



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 December 2021 at 7.30 p.m.

Present:	Cllr. K. Wynn (Chairman)	Cllr. K. Burton (Vice Chairman)
	Cllr. R. Scott	Cllr. A. Coley (late arrival)
	Cllr. R. Mitcham	Cllr. S. Gunter
	Cllr. T. Weal	Cllr. V. Osborne
In Attendance:	Martin Richards, Community Policing Team Manager	
	3 members of the public	L. Djuve-Wood (Clerk)

There is currently one vacant seat on the Parish Council.

96/21 Apologies for Absence

There were no apologies for absence. Cllr. Coley had informed the Council in advance of his late arrival to the meeting.

97/21 Declarations of Interest

There were no declarations of interest.

98/21 Minutes of the Previous Meeting

RESOLVED that the minutes of the Full Council meeting held on the 2nd November 2021 be approved as a correct record and signed by the Chairman.

99/21 Visit from Inspector Martin Richards, Community Policing Team Manager

Cllr. Wynn welcomed Inspector Richards to the meeting. He proceeded to provide a brief introduction about himself and passed round a newsletter titled 'Your Local Update' which is produced regularly by the Local Community Policing Team and which he noted the Council should be receiving via TDC.

He explained that his team mainly deal with high harm crime in all its forms including organised criminal gang activity, County Lines activity and domestic violence. Whereas the team also deal with nuisance issues he noted that there has to be a trade-off between dealing with high harm crime versus anti-social behaviour.

He added that the local community policing team is increasingly focusing on community engagement wanting to keep the community informed through open and honest communication and through the 'Your Local Update' newsletter. PCSOs have been assigned to each ward and the Parish Council should engage with their allocated PCSO in the first instance when reporting any issues. Bradfield's current PCSO is Sue Groves who has been instructed to keep in regular contact with the Parish Council's Chairman and clerk and attend a Parish Council meeting at least every six months. Regular 'Street Meets' are also being arranged and Inspector Richards requested that the Parish Council liaise with their PCSO in recommending suitable local groups and / or locations where these can take place.

Cllr. Scott suggested that the PCSO may wish to attend future council meetings half an hour prior to the start of the meeting from 7 p.m. to 7:30 p.m. to allow residents to meet with her and discuss any issues they may have in private.

Cllr. Wynn noted that whereas the Council had received parts of 'Your Local Update' they had never received the full version. A resident also asked whether the newsletter is published online. Inspector Martin confirmed that whereas the newsletter can be accessed via their website it can also be e-mailed directly to residents. The resident requested that a link be put on Bradfield Buzz to make residents aware of its existence. It was suggested that the newsletter also be published on the Parish Council's website and key documents put on the Council's noticeboards.

A resident expressed concern about an increase in anti-social behaviour within the village, in particular speeding and loud vehicles / car exhausts. Inspector Martin replied that whereas Essex Police can issue speeding fines the Parish Council should be reporting any such issues via the PCSO but also join Speedwatch, consider additional speeding calming measures, signage and investing in TrueCam. Cllr. Gunter noted that the Council had already joined Speedwatch but was still waiting contact from police to receive the necessary training. The resident stated that he would be very happy to assist the Council with any bid writing to try and raise funds towards any equipment in which the Council may consider investing.

Cllr. Wynn thanked Inspