



BRADFIELD PARISH COUNCIL

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Minutes of the Full Council Meeting held in St Lawrence Church, The Street, Bradfield, CO11 2US on Tuesday 2nd December 2025 at 7.30pm.

Present:	Councillors Coley, Cunningham, Osbourne, Points, Scott and Webb.
In the Chair:	Cllr Burton (Chairman)
Clerk:	Mrs Marie Snell
Also present:	8 members of the public (1 additional member of the public joined the meeting at 7.44pm). 0 member of the press Tendring District Council Representative – Cllr Tanya Ferguson Essex County Council Representative – Cllr Carlo Guglielmi

146/25 Apologies for Absence

None

147/25 Members' Declaration of Interests

Cllrs Burton and Points declared a shared interest regarding items 11 on the agenda in their reference to their roles as Trustees of Bradfield Village Hall Committee.

148/25 Minutes

Members received the Minutes and the Confidential Minutes of the Parish Council meetings held on the 4th November 2025 and **RESOLVED** to approve as a correct record, signed by the Chairman.

149/25 Public Open Forum (Maximum 15 minutes)

BRFC Chairman thanked Cllr Guglielmi and Cllr Coley for their work on mediation between the parish council and BRFC.

150/25 Town Planning Applications as per Schedule Issued by Tendring District Council

To consider the below schedule of applications:

25/01610/FULHH 7 The Street Bradfield	Householder Planning Application - Like-for-like reinstatement of fire damaged dwelling, using matching materials and construction methods to restore its previous form, appearance and layout.	Members of the council supported the application.
25/01644/FULHH The Brambles Wix Road Bradfield	Householder Planning Application - Two car cart lodge.	No Comment
25/01693/FULHH St Anselm Barrack Street Bradfield	Householder Planning Application - Single storey front extension.	No Comment
25/01701/COUNOT	Prior Approval Application under Part 3, Class Q of the Town and Country Planning (General Permitted Development)	Noted

Barn Farm Wix Road Bradfield	(England) Order 2015 (as amended) for change of use of building part of established agricultural unit to one dwelling.	
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151/25 Councillor Resignation

Members received written resignation from Cllr Tracey Weal and noted with regret, Cllr Burton thanked Tracey for all her efforts whilst serving on the council as a valued member.

152/25 District and County Councillor reports

Members noted the December report received from Cllr Guglielmi (*previously circulated*).

Primary School places are open for application, the deadline is January. Colchester library is being revamped and looks great. Consultation for Local Government Reform closes in January, Essex has promoted three but other authorities have submitted different proposals in excess of that number. Cllr Guglielmi read a report verbatim (*Appendix A*).

Cllr Coley thanked Cllr Guglielmi for his time and efforts regarding mediation and is confident that both sides can move forward positively.

Cllr Ferguson offered that Tendring District Council have welcomed 'excellent' water quality with 7 beaches in the district. achieving the top rating.

153/25 Clerk's Report

Members noted the Clerk's December Report (*previously circulated*).

154/25 Working Group Reports

Members received updates from the following working groups:

- a. Bradfield Byelaws working group – Further explorations are taking place and this is progressing.
- b. Highways Scheme Working Group – The clerk confirmed around 15 questionnaires have been received and data analysis is taking place to report to members.

155/25 Amenities

- Members received update noting no additional maintenance has been carried out.
- No further necessary works were offered to be carried out by reputable contractor other than outstanding requests. Cllr Burton stated that she has spoken with a potential additional local contractor who is able to quote for the works required. Cllr Scott asked if any works are required to send out for tender and the clerk advised the costs of such works is likely to not exceed such requirement to action accordingly.
- Members **RESOLVED** to agree the usage of the car park for St Lawrence Church on Saturday 7th March 2026.

156/25 Bradfield Village Hall Communications

Members noted the BVH report (*previously circulated*) which Cllr Osbourne read verbatim. Clerk to publish on the council website.

Three members of the public left the meeting at 7.49pm.

157/25 Finance

- Members received the financial report and **RESOLVED** to approve accounts for payment as per the schedule (*previously circulated*).
- Members **RESOLVED** to approve payment of invoices received in accordance with the 2025/2026 budget (*previously circulated*).
- Members noted no emergency expenditure by the clerk, Chairman and Vice-Chairman as specified in Financial Regulations Section 4.

- Members noted the clerk's automatic progression through the salary scale to point 28 in accordance with the adopted employment contract.
- Following recommendation made by the Finance Committee, members **RESOLVED** to appoint Cllr Osbourne as bank signatory owing to the resignation of Cllr Weal.

