level of support from the parish council, which was noted.

99/24 District and County Councillor Reports

- a) Essex County Cllr. Guglielmi sent his apologies but had submitted a report*. One update was noted regarding the flooding issues on B1352 / Essex Way (bend in the B1352, approx. 300m from The Strangers). Essex Highways had jetted the system and cleared some gullies. A scheme was also being put forward to install more drains and potentially a new culvert.
- b) Tendring District Cllr. Ferguson reported the following:
 - i) Tendring Local Plan-being reviewed in light of new Government housing targets. Cllr.Ferguson was asked to contact Head of Planning regarding a visit to a group of local parish councils in order to explain this in more detail and to answer questions.
Action: Cllr. Ferguson
 - ii) A120 Horsley Cross-Harwich. National Highways were reviewing the consultation regarding speed reduction. Possibility of speed cameras being installed.

- iii) Planning follow up request-hoping to provide a final update soon.

100/24 Clerk's progress report*

- a) Paper bin in car park. The meeting heard that Cllr. Coley had written to Tendring District Council Recycling requesting that their bin be collected as it could constitute a health and safety issue. It would be escalated if there was no reply.

101/24 Working Group brief reports

- a) Recreation Ground and Play Equipment working group.
New equipment-information outstanding.
- b) War Memorial working group.
Meeting with the Parochial Church Council was held on 17th September; the Diocese Advisory Group would have the final say regarding Church action. No response from the War Memorials Trust. If no news by the Parish Council's November meeting a recommendation for council action would be made by the working group.
- c) Bradfield Rovers Football Club working group.
See minutes ref 109/24.

102/24 Highways/Environment

To consider improving the soft landscaping around the directional road sign outside the Strangers Home holiday park, Bradfield. The Council noted that the land belonged to Essex County Council and was their responsibility. **RESOLVED** to reject the request. **Action: Clerk**

103/24 Amenities

- a) To consider the specification for a grass cutting tender*
RESOLVED to defer to the Council's January 2025 meeting. **Action: Clerk**
- b) To receive and consider the play equipment reports and note any maintenance carried out*
Repair required for the Shop in the Under 8's area. **Action: Clerk**
- c) To consider a quotation of £1,012.57 + VAT to repair the gyro spin equipment.
RESOLVED to approve. **Action: Clerk**
- d) To consider quotes for the purchase and installation of two trees during the autumn; Liquid Amber and/or Crabapple trees suggested as suitable (Council meeting dated 7th May 2024 minutes ref 11/24b)*.
Quote received for approximately £300 + VAT. **RESOLVED** to approve. **Action: Clerk**

104/24 Constitution

To review the Financial Regulations (final draft)*.

RESOLVED to approve all, with Regulation 5.19 order value to be increased from £250 to £1,000.

Action: Clerk

105/24 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 consider commenting upon the following planning applications:
- i) 24/01338/FULHH Received: 3 Sep 2024 Validated: 3 Sep 2024. Householder Planning Application - Two storey and single storey rear extension. 5 Harwich Road Bradfield Manningtree Essex CO11 2XN. **RESOLVED** not to comment.
- ii) 24/01334/LUPROP Received: 3 Sep 2024 Validated: 12 Sep 2024. Application for Lawful Development Certificate for Proposed Use or Development for installation of a mobile home. Wisteria Mill Lane Bradfield Essex CO11 2UT. **RESOLVED** not to comment.
- iii) 24/01307/VOC Received: 28 Aug 2024 Validated: 4 Sep 2024. Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (Approved Plans) of application 22/01603/FUL (allowed at appeal) to enable alterations to lobby / lift area. Meadowcroft Steam Mill Road Bradfield Essex CO11 2QY. **RESOLVED** not to comment.

iv) 24/01298/LUPROP Received: 27 Aug 2024 Validated: 5 Sep 2024. Application for Lawful Development Certificate for Proposed Use or Development for Single Storey Rear Extension. 2 Heath Farm Windmill Road Bradfield Manningtree Essex CO11 2QR. Decision from Tendring District Council already confirmed.

- b) To note planning updates and discuss any outstanding planning matters.
None.

106/24 Finance

- a) To receive the monthly finance reports including monthly bank reconciliation figures*. As at 30th September 2024, the Unity Bank current account held £1,240.32, the Unity Bank savings account £103,835.77 and the prepaid charge card £308.75. One receipt for £760.54 was received for bank interest. One transfer from Unity savings to Unity current account for £7,000 (top up). **RESOLVED** that the bank reconciliations be approved.
- b) To receive confirmation from a member other than the Chair that they have verified the bank reconciliations, and signed both reconciliations and bank statements. Due to the Clerk's absence it was **RESOLVED** to defer to the Council's November meeting. **Action: Clerk**
- c) To consider and approve the detailed receipts and payments report for the quarter ending 30th September 2024*. As at 30th September 2024, payments totalled £35,532 and receipts totalled £40,017, resulting in a net positive of £4,485. Earmarked Reserves totalled £35,361.10 and General Reserves totalled £63,118.43 (the latter exceeds the requirement in the Council's Reserves Policy of three months' net revenue expenditure). **RESOLVED** to approve.
- d) To consider and approve an appropriate timescale for the removal of AGAR papers (Notice of Conclusion of Audit & AGAR sections 1,2, and 3) from the council noticeboards. **RESOLVED** to keep in place for a minimum of 14 days.
- e) To approve payment of invoices received in accordance with the 2024/2025 budget. **RESOLVED** that the following payments be approved:

Payee	Net £	VAT£	Gross £	Description
Webfactory	17.21	3.44	20.65	Monthly Webhosting Fee
nPower	306.65	15.33	321.98	August electricity usage
Equals prepaid charge card top up	91.25	0.00	91.25	Adobe software, Office 365, Clerk mobile phone network,
Environmental Design	692.67	138.53	831.20	Grasscutting and Maintenance-Sept
Dependable Dave (David Childs)	135.00	0.00	135.00	Minor Works Sept New account-checked
EALC	80.00	16.00	96.00	Clerk's Code of Conduct training
EALC	35.00	7.00	42.00	Invoice reduced because Clerk's CiLCA training cancelled (email 02/10/24)
SLCC	450.00	0.00	450.00	Clerk's CiLCA qualification fee (already paid. Approved council meeting 03/09/24 mins ref 89/24b)

Rialtas	150.00	30.00	180.00	Clerk's year end software training-to pay but defer to next training date
Bradfield Village Hall	24.00	0.00	24.00	Room hire 03/09/24 New account-checked
Playquip	2,283.00	456.60	2,739.60	Remedial work following play inspections
S Cooke	197.25	0.00	197.25	Clerk's expenses July-Sept 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
Totals	6,462.76	666.90	7,129.66	

- f) To consider an S137 donation for a Remembrance Sunday Wreath.
RESOLVED to approve a maximum of £100 for the Wreath and £250 donation to the Royal British Legion. **Action: Clerk**
- g) To consider a quotation for £170 + VAT to repair the gates at Mill Lane Cemetery.
RESOLVED to approve. **Action: Clerk**

107/24 Small maintenance/Minor Works

To receive an update*. The Council had received the report in advance of the meeting, and in addition noted that next tasks included the clearing of paths and walkways, plus sign cleaning. **RESOLVED** to agree that the priority for path/walkway clearance would be given to overgrowth at the new car park near Barrack Street junction, plus Lotts Lane. Water ingress into the Book Exchange cubicle would be added to the jobs list. **Action: Cllr.Burton**

108/24 CCTV at the parish council car park

To consider suggestions from the Clerk regarding amendments to the CCTV Policy regarding the procedure and possible actions when potential antisocial behaviour is detected (Council meeting dated 6th August 2024 minutes ref 69/24).* **RESOLVED** to approve all amendments. **Action: Clerk**

109/24 Car park overflow area

To consider a recommendation from the Bradfield Rovers Football Club working group for an overflow area on match days (Council meeting dated 3rd September 2024 minutes ref 86/24). The Council felt that it would offer a benefit to other parish groups and organisations. Following a full discussion, it was **RESOLVED** that options for a solution should be explored, and Cllr.Coley would contact Lawford Parish Council who had experience of such projects. **Action: Cllr.Coley**

110/24 VE Day 80th Anniversary 8th May 2025

RESOLVED that Cllr. Burton would take this forward and report back to Council. **Action: Cllr.Burton**

111/24 Tendring District Assn. of Local Councils (TDALC) meeting dated 25th September 2024.

Cllr.Burton heard reports covering: lack of housing in rural communities, fly tipping and the lack of

prosecutions, waste bin strategy review, flooding (5 new vehicles for gully cleaning and jetting), public reporting of issues (Oracle) improvements, plus a lack of funding for grass cutting and signage.

112/24 Emergency expenditure by the Clerk as specified in Financial Regulations Section 4

No expenditure reported.

113/24 Book Exchange

To note the resignation of the current volunteer and to consider next steps.

The Council expressed its thanks to the volunteer and **RESOLVED** that Cllr. Burton would organise a small 'thank you' for their efforts. A request for new volunteers would also be advertised through the Bradfield Buzz and the local Book Club would be contacted. **Action: Cllrs.Scott & Gunter**

Action: Cllrs.Scott & Gunter

114/24 Items from councillors to be added to the next agenda

None.

115/24 Exclusion of public and press

To resolve that the press and 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). Proposed by Cllr.Burton, seconded by Cllr. Coley and carried unanimously

116/24 Resignation of Parish Clerk

To receive a confidential report from the Personnel Committee. To accept and approve the resignation of the Parish Clerk, and to consider the Committee's recommendations for the recruitment of a suitable replacement. It was **RESOLVED** to accept the Clerk's resignation, proceed with recruitment for a suitable replacement, and delegate authority to the Personnel Committee to make the appointment, subject to satisfactory references, County Court Judgement (CCJ), plus any other relevant checks.

117/24 To note the date and time of the next meeting

The next full council meeting will be held on 5th November 2024 at 7.30pm and will return to the Bradfield Village Hall.

There being no further business, the Chair closed the meeting at 8.49pm.

SignedChair

Dated