



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mrs Line Djuve-Wood

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Minutes of the Full Parish Council Meeting held virtually via Microsoft Teams on Tuesday 3rd November 2020 at 7.30 p.m.

Present: Cllr. K. Wynn (Chairman) Cllr. K. Burton (Vice Chairman)
Cllr. A Coley Cllr. R. Scott
Cllr. V. Osborne Cllr. S. Gunter
Cllr. R. Mitcham Cllr. A. Mackrill

In Attendance: Mrs. L. Djuve-Wood (Clerk)

There is currently one vacant seat on the Parish Council.

80/20 Apologies for Absence

There were none.

81/20 Declarations of Interest

Cllr. Coley declared a non-pecuniary interest in agenda item 10 a) (minute ref. 89/20 a)), planning application 20/01367/OUT, as the applicant is a family friend.

82/20 Minutes of the Previous Meeting

RESOLVED that the minutes of the Council meeting held on the 6th October 2020 be approved as a correct record and signed by the Chairman.

83/20 Public Participation

There were no members of the public present.

84/20 District and County Councillor Reports

A comprehensive District report had been received from TDC and circulated to all councillors.

85/20 Clerk's Report

The clerk had circulated the clerk's report in advance. The following updates since circulation were noted:

- **176/19 d) Street Lights:** A&J had confirmed that payment had been made to UK Power Network and that they are awaiting a date for when they will perform the power transfer from the old corroded street light to the new one. The new column will be installed once a date for transfer has been confirmed.
- **201/19 a) Laptop:** A new laptop had been ordered for the clerk.
- **179/19 Website:** Website accessibility testing had shown that the title link ID's (related to the website logo and page title) are not "unique". When queried with Webfactory the clerk had been informed that this cannot be changed as it is part of the core code of the website development system. The clerk noted that it is probably wise that this be noted under the 'Disproportionate Burden' section in the Website Accessibility Statement.
- **33/20 a) &b) AGAR:** PKF Littlejohn had informed the clerk that they may be raising an 'except for' matter as the Council's 'Exercise of Public Rights' Notice last year had not included the first 10 days of July, this despite the fact that the Council had been given an extension to the deadline.
- **73/20 d) Rubberised Mulch:** Safeplay had scheduled the 12th November 2020 to complete the three new areas of rubberised mulch at the playground.
- **73/20 f) Signs Outside Village Hall:** Cllr. Wynn requested that the Council possibly consider funding the replacement signs. To be added to next month's agenda.

86/20 To receive councillor / working party brief reports

Cllr. Wynn noted that the hedge alongside the recreation ground verge had been cut in readiness for the bulb planting. The clerk was asked to query with HFL when the cemetery hedge and hedge on the north side of the car park is scheduled to be cut.

Cllr. Wynn congratulated Cllrs. Mitcham and Osbourne for all their work on the restoration of the BT kiosk and the new bookshelves. A local Bradfield resident is taking on responsibility for filling the shelves with books in readiness for the second lockdown. The clerk was asked to order a refillable hand sanitiser unit to be fitted to the shelves to make the kiosk COVID safe. Cllr. Osbourne requested that the clerk also order a fourth new sign for the top of the telephone box with 'Bradfield' printed on it instead of 'Telephone.'

Cllr. Burton had met with Ms Horn and Ms Cailes of Age Concern. Whereas they had exchanged many ideas on how to promote a dementia friendly community, all councillors will need to complete a 45 minute dementia training session before proceeding further with the project.

Cllr. Scott had finally received a response from Essex Highways to his complaint about the overgrown vegetation on the verge of the Steam Mill Road / Clacton Road junction, which they have finally agreed should have been cut and have now agreed they will do so.

