



BRADFELD PARISH COUNCIL

Locum Clerk to the Council: Mrs L Djuve-Wood

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Minutes of the Full Council Meeting held in Bradfield Village Hall Tuesday 5th November 2024 at 7.30p.m.

Present:

Cllr.K.Burton (Chair)	Cllr.A.Coley (Vice Chair)
Cllr.S.Cunningham	Cllr.T.Weal
Cllr.G.Points	Cllr.R.Scott
Cllr.V.Osborne	

In Attendance:

1 member of the public
Essex County Cllr. C.Guglielmi

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

118/24 Apologies for Absence

Cllrs S. Gunter and S. Webb. The apologies were received and **APPROVED**.

119/24 Members' Declaration of Interests

None.

120/24 Minutes of the Previous Meeting*

It was **RESOLVED** that the minutes of the Council meeting held on 8th October 2024 be approved as a correct record & signed by the Chair.

121/24 Public Participation

There were no matters raised.

122/24 District and County Councillor Reports

- a) Essex County Cllr. Guglielmi's full report had been issued in advance and added to the Council website. He highlighted the following:
 - i) An extra £250,000 has been allocated to ECC's food support fund. Local organisations providing food and support to those in need can apply for up to £2,500 from the fund. Applications for grants are open from Monday 4th November.
 - ii) The application window for primary school places is now open with a 15th January 2025 deadline.
 - iii) In response to an email from the parish clerk regarding various highways schemes submitted, including Cansey Lane HGV / weight restriction sign installation, Mill Lane junction protection, and barriers at the bottom of Brickmans Hill, he noted that he is still awaiting an update but that these are working their way through the system.
- b) Tendring District Cllr. Ferguson had sent her apologies. There was no district council report.

123/24 Clerk's progress report*

- a) The report had been issued in advance.

124/24 Working Group brief reports

- a) Recreation Ground and Play Equipment working group.
Outgoing clerk had issued a schedule for the working group to go through with the new clerk in due course in order to decide what is required for the project.
- b) War Memorial working group.
Two emails had been sent to the War Memorial Trust by the outgoing clerk, both of which they had failed to respond to. Cllr. Burton had followed up with a third email demanding a response within 14 days.
- c) Bradfield Rovers Football Club working group.
RESOLVED to disband this working group as it was felt any outstanding matters had been resolved. Any future matters will be added to the agenda.

125/24 Amenities

- a) To consider a location for covered wooden seating at Mill Lane Cemetery, following the confirmation of funding (Council meeting 2nd July 2024 minutes refs 41/24 (vi) and 45/24b)*
RESOLVED to approve proposal for the covered wooden seating to be placed at a slight angle on the grass on the left-hand side as you enter the cemetery, as per photos provided by Cllr. Osborne.
- b) To receive and consider the play equipment reports and note any maintenance carried out*
There was no playground inspection reports due to Cllrs. Gunter and Webb being on holiday.

126/24 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 planning app: 24/01503/FULHH. Received 10 October 2024. Validated 10 October 2024. Householder Planning Application - Two storey rear extension. Street Farm Heath Road Bradfield Essex CO11 2XD. **RESOLVED** not to comment.
- b) To consider commenting upon planning app: 24/01510/FULHH. Received 14 October 2024. Validated 16 October 2024. Householder Planning Application – Single storey rear extension. 2 Heath Farm Windmill Road Bradfield Essex CO11 2QR. **RESOLVED** not to comment.
- c) To consider planning app: 24/01456/DISCON. Received 27 September 2024 Validated 27 September 2024. Discharge of conditions application for 23/01208/FUL - Condition 10 (Landscaping Scheme Approval); Condition 11 (Landscaping Scheme Compliance); Condition 12 (Agreement of Sustainability Measures); Condition 13 (Sustainability Measures). Stour Lodge Cottage Station Road Bradfield Manningtree Essex CO11 2UP. **RESOLVED** not to comment.
- d) To note planning updates and discuss any outstanding planning matters
There were none.

127/24 Finance

- a) To receive the monthly finance reports including monthly bank reconciliation figures.
As at 31st October 2024, the Unity Bank current account held £7,946.97, the Unity Bank savings account £128,835.77 and the prepaid charge card £243.75. The second half of the 2024/25 precept, £35,515.00, had been received, as well as a £2,899.51 VAT claim. **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* (deferred from Council meeting 8th October 2024 minutes ref 106/24b).
RESOLVED to defer to the Council's December meeting.
- c) 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	333.50	16.68	350.18	September electricity usage
Equals prepaid charge card top up	156.25	0.00	156.25	Adobe software, Office 365, Clerk mobile phone network, Information Commissioner's Office annual licence, Royal British Legion wreath (approved Council Meeting 08/10/24 Mins ref 106/24f)
Environmental Design	692.67	138.53	831.20	Grasscutting and Maintenance-Oct
Dependable Dave (David Childs)	75.00	0.00	75.00	Minor Works Oct 2024
Cllr S Gunter	13.99	0.00	13.99	Padlock for car park (Approved Council Meeting 03/09/24 Mins ref 78/24a)
Cllr K Burton	15.00	0.00	15.00	Thank you flowers for Book Exchange volunteer (Approved Council Meeting 08/10/24 Mins ref 113/24)
S Cooke	60.20	0.00	60.20	Clerk's expenses-Oct 2024
S Cooke	0.00	0.00	0.00	Clerk employment ended 31/10/24
HMRC	0.00	0.00	0.00	Clerk employment ended 31/10/24
NEST Pension	0.00	0.00	0.00	Clerk opted out 26/06/23
Totals	1,363.82	158.65	1,522.47	

- d) To consider a quotation of £270 from Jan Stobart to conduct the internal audit for AGAR 2024-25*

RESOLVED to approve.

128/24 Minor Works

To receive an update*. Dependable Dave had completed five hours' work to clear the footpath at Lotts Lane. His next job is to clear the footpath along the Traveller site, clean the bus stops and the village gates, and anything else that is on the list to be cleaned. He will also have a look at grass areas contracted to Environmental Design and will trim any areas in need of trimming.

129/24 Parish Clerk vacancy

To receive an update from the Personnel Committee. It had been resolved at the 8th October meeting to delegate responsibility to appoint a new clerk to the Personnel Committee. Out of six applicants whereof three had been interviewed, Marie Snell, a qualified Certificate in Local Council Administration (CiLCA) clerk, had been appointed and would be starting soon on an 18-hour-per-week contract.

130/24 Strangers Home Public House

To consider concerns raised by the proprietors (Council meeting dated 8th October 2024 minutes ref 98/24b). It was **RESOLVED** to acknowledge the concerns with no further action unless contacted again.

131/24 Book Exchange

To receive an update (Council meeting 8th October 2024 minutes ref 113/24). Cllr. Weal was due to meet with Brenda Wells on the upcoming Monday. Cllr. Weal will manage the Book Exchange for a couple of months until a replacement can be found.

132/24 Emergency expenditure by the Clerk as specified in Financial Regulations Section 4

No expenditure reported.

133/24 Items from councillors to be added to the next agenda

None.

134/24 To note the date and time of the next meeting

The next full council meeting will be held on 3rd December 2024 at 7.30pm at the Bradfield Village Hall.

There being no further business, the Chair closed the meeting at 7.58pm.

SignedChair

Dated