



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 6th January 2026 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 public 0 member of the press Tendring District Council Representative – Cllr Tanya Ferguson

At the beginning of the meeting, Cllr Burton made a statement with her condolences regarding the recent passing of Sue Bird, a previous parish councillor. Sue was a valued member of the community and thoughts are with her family at this time.

162/25 Apologies for Absence

None

163/25 Members' Declaration of Interests

Cllrs Burton, Osbourne Points declared a shared interest regarding item 9 on the agenda in their reference to their roles as Trustees of Bradfield Village Hall Committee.

Cllr Webb declared a personal interest regarding 25/01827 and would abstain from any debate and vote.

The clerk advised the meeting that reference council budget setting, Bradfield Parish Council has adopted the LGA Model Members' Code of Conduct. This does not include the provisions confirming members do not have a declarable interest which relates to the function of setting the precept under the Local Government Act 1992. Therefore, to enable members to debate and vote on the budget and precept items to set council budget and precept, the clerk provided all members with a dispensation under Section 33(2)(a) to (e) of the Localism Act 2011.

164/25 Minutes

Members received the Minutes and the Confidential Minutes of the Parish Council meetings held on the 2nd December 2025 and **RESOLVED** to approve as a correct record, signed by the Chairman.

165/25 Public Open Forum (Maximum 15 minutes)

A resident spoke on Planning Application 25/01827/FULHH, and has made objection comments on TDC Planning Portal and his beliefs stipulating his concerns of privacy. The resident asked the parish council to consider this regarding.

A resident spoke regarding the Planning Application 25/01827/FULHH and queried objection comments made on TDC Planning Portal. They expressed their concerns over misinformation and has confirmed no loss of light to neighbouring properties. The resident advised they have sought advice from TDC Planning Authority and requested the parish council view this application on this merit.

A resident gave further context regarding the application 25/01827/FULHH.

166/25 Town Planning Applications as per Schedule Issued by Tendring District Council

To consider the below schedule of applications:

25/01827/FULHH Grasmere The Street Bradfield	Householder Planning Application - Alterations and extension to roof to create first floor living accommodation including dormer windows and rooflights, and front extension and part two storey, part single storey rear extension.	Cllr Coley advised that BPC acts as statutory consultees and is not the decision maker and suggest for BPC to reflect the comments made at this meeting to the Planning Authority.
25/01738/NMA Sedbergh Straight Road Bradfield	Non Material Amendment to 25/01375/FULHH - Change from pitched roof to flat roof. Overall height of building to remain at 2.7m	No comment

167/25 Councillor Co-Option

Members were asked to vote on each of the 2 vacancies for Parish Councillor, in accordance with the Council's Co-option policy. Members **RESOLVED** to co-op Steve Knights to the first vacancy and Tracey Weal to the second vacancy. Both members signed their Acceptance of Office and took their seats as councillors at the meeting.

168/25 District and County Councillor reports

Members noted the January report received from Cllr Guglielmi (*previously circulated*). Cllr Ferguson wished the meeting a Happy New Year. Tendring District Council will see a flurry of work in January with the Local Government Reform (LGR). Proposals taking place in consultation which concludes on 14th January 2026. This is a formal decision to be made by Central Government following the consultation.

169/25 Clerk's Report

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

170/25 Bradfield Village Hall Communications

Cllr Coley chaired this element of the meeting. Members noted the BVH report (*previously circulated*). AGM has taken place with 12 officers appointed as trustees. Hopes for further reports to be informative.

171/25 Tendring District Council Local Plan

The clerk advised she has arranged a presentation meeting with the director of Planning Services, Gary Guiver regarding the latest stage of the Local Plan, including properties to be built neighbouring and potentially impacting Bradfield. This meeting is to be held on Wednesday 18th February 2026 at 7.30pm, St Lawrence Church, Bradfield. Members of the community are encouraged to attend.

172/Working Group Reports

Members received updates from the following working group:

- a. Highways Scheme Working Group – Cllr Osbourne confirmed around 17 questionnaires have been received and data analysis is taking place to report to members for further action. Cllr Coley asked for Essex Highways to be contacted regarding potential costings for works, to report back with further information.

173/25 Council Policies Working Group

Members created a working group to establish formal policies regarding the relationship between the village hall, car park and recreation ground in association with the Bradfield Allotments and Recreation Ground Charity. Members to consist of Cllrs Scott, Cunningham and Points.

174/25 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. The clerk confirmed she is working towards a new contractor to carry out tasks within the village. The clerk confirmed the zip wire has been taken off, this has been safely stored whilst repair is sourced.
- Cemetery Land Project – Members created a working group to establish plans in creating a Memorial Garden in the land adjacent to the cemetery. Members to consist of Cllrs Burton, Coley, Cunningham, Osbourne and Webb. To work towards professional quotes for works in the area.

175/25 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.

176/25 Bradfield Recreation Ground Expenditure

In accordance with RCCE advice, Members **RESOLVED** that the expenditure of Bradfield Recreation Ground, be covered by Bradfield Parish Council as Sole Trustee of the Bradfield Allotments and Recreation Ground Charity for the 2026-2027 financial year. This, to be formally agreed annually.

177/25 Budget Setting 2026/2027

Members considered the estimates for income and expenditure for the 2026/27 financial year as recommended by the Finance Committee. The clerk confirmed that following the Finance Committee meeting, the tax base has been confirmed at 504.6.

Members **RESOLVED** to accept the recommendation on a total estimated budget of £82,230.

The budget has been set to allow the council to retain all its current provision.

178/25 Precept Setting 2026/2027

Members **RESOLVED** that on a budget of £82,230, the council precept on Tendring District Council for £72,600, having an impact of £143.88 per annum for a Band D council taxpayer based on a tax base of 504.6 and representing a zero increase on 2025/2026. The justification being that Bradfield Parish Council would be able to maintain all of its current provisions and maintain sufficient reserves and which would only cost a Band D householder £2.77 per week. All remaining underspends at year end, to be allocated at outset of the new financial year.

Cllr Ferguson urged the parish council to follow the clerk's advice given.

179/25 Items from councillors to be added to the next agenda

180/25 Date of Next Meeting

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

The Chairman wished members of the meeting a Happy New Year and closed the meeting at 7.58pm

Signed

Dated