



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mrs Line Djuve-Wood
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Minutes of the Full Parish Council Meeting held in St Lawrence Church Room on Tuesday 7th September 2021 at 7.30 p.m.

Present: Cllr. K. Wynn (Chairman) Cllr. K. Burton (Vice Chairman)
Cllr. R. Scott Cllr. R. Mitcham
Cllr. Osborne Cllr. T. Weal (co-opted item 50/21)
In Attendance: 6 members of the public L. Djuve-Wood (Clerk)

There is currently one vacant seat on the Parish Council.

43/21 Apologies for Absence

Apologies for absence were received from Cllrs. Coley and Gunter.

44/21 Declarations of Interest

Cllr. Scott declared an interest in agenda item 12c (minute ref 54/21 c)), Planning application 21/01309/LUPROP, Proposed loft conversion including a rear facing dormer and front facing roof lights, Pippins, Heath Road, Bradfield, CO11 2XJ, the applicant being his parents' neighbour.

45/21 Minutes of the Previous Meeting

RESOLVED that the minutes of the Full Council meeting held on the 6th July 2021 be approved as a correct record and signed by the Chairman.

46/21 Public Participation

There were six members of the public present.

A local resident stated that he was deeply concerned about speeding vehicles along The Street, particularly with children crossing to get to and from the Recreation Ground, and he requested that the Council consider looking into installing a Vehicle Activated Sign (VAS) that side of the village. He also informed the Council that the pot holes on the bend of Harwich Road near St Lawrence Church, which he had reported numerous times to ECC, TDC as well as the Parish Council, had yet to be repaired and that cars could not avoid the pot holes if meeting an oncoming bus. In addition he noted that whenever Highways England engages contractors to do work on Harwich Road, signage is always left behind and that the damaged and faded 'Ice on the Road' warning on the same stretch of road is also yet to be repaired despite it being over five years. Cllr. Wynn replied that his concerns had all been noted and that whereas the Parish Council had complained about both speeding and pot holes on numerous occasions, unfortunately they are in themselves powerless to do anything about highways and police matters. She noted that in terms of a VAS being installed, the stretch of road in question is within a conservation area and therefore approval is unlikely to be granted. Cllr. Scott added that Highways had completed a speed and volume survey and that unfortunately their findings did not support any further signage being installed. Cllr. Wynn urged the resident

to keep lobbying and asking as many people as possible to report the various issues and concerns using the online reporting tool on the ECC Highways website.

Another member of the public informed the Council that they had heard of someone looking for financial backing for 150 houses to be built within the Bradfield parish boundary, specifically between Heath Road, Windmill Road and north of that area. Cllr. Wynn noted that the Council had not been informed of any such plans and that as the district council can now show that it has met its 5-year housing supply it is unlikely such an application would be approved.

The newly appointed Chairman of the Executive Committee of Bradfield Scout Group attended along with the group's secretary. They informed the Council that the BVH Committee had raised concerns about the space their storage of scout equipment is taking up within the village hall and that they had suggested they look into purchasing a container to be sited behind the hall instead. It was noted that investing in a container is costly and not something the Scout Group could easily afford, particularly after the financial impact the COVID pandemic has had on the group. As such they were looking for advice and support from the Parish Council on how to proceed, including potential grant funding. Cllr. Wynn noted that she had spoken to Mr Cutter regarding the Scout Group possibly using part of the Bradfield Rover Football Club's container and that she had been told that whereas there would be some space during the summer months space would be more limited during the winter months. Mr Cutter had suggested that perhaps a wooden lean-to could be built against one end of their container for the Scout Group. Cllr. Wynn added that Council support, in terms of grant funding and otherwise, would need to go on the October agenda for consideration.

47/21 District and County Councillor Reports

The District and County reports had been received and circulated to all councillors. The district report contained the latest Coronavirus updates as well as the latest information on local planning appeals and applications. The county report noted that following an overwhelming response from Essex residents, the acceptance of new donations of clothes and other items for people arriving from Afghanistan had been paused. It also contained an invitation to residents to have their say on the library service; information on becoming a Love Essex Champion as well as details of Sweyne Park School in Rayleigh becoming the first in Essex to enjoy a new, net zero carbon building.

Members of the public can access full district and county reports via the Parish Council's website www.bradfieldparishcouncil.org.uk/news-reports/district---county-reports

48/21 Clerk's Report

The clerk had circulated the clerk's report in advance. She noted that the speed and volume survey for Straight Road was due to be carried out week commencing 20th September and that the new village gates would hopefully be installed by the end of October.