158/25 Policy Statement of Employer Discretions

Members **RESOLVED** to agree the mandatory conditions of the Employer Discretions Policy under the Local Government Pension Scheme Regulations for the clerk to submit to Essex Pension Fund.

159/25 Internal Audit

Members reviewed the effectiveness of the Internal Audit. The clerk confirmed that the existing auditor satisfied the requirements to be competent and independent and found the year-end audit was sufficient. The clerk confirmed that the auditor was thorough and the report clear. Members **RESOLVED** to reappoint Jan Stobart as Internal Auditor for the 2025-2026 financial year, to additionally complete page 3 of the Annual Governance and Accountability Return at cost of £285.00.

160/25 Items from councillors to be added to the next agenda

- Cllr Osbourne asked for members to meet at the new cemetery land with a view to landscaping and necessary works of which members would be glad to assist. Cllr Burton asked if members could meet prior to the next meeting in order to discuss.
- Cllr Osbourne queried a concrete post which appears to have been knocked over and asked for this to be followed up.
- Cllr Scott asked if the Co-Option for casual vacancy feature on the January meeting agenda, the clerk advised this will be on the agenda.
- Statement for publication regarding mediation outcome between BRFC and BPC.

161/25 Date of Next Meeting

The next meeting of the council to be held on **Tuesday 6th January 2026 at 7.30pm** at **St Lawrence Church, The Street, Bradfield, CO11 2US**. Cllr Gugielmi offered his apologies in advance.

The Chairman wished all a Merry Christmas, a Happy New Year and closed the meeting at 7.55pm.

Signed

Dated

Appendix A

Mediation Report from Cllr G V Guglielmi between Bradfield Rovers Football Club (BRFC) and Bradfield Parish Council (BPC)

On Tuesday 4th November I was asked if I would consider to act as mediator between BRFC and BPC, which I agreed to do.

Following an email exchange between the Clerk, Marie Snell (MS), Mr Jon Neal (JN), Cllr Alan Coley (AC) and I, we agree to meet at the Lawford Parish Community Hub in Lawford on Thursday 27th November 2025, which was last Thursday.

At the offset of the meeting, I suggested that given what had been going in the past, the vast amount of correspondence between the two parties, and the considerable amount of time that the Clerk, BRFC, and BPC had put into to dealing with the various queries, points raised, and all other matters, the only sensible way forward would be to draw a line under the past and not analyse or dwell on the history of this dispute.

Both parties agreed with me that this would be the best way to find a resolution.

MS sent out the notes of the discussion to both parties, therefore as their respective members are in possession of these I will not repeat what was covered; I would like these notes to be included in the minutes of tonight's meeting under the County Councillor slot, as well as this report once they are drafted, but I can share with you all that three action points were agreed.

These were:

- ***BRFC would write within its constitution that an annual donation of £140.00 to increase annually by 5% to begin from 1st April 2026, would be paid to the Bradfield Allotments and Recreation Ground Charity, known as BAARGC***
- ***Both parties agreed for a joint statement to be published regarding decisions made.***
- ***Both parties to encourage their members to cease all unpleasantness and recriminations following this resolution.***

After MS circulated the minutes I can confirm that I received a response from JN confirming that BRFC will include the first recommendation in their Constitution at an extraordinary meeting that the Club will hold this Thursday 4th December to confirm that a donation of £140.00 will be made to the BAARGC each year, and that this will increase by 5% on every anniversary.

With regards to the second point, I hope that following tonight's meeting a joint statement will be drafted, and to continue in the good spirit from the mediation meeting I would call on JN and AC to jointly prepare this and then publish it on Social Media channels, the Parish Council's website, and also record it in the next available PC's minutes following publication.

I will not have any input or involvement in the third action point, but I strongly urge everyone to cease all unpleasantness and recriminations, which will very much form the basis of cementing a respectful and mutually productive relationship between the two sides.

I will conclude by expressing my sincere thanks to all involved and the mutual willingness of wanting to find an acceptable resolution; I would also like to thank both sides for having given me this opportunity to bring BRFC and BPC together.

Cllr Giancarlo Guglielmi
ECC Member for Tendring Rural West
Chairman of the D&R Committee
Vice Chairman of Essex County Council
Vice Chairman of the People and Family Committee

TDC Ward Member for Lawford, Manningtree, and Mistley
Chairman of the Planning Policy and Local Plan Committee
Vice Chairman of Tendring/Colchester Border Garden Community