



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mr Sean Cooke

Bradfield Village Hall, The Street, Bradfield, Essex CO11 2UU

Tel: 07851 760264

E-mail: clerk@bradfieldparishcouncil.org.uk

Minutes of the Full Parish Council Meeting held in St Lawrence Church Room on Tuesday 9th January 2024 at 7.30 p.m.

Present:

Cllr.K.Burton (Chair)	Cllr.S.Gunter
Cllr.V.Osborne	Cllr.G.Points
Cllr.S.Cunningham	Cllr.T.Weal

In Attendance:

- 2 members of the public
- S. Cooke (Clerk)
- Cllr.T.Ferguson (Tendring District Councillor)

142/23 Apologies for Absence

Cllrs S.Webb, A.Coley & R.Scott. The apologies were received and **APPROVED**.

143/23 Members' Declarations of Interest

None declared.

144/23 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Full Parish Council meeting held on 5th December 2023 be approved as a correct record & signed by the Chair.

145/23 Public Participation

Flooding and surface water drainage/sewage-the council was informed that these issues were a concern in various parts of the parish. Essex County Council and Anglian Water had both been contacted by the resident, but although the problem was noted it was felt that the parish council might be able to add weight to the matter by following it up with the organisations responsible. Following a full discussion, the council (supported by District Cllr. Ferguson) **RESOLVED** to seek support from County Cllr.Guglielmi with moving this forward. **Action: Clerk**

146/23 District & County Councillor Reports

County Cllr. Guglielmi's report had been circulated in advance.

District Cllr. Ferguson provided a verbal report including:

- Flooding:Harwich (Wrabness) Road / RSPB-a meeting on site would be taking place next week between Essex Highways, Cllr.Guglielmi and the RSPB. Cllr. Ferguson would attend if able.
- Tendring District Council Corporate Plan-this was proving very time-consuming.

147/23 Clerk's Report

The Clerk's report had been circulated in advance & the following matters were noted:

- CCTV installation in council car park-paperwork was being created as part of data protection due diligence.
- Village footpath map-help was requested as the Clerk was unable to locate a map that was fit for purpose. Cllr. Gunter offered to assist and another option suggested was 'The Definitive Map' through Essex County Council.
- The Clerk will complete the required Pre CiLCA training and enrol for the qualification in September 2024.
- Council change of address-all contacts had been advised of the new postal address and the PO Box agreement had been cancelled as from 31st January 2024.

148/23 Councillor / working party brief reports

a) **Play Equipment working group**

No meeting due to poor weather.

b) **War Memorial working group**

Skillingtons report was still awaited.

c) **D-Day 80th Celebrations working group**

Email circulated prior to the meeting. Cllr.Osborne confirmed that Essex Fire Service were happy with using the same arrangements as for the Platinum Jubilee. Cllr. Burton would revive the appropriate risk assessment and fire safety plan. **Action: Working group**

d) **Footpaths working group**

No meeting due to poor weather.

149/23 Highways/ Environment

- a) Parking issues outside Bradfield Primary School-Cllr.Guglielmi e-mailed the Sustainable Travel Planning officer at Essex County Council, who was interested in assisting with this and would be in contact regarding progress.

150/23 Amenities

- a) To receive and consider an update following a grasscutting review meeting with the contractor. A meeting took place on 8th December 2023 between Environmental Design, Cllrs. Burton, Osborne & Gunter, plus the Clerk. The meeting was productive and a number of actions were agreed.
- b) To receive & consider the weekly play equipment reports & note any maintenance carried out. The inspection confirmed the maintenance and repair work carried out by the contractor, Playquip. Flooding of the Under 8s' play area was also highlighted and it was **AGREED** that the Clerk would contact Playquip to seek advice regarding drainage options. **Action: Clerk**