49/21 To receive councillor / working party brief reports

Cllr. Wynn said that the unveiling of the new VE/VJ 75th Anniversary commemoration stone had been well attended and enjoyed by all. She extended a special thanks to the BVH committee who decorated the hall, Tony Cutter of The Village Maid who supplied the bar, councillors and their partners for working so hard behind the scenes, The Old Ram & Hoggett who supplied afternoon teas, the group that brought along their WW2

vehicles, Crumb & Brew, Chris's Ices and Murphy's Pitstop for supplying their comestibles and finally to Andrew Stone of Wood for Stone for creating the stone itself.

Cllr. Wynn also highlighted the recent incident of vandalism on the under 7's play equipment at the Recreation Ground, whereby human excrements had been smeared on all hand holds, slides and more. She extended a big thank you to Sarah and Don Cook along with their visiting daughter Marie, for their assistance in cleaning the equipment and making it safe for the youngest members of the community to use again. She added that the local PCSO has spent time doing high visibility patrols in the village hall car park and around the playground and will continue to do so in the hope that it will prevent any further incidents. Finally, she noted that Cllr. Scott is currently looking into the cost of the Council installing CCTV to cover the playground and car park which may also deter incidents of fly-tipping of which there have been a few recently.

50/21 To consider candidates for co-option

RESOLVED that Tracey Weal be co-opted on to the Council. She signed the Declaration of Acceptance of Office which was witnessed by the Clerk and then joined the councillors at the table. She was provided with the Register of Interest form for completion as well as the Code of Conduct.

51/21 Highways/Environment

a) To discuss consider setting up a Community Speedwatch Group and purchasing an Automatic Speed Monitoring Unit

Cllr. Wynn noted that Cllr. Gunter had registered the Council with Speedwatch but that he would need to undertake training before the Council can proceed further. Cllr. Scott had looked into the cost of purchasing an Automatic Speed Monitoring unit. At a cost of £550 plus an annual fee of £150, it was **RESOLVED** to not invest in such a unit as, whereas it would be useful for gathering statistics, it would purely act as a deterrent.

b) To consider joining the Highways Devolution Programme

It was **RESOLVED** that the Council would not join the Highways Devolution Programme.

c) To consider setting a date for the autumn litter pick

It was decided that a date would be set for one Saturday in October pending availability of TDC litter picking equipment. The clerk was asked to make enquiries.

52/21 Amenities

a) To review and approve the Community Initiative Fund application form for an accessible wheelspin at the Recreation Ground play area, including the consideration of quotes received and part funding by the Parish Council

The Council reviewed the EALC / ECC Community Initiative Fund application form for 2021/22 with a view to applying for grant funding for an accessible wheelspin at the Bradfield Recreation Ground play area. Based on the cheapest of three quotes received of £9,525 from Playquip, it was **RESOLVED** that the Community Initiative Fund application form be submitted requesting grant funding of £5,552.24 and that the Council's 2020/21 Solar Farm income of £3,972.76 would be used to fund the remaining costs. The clerk noted that Playquip had agreed to hold their quote for three months and as such it was possible that the costs could change prior to a decision being made by EALC/ECC regarding any grant funding being provided.

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

Cllr. Wynn noted that there had been no new issues reported.

53/21 To consider making a formal complaint to Tendring District Council regarding planning procedures and recommendations

Cllr. Wynn stated that she would like to propose that a complaint be made in relation to the workings of and advice given by the Tendring District Council Planning Department, which at the moment seems to be in complete disarray. It was **RESOLVED** that an official complaint be made to the Chief Executive Officer of Tendring District Council and that a working group be set up consisting of Cllrs. Wynn, Coley and the Clerk to compose a letter.

54/21 Planning Applications - To consider commenting on the following planning applications

a) 21/01116/FUL, Proposed rear extension, Thatched Cottage, Wix Road, Bradfield, CO11 2UX

It was **RESOLVED** that the Council have no comment on this planning application.

b) 21/01196/FUL, Proposed single storey front extensions to provide improved access and ground floor facilities for disabled family member, Dolwen, Heath Road, Bradfield, CO11 2XD

It was **RESOLVED** that the Council have no comment on this planning application.

c) 21/01309/LUPROP, Proposed loft conversion including a rear facing dormer and front facing roof lights, Pippins, Heath Road, Bradfield, CO11 2XJ

It was **RESOLVED** that the Council have no comment on this planning application.