87/20 Highways/Environment

a) To discuss quotations received for the installation of four village gates

Quotes had been received by four contractors, varying in price from £4,615 to £8,760. The clerk had received confirmation from the contractor offering the cheaper quote that it includes the cost of speed and village name signs but not permit fees. The clerk had not received a response from said contractor when requesting further cost details of the latter. Cllr. Wynn recommended that the Council go with a more experienced Essex company rather than the cheaper option when deciding on contractor. Cllr. Coley expressed concern that all quotes are higher than the allocated budgeted amount of £4,000 and therefore the Council may have to pay for the remaining cost using reserves. It was noted that there may be other more important projects for which reserves should be used instead. It was **RESOLVED** that the item be deferred to the December meeting once the Finance Committee has reviewed the draft budget for next year.

b) To discuss the findings of the HGV speed and volume survey

Following on from the recent HGV speed and volume survey carried out by Essex Highways, which had found that there is generally a low percentage of HGVs using the routes in question, the Council had been notified of a recommendation to not proceed any further with the its request for Highways to implement measures to eliminate HGV traffic through the village. The councillors questioned the results of the survey and it was **RESOLVED** that the clerk write to County Cllr. Guglielmi stating that the Council cannot accept the situation and that further action and discussion with ECC Highways is required.

88/20 Amenities

a) To consider formal quote for repainting the village sign

A formal quote of £2,670 plus VAT had been received from Bakers of Danbury Heritage Ltd. The cost of repair had increased dramatically following their site visit due to the extensive rust damage in the middle of the sign. Cllr Coley suggested that at such a high cost of repair the Council may wish to consider making provision in next year's budget to purchase a new sign instead. It was **RESOLVED** that the clerk contact a couple of blacksmiths to see if they could provide a cheaper quote for repair before considering investing in a new sign.

b) To consider carrying out playground fencing project prior to S106 approval

Cllr. Wynn noted that the clerk had chased TDC continuously for an answer to the S106 funding application for the new fencing project but had yet to receive approval. As the required work is

considered urgent due to trip and finger entrapment hazards, she proposed that the Council instruct the contractor to make a start before final funding approval is given by TDC. It was **RESOLVED** that the clerk e-mail TDC representative, District Cllr. Fairley, to request that she contacts TDC regarding the delay to the application. If no reply has been received within two weeks the clerk is to instruct the contractor to carry out the project.

c) To consider new location for the village's second defibrillator

It was **RESOLVED** that the Council would like the new defibrillator mounted on a wooden post outside the local village store / post office on Heath Road. Cllr. Wynn noted that the landowner is happy for the defibrillator to be installed in this location. The clerk noted two wooden posts may be necessary to hold the weight of the defibrillator. The clerk is to request that the Manningtree First Responders' representative carry out a site visit to verify location and electrical suitability.

d) To consider community project ideas for the 2020 Estio Solar Farm income

Cllr. Wynn informed the Council that the 2020 income from the Estio Solar Farm had been received at a total of £3,972.76. It was decided to defer this agenda item to the December meeting to allow councillors further time to prepare suggestions for community projects on which the income can be spent.

e) To consider the restoration of the war memorial

Cllr. Wynn had received a quote from Wood for Stone of £11,208.07 plus VAT to clean, supply, template, letter and fit dark grey granite panels to the war memorial. The clerk is to add this project to next year's budget.

f) To consider ideas for hedges and tree planting at new land, Mill Lane

It was decided to defer this item to the December meeting as the working party had not yet had an opportunity to meet.

g) To consider quote for tree surgery at the recreation ground

Cllr. Wynn had met with Mr Thrower of North Essex Tree Services to inspect various trees in urgent need of trimming at the recreation ground. A quote of £400 plus VAT had been received to remove dead wood from eight trees around the perimeter of the recreation ground, remove dead wood from two trees on the left hand side of the car park entrance, trim all dead branches off an Oak tree sapling and for all waste to be taken away. **RESOLVED** that the clerk instruct the contractor to carry out the tree surgery as soon as possible.

h) To consider contributing to the cost of a new fingerpost outside the Strangers Home

The clerk had sought three but received two quotes for a traditional looking three armed fingerpost with finial at £1544.04 + delivery and VAT and £5,643 including delivery plus VAT accordingly. It was noted that the more expensive quote was the wrong quote as it specified costs for five arms and five finials. It was **RESOLVED** that as the landowner had offered to cover some of the costs of the fingerpost and as it is on his land that Cllr. Osbourne consult and meet with him to get his view on the quotes. The clerk is to e-mail the proposal and quotes to the landowner once she has received an updated quote for the second company.

