



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 3rd February 2026 at 7.30pm.

Present:	Councillors Cunningham, Knights, Osbourne, Points, Scott, Weal and Webb.
In the Chair:	Cllr Burton (Chairman)
Clerk:	Mrs Marie Snell
Also present:	2 members of public 0 member of the press Tendring District Council Representative – Cllr Tanya Ferguson

181/25 Apologies for Absence

Cllr Coley

182/25 Members' Declaration of Interests

Cllr Osbourne and Webb declared an interest in planning application 26/00033/COUNOT and would abstain from any vote.

183/25 Minutes

Members received the Minutes of the Parish Council meetings held on the 6th January 2026 and **RESOLVED** to approve as a correct record, signed by the Chairman.

184/25 Public Open Forum (Maximum 15 minutes)

None

185/25 Town Planning Applications as per Schedule Issued by Tendring District Council

To consider the below schedule of applications:

26/00033/COUNOT Jacques Hall School Harwich Road Bradfield	Prior Approval Application under Part 3, Class T of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for Change of use of Jacques Hall from class C2 (a residential school) to F1a (Provision of Education) to enable the operation of a new Independent SEMH (Social, Emotional and mental Health) Primary Day School called The Haefen.	No comment
26/00054/LUPROP Thatched Cottage Wix Road Bradfield	Application for Lawful Development Certificate for Proposed Use or Development for use of the land for siting a mobile home for use ancillary to the main dwelling.	No comment
26/00058/VOC Meadowcroft Steam Mill Road Bradfield	Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 2 (Approved drawings) of application 22/01603/FUL to vary approved drawing number for layouts and elevations.	No comment

186/25 District and County Councillor reports

Members noted the February report received from Cllr Guglielmi (*previously circulated*). Cllr Ferguson reported that public consultation for the Local Plan runs from 9th February – 23rd March 2026, driven forward by Central Government but lots of building is due to take place and with boundary changes with county and district council, Bradfield will be known as Tendring Rural West as an area together with neighbouring villages managed by the relevant authority. Cllr Ferguson is backing the force in making the Tendring District heard and making sure the area is cared for.

187/25 Clerk's Report

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

188/25 Bradfield Village Hall Communications

Members noted BVH's February Report (*previously circulated*).

189/Working Group Reports

Members received updates from the following working group:

- a. Highways Scheme Working Group – Members noted the conclusion of the survey, thanks to those who took part, and explorations of next steps are taking place with ECC. There was an overwhelming support for junction protection at Harwich Road and Rectory Gardens, and many felt these areas are in need of improvement.
- b. Cemetery Land working group – Two site meetings have taken place at the cemetery area for specification set up on works to be proposed. Contractors are being contacted for quotations of works, to be brought before the council and formally agreed when prepared.
- c. Council Policies Working Group – Cllr Scott offered that cross referencing between policies adopted by the council is yet to take place. The clerk explained to members that any policies in which fall within the remit of the Bradfield Allotment and Recreation Ground should be formally agreed by the charity as the owner of the asset and cease to be adopted by the council. Advice has been sought and proper process confirmed by RCCE. This working group is now closed owing to no further action.
- d. War Memorial Working Group – An update is required from PCC, BPC Finance Committee can then consider and recommend proposal for budgeting of works. St Lawrence Church representative advised a meeting with the working group would be beneficial following a meeting of the DAC who met in December and requested further information regarding works proposed.

190/25 Council Policies Working Group

Following update from the Council Policies Working Group, members **RESOLVED** to agree that the policies with separate entity ownership cease as council adopted policies and pass responsibility to appropriate organisation, Bradfield Allotment and Recreation Ground Charity. The CCTV is owned by the parish council and therefore responsibility regarding remains.

- CCTV Data Privacy Impact Assessment and Risk Assessment, to change ownership details.
- CCTV Policy and Procedures to change ownership details
- Village Hall and Recreation Ground Policy, to be agreed by BAARGC
- Recreation Ground and Car Park Policy, to be agreed by BAARGC

191/25 Amenities

- Members received update and noted maintenance carried out:
 - Zip Wire repair
 - Dog waste bin (The Street)

- Bus Stops clean
- Members agreed necessary works to be carried out by reputable contractor, the clerk advised the village gates are to be cleaned and the cemetery fence painting will take place in the spring.
- Members agreed the commitment to Cemetery land project, to action fencing around the perimeter with new field gates installed at the entrance point and at the cemetery entrance, to clear the land of weeds and dead plants and arrange the landscape as a usable piece of recreation area for the people to enjoy.
- Members agreed date of the next litter pick to be Saturday 18th April 2026, BVH car park at 1000hrs, weather depending. Clerk to circulate appropriate risk assessment.
- Members discussed public rights of way access check, and to view the pathways in March to assess where works are required.

192/25 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 emergency expenditure by the clerk, Chairman and Vice-Chairman as specified in Financial Regulations Section 4 of £225 +VAT to Playquip for the repair of the zipline.

193/25 Working from Home – Risk Assessment

Members **RESOLVED** to adopt the 2026 Working from Home Risk Assessment.

194/25 Tendring District Council Local Plan

Members agreed to consider proposal for local plan prior to meeting with Gary Guiver on Wednesday 18th February 2026. The date to be Wednesday 11th February 2026 at 7.00pm. This will be an informal meeting of the council and in addition will discuss the results of the recently conducted Housing Needs Survey.

195/25 Items from councillors to be added to the next agenda

196/25 Date of Next Meeting

The next meeting of the council to be held on **Tuesday 3rd March 2026 at 7.30pm at St Lawrence Church, The Street, Bradfield, CO11 2US.**

The Chairman closed the meeting at 8.00pm

Signed

Dated