55/21 To consider marking the Queen's Platinum Jubilee in June 2022

It was **RESOLVED** that the Council would set up a working group consisting of all councillors and with an invite to be extended to the BVH Committee, representatives of St. Lawrence Church and local residents to join should they wish. It was noted that a meeting of the working group should be convened as soon as practicable. The Clerk is to contact the BVH and St Lawrence Church and Cllr. Wynn will include an invitation to residents to sit on the working group in the next issue of the Grapevine. In addition to arranging a Jubilee party at the Recreation Ground the Council **RESOLVED** that it would also like to take part in The Queen's Platinum Jubilee Beacons lighting event. Cllr. Burton offered to look into the making of the beacon. She also noted that any mobile catering companies should be booked as soon as possible.

56/21 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 £4,139.16 as at the 31st August 2021 and the savings account £79,106.03. It was **RESOLVED** that the bank reconciliation be approved.

b) To review and adopt a Parish Council Reserves Policy

The Clerk had prepared a draft Reserves Policy. It was **RESOLVED** that the Reserves Policy be approved and adopted.

c) To review Tendring District Council's Special Expense Form for 2022/23

The Council reviewed the Special Expense Form from TDC. **RESOLVED** that there were no changes to be made.

d) To consider an S137 grant request of £100 from the Manningtree District Frankenberg Partnership Association towards a Frankenberg anniversary wildlife garden

RESOLVED that the Council will not offer a grant to the Manningtree District Frankenberg Partnership Association towards a Frankenberg anniversary wildlife garden, due to the project not being considered to have any perceivable benefits to Bradfield residents.

e) To approve payment of invoices received in accordance with the 2021/22 budget and to note payments made under delegated authority in August 2021

RESOLVED that the following payments be approved:

Payee	Net £	VAT £	Gross £
EON (Paid)	171.18	8.56	179.74
Barclaycard (Various)	189.98	0.00	189.98
Webfactory (Website hosting)	14.99	3.00	17.99
Hill Farm Landscapes (maintenance)	940.00	188.00	1,128.00
A&J Lighting (replacement street column, 9015, Steam Mill Rd)	4,047.60	809.52	4,857.12
EALC (Playground inspection course)	170.00	34.00	204.00
EALC (Playground inspection exam)	170.00	34.00	204.00
ICO (Annual fee)	35.00	0.00	35.00
Playquip (Playground repairs)	180.00	36.00	216.00
L Djuve-Wood (Salary)	1,026.90	0.00	1,026.90
HMRC (Tax/NI)	326.73	0.00	326.73
NEST (Pension)	55.06	0.00	55.06
Total:	7,327.44	1,113.08	8,440.52

The following payments were noted as having been approved under delegated authority during August 2021:

Payee	Net £	VAT £	Gross £
EON (Paid July)	165.66	8.28	173.94
Mr C Scutt, Fresh 2 Your Door (Paid July, unveiling, ice cream van)	50.00	0.00	50.00
Noticeboards Company Cumbria (Paid July, noticeboard repair)	595.00	119.00	714.00

BVH (Paid July, unveiling, hall hire)	165.00	0.00	165.00
The Old Ram and Hoggett (Paid July, unveiling afternoon teas)	315.00	0.00	315.00
Barclaycard (Various)	91.31	0.00	91.31
Webfactory (Website hosting)	14.99	3.00	17.99
Hill Farm Landscapes (Maintenance)	940.00	188.00	1,128.00
A&J Lighting (Annual inspection)	800.00	160.00	960.00
Manningtree Town Council (Refund printer)	40.00	0.00	40.00
P Smith (No football signs village hall)	105.60	0.00	105.60
Playquip (Playground repairs)	142.00	28.40	170.40
St Lawrence Bradfield PCC (Hall hire)	30.00	0.00	30.00
V Osborne (Unveiling items)	87.94	0.00	87.94
Rose Builders (Village gate surveys)	420.00	84.00	504.00
L Djuve-Wood (Salary)	1,026.90	0.00	1,026.90
HMRC (Tax/NI)	326.73	0.00	326.73
NEST (Pension)	55.06	0.00	55.06
Total:	5,371.19	590.68	5,961.87

57/21 Items from councillors to be added to the next agenda

- a) To consider installing CCTV at the Recreation Ground car park and playground
- b) To appoint a new member to serve on the Council's Finance Committee

58/21 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change

There was no environmental impact to note from decisions made at this meeting.

59/21 To note the date and time of the next meeting

The next Full Council meeting is scheduled for Tuesday 5th October 2021 at 7:30 p.m.

There being no further business the Chairman closed the meeting at 8.36 p.m.

Signed Chairman Dated