151/23 Planning Applications

- a) To consider commenting on Ref. No: 23/01729/FUL | Received: Tue 05 Dec 2023 | Validated: Tue 05 Dec 2023 | Erection of replacement dwelling linked to existing workshop (following demolition of existing stable block). Conversion of existing barn dwelling into store/workshop to be used ancillary to new dwelling. Pinocchios Mill Lane Bradfield Manningtree Essex CO11 2QP. Status: Awaiting decision. No comments were offered.
- b) To consider commenting on Ref. No: 23/01656/FULHH | Recd: Mon 20 Nov 2023 | Validated: Mon 27 Nov 2023 | Alterations to existing residential storage outbuilding to form ancillary accommodation. The Red House Heath Road Bradfield Essex CO11 2UZ. The council noted that the application was approved by Tendring D Council on 3rd January 2024.
- c) To note that Parish Councillors attended the Straight Road Planning Appeal hearing held at the Town Hall, Clacton, on the 13th December 2023. A written & oral presentation was delivered at the hearing on behalf of Bradfield PC. Four councillors & four residents attended.
- d) To note planning updates and discuss any outstanding planning matters. No updates were discussed.

152/23 Finance

- a) To receive the monthly finance report, including monthly bank reconciliation figures. The clerk had circulated the finance reports & monthly bank reconciliation in advance. As at 31st December 2023, the current account held £14,494.54, the savings account £97,256.82 & the prepaid charge card £400. Barclaycard still showed a -£19.97 balance (ongoing problems caused by Barclaycard). The Clerk confirmed that £15,000 had been transferred from the current to savings account. It was **RESOLVED** that the bank reconciliation be approved.
- b) To consider and approve the detailed receipts & payments report for the quarter and year to date ending 31st December 2023. The Clerk had circulated the report in advance and stated that the finances were in good order with no current overspends. There were likely to be underspends against the budget at year end on maintenance, insurance and election expenses, plus small overspends (offset by the aforementioned gains) on street lighting and salaries. It was **RESOLVED** that the report be approved.
- c) To approve payment of invoices received in accordance with the 2023/24 budget.

It was **RESOLVED** that the following payments be approved:

Payee	Net £	VAT£	Gross £	Description
Barclaycard	0.00	0.00	0.00	Still unable to access Barclaycard statements. Last chased on 28/11/23
Npower	429.10	21.46	450.56	Electricity supply December 2023
Webfactory	16.64	3.33	19.97	Monthly Webhosting Fee
Equals prepaid charge card top up	90.17	0.00	90.17	Adobe software, Office 365, Clerk mobile phone network
Environmental Design	692.67	138.53	831.20	Grasscutting and Maintenance
St Lawrence Church Room	125.00	0.00	125.00	Room hire: 04/09, 03/10, 07/11, 15/11, 05/12/23
Essex Association of Local Councils	75.00	15.00	90.00	Minutes & Agendas training course-Clerk
Playquip	265.00	53.00	318.00	Maintenance & safety inspection inc weed spraying safety surfaces
Playquip	695.00	139.00	834.00	Supply & fit post cover caps & anti-slip strips + zip wire adjustment
JF Tree Specialist Ltd	200.00	40.00	240.00	Cansey Lane-Tree clearance from road
Cartridge People	84.07	16.82	100.89	Clerk-printer ink cartridges (cyan)
Cartridge People	79.08	15.82	94.90	Clerk-printer ink cartridges (yellow)
S Cooke	1,479.94	0.00	1,479.94	Clerk-net monthly salary (£0.29 deduction as overpaid in December 2023)
HMRC	520.46	0.00	520.46	Tax and NIC-Clerk
NEST	0.00	0.00	0.00	Clerk opted out 26/06/23
Totals	4,752.13	442.96	5,195.09	

153/23 Items from Councillors to be added to the next agenda

No items were raised.

154/23 To note the date & time of the next meeting

The next Full Council meeting is scheduled for Tuesday 6th February 2024 at 7:30pm.

155/23 Exclusion of public & press

To resolve that the press & public be excluded from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, S. 1(2).

The **RESOLUTION** was proposed by Cllr.Burton, seconded by Cllr.Gunter & carried unanimously.

156/23 Complaint received by a member of the public

To note final written comments from the complainant following their receipt of the council's response to the complaint. The council confirmed that the comments had been circulated prior to the meeting, were noted and that the matter was now closed.

There being no further business, the Chair closed the meeting at 8.15pm.

Signed Chair

Dated