i) To arrange a new date for the litter pick

Due to the second lockdown it was **RESOLVED** to carry out the next litter pick sometime during early Spring.

j) To receive fortnightly play equipment reports and consider any maintenance recommendations

There were no new issues reported by HFL. The clerk had received a quote of £852.64 plus VAT from Safeplay to carry out the repairs to the basket swing and two climbing frames. Cllr. Wynn

noted that the basket swing chains do not require replacement, only the sheaths and the shackles. The clerk was asked to request that Safeplay amend their quote accordingly.

89/20 Planning Applications - To consider the following planning applications

a) 20/01367/OUT, Outline application with all matters reserved except for access to deliver a cartlodge and up to 5 no. dwellings and associated hardstanding, fencing, outbuildings and drainage, Steam Mill House, Steam Mill Road, Bradfield

Cllr. Coley left the meeting temporarily due to his declared non-pecuniary interest in this item.

After some discussion it was **RESOLVED** that the Council supports the application, noting that apart from the bungalow on Steam Mill Road the type of houses proposed for this development is in line with village needs. The clerk was asked to add a request for Essex Highways to carry out an impact assessment of the Steam Mill Road / Straight Road junction opposite the proposed development and for safeguards to be put in place in regards to speeding traffic.

Cllr. Coley returned to the meeting following resolution.

b) 20/01489/TCA, 1 No. English Yew Tree - reduce, Churchyard, Church of St Lawrence, The Street, Bradfield

RESOLVED that the Council has no comments on this application.

90/20 Consultations:

a) To consider responding to The Committee on Standards in Public Life's survey "Standards Matter 2: Public Consultation and Public Sector Survey"

RESOLVED that the clerk respond stating that when reviewing the Seven NOLAN Principles of Public Life, they should ensure the principles also encompass some form of councillor protection, in particular when it comes to derogatory comments made by members of the public on social media.

91/20 Finance

a) To receive the monthly finance report, including monthly bank reconciliation figures

The clerk had circulated the finance report and monthly bank reconciliation in advance. The current account held £4,768.92 as at 30th October 2020 and the savings account £101,699.72.

RESOLVED that the bank reconciliation be approved.

b) To approve payment of invoices received in accordance with the 2020/21 budget

RESOLVED that the following payments be approved:

Payee	Net £	VAT£	Gross £
EON (PAID DD)	165.66	8.28	173.94
ICO (PAID DD)	35.00	0.00	35.00
Webfactory	14.99	3.00	17.99
Barclaycard (Various)	80.88	0.00	80.88
Hill Farm Landscapes	940.00	188.00	1,128.00
A&J (BT Kiosk Light)	120.00	24.00	144.00
A&J (Street Light Repairs)	768.00	153.60	921.60
L Djuve-Wood (Salary)	1,020.70	0.00	1,020.70
HMRC (Tax/NI)	333.62	0.00	333.62
NEST (Pension)	55.06	0.00	55.06
Totals	3,533.91	376.88	3,910.79

92/20 Items from councillors to be added to the next agenda

- a) To consider funding the replacement of the signs outside the village hall

Cllr. Mackrill noted that the landowner of Ragmarsh Farm had dug up several hedgerows at the bottom of Shore Lane on the left hand side and had added what looks like water pipes for a potential camp site. Cllr. Wynn said that she believes there are protections in place to prevent the digging up of hedgerows. Cllr. Coley added that the area in question is also part of the AONB. Rather than adding this item to the next agenda, the clerk was asked to contact Suffolk Coast and Heaths to make them aware of the hedgerows and to ask TDC to monitor the situation.

93/20 To note the date and time of the next meeting

The next full council meeting is scheduled for Tuesday 1st December 2020 at 7:30 p.m. Venue is dependent on future COVID-19 regulations and is to be confirmed nearer the time.

There being no further business the Chairman closed the meeting at 9:19 p.m.

Signed Chairman Dated