



BRADFIELD PARISH COUNCIL

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Minutes of the Bradfield Parish Council Meeting held in St Lawrence Church, The Street, Bradfield, CO11 2US on Tuesday 7th July 2026 at 7:30 pm.

Present:	Councillors Knights, Osbourne, Points, Scott, Weal and Webb.
In the Chair:	Cllr Burton (Chairman)
Clerk:	Mrs Marie Snell
Also present:	2 members of the public, 0 members of the press Cllr Ferguson Tendring District Council (TDC) Representative Laura Atkinson (Rural Community Council of Essex) Senior Rural Housing Enabler and Community Led Housing Advisor

45/26 Apologies for Absence

Members **RESOLVED** to accept apologies from Cllr Cunningham.

46/26 Members' Declaration of Interests

Cllr Webb declared an interest in the Planning Application 26/00821/FULHH and would abstain from any discussion or vote.

47/26 Minutes

Members **RESOLVED** that the Minutes and the Confidential Minutes of the Parish Council meeting held on the 2nd June 2026 were approved as a correct record and signed by the Chairman.

48/26 Housing Needs Survey

Members received information from Laura Atkinson, (Rural Community Council of Essex) Senior Rural Housing Enabler and Community Led Housing Advisor. A small local housing need was identified within the parish of Bradfield to be sustained within the next 5 years. Laura asked if the parish council is supportive of looking at a small portion of affordable housing and the next step is to explore a site, who would be interested in partnering with a rural specialist in housing association to undertake a site funding progress and explore impartially and transparently, a site for offering. If there is a site and it can be explored, the decision can be made by the community and the council to progress further. Within the recently conducted housing needs survey, a number of 8 houses was reflected as the prime number to offer in affordable housing with the focus being on the respect for Bradfield. The recommendation to be for sending through some options via the rural specialist housing association in exploration of a rural exception site. There is no cost for this exploratory work and Laura advised she is with the project through to the end.

Following discussion and questions, members **RESOLVED** to proceed with exploratory works and will liaise with members and the clerk in working proactively to explore potential sites with RCCE. Members **FURTHER RESOLVED** to appoint Cllrs Burton, Scott, Points, Weal and Webb onto the Housing Needs Working Group.

49/26 Public Participation

None

50/26 Town Planning Applications as per Schedule Issued by Tendring District Council

Members considered the below schedule of applications:

26/00821/FULHH Brook End The Street Bradfield	Householder Planning Application - Single storey front and rear extensions.	No comment
26/00841/FUL Willow End Cansey Lane Bradfield	Planning Application - Detached dwellinghouse, with landscaping works and revised highways access.	Cllr Scott queried the parish boundary. No further comments

51/26 District and County Councillor reports

Members received no report from Cllr Murray but he did advise the clerk via email that the footpath/pavement along The Street is on the list to be rectified but does not have a date set for such yet.

Cllr Ferguson gave a verbal report and referenced work taking place regarding the Local Plan and the works of the Overview and Scrutiny Committee who are working closer with parish/town councils in the work towards Local Government Reform (LGR) progressing. TDC wishes to make sure it is well informed of parish/town councils and their works within the demographics of the areas within the district. The objective for all areas within the LGR to be represented if it proceeds. Cllr Ferguson advised that Essex County Council has put representation to the Secretary of State regarding the LGR.

Members of the meeting received a presentation Cllr Ferguson's role as a representative of the Women's Safety Charter. This is based on UK crime on women, referencing a statistic that in 2024-2025, 4931 violence against women and girls offences within the Tendring District, the police express this is not likely to express the real or more realistic number. With the current World Cup taking place, violence against women is likely to increase. Intervention behaviour is integral to preventing and relieving pressure, that's the intention of the Women's Safety Charter, enabling individuals, businesses, road users to act in order to make women feel safer. The next stage of the project is to raise awareness, and sign up the Charter in pledging to provide safer working and open environments, this being a similar concept to 'Ask Angela' but more Tendring based, displaying media with the pledging to be a place of safety for women to seek help.

52/26 Clerk's Report

Members noted the clerk's report.

53/26 Working Group Reports

Members received updates from the following working groups:

- War Memorial Working Group** – Members received 3 quotations for the memorial clean and **RESOLVED** to proceed with Wood for Stone at cost of £6897 excl. VAT plus contingency of £2000 if required.
- Public Rights of Way** – No further update following email to Cllr Murray.

54/26 Amenities

- Members received update noting any maintenance carried out, noting those on the list to be completed:

- Dog Waste Bin Repair – Dairy House Lane – Local contractor advised he could not see any broken bin so queried if it has been actioned.
- Bus shelter weeding - complete
- Bench cleaning - completed
- No additional works to be actioned at this time.
- Members received 3 quotations for the replacement of the 'hip hop'. Members **RESOLVED** to explore funding possibilities and defer to another meeting with update.

55/26 Finance

- Members received the monthly finance reports including budget update and monthly bank reconciliation figures (*previously circulated*).
- Members **RESOLVED** to approve payment of invoices received in accordance with the 2026/2027 budget.
- Members noted emergency expenditure by the clerk, Chairman and Vice-Chairman as specified in Financial Regulations Section 4:
 - PSS Live - £45 (excl. VAT) – purchase of 10 credits to sync playground inspections into archive.
 - SLCC – Clerk Training Event £38.50 excl. VAT
- Members received no report from Cllr Cunningham regarding independent review of the accounts to be deferred until next meeting.
- Members received update from clerk of a refund of £959.52 for the removal of BVH from the insurance policy (Buildings only).

56/26 Council Policy

Following review, members **RESOLVED** to adopt the following council policies:

- Retention of Documents Policy
- Complaints Policy

57/26 Items from councillors to be added to the next agenda

- Cllr Knights – Concerns regarding recent event at the local school and parking concerns.
- Clerk - Independent Review of the Accounts
- Clerk – BAARGC request reference Boules and Table Tennis request at Recreation Ground.

58/26 Date of Next Meeting

The next meeting of the council is to be held on **Tuesday 4th August 2026 at 7.30pm** at **Church Room at St Lawrence Church, The Street, Bradfield, CO11 2US.**

59/26 Exclusion of public and press

Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to 4 Meetings) Act 1960 members **RESOLVED** to close the meeting to the press and public for the transaction of the under-mentioned business:

- **Early Stage of Dispute Resolution**

The Chairman closed the public meeting at 8.27pm

Signed

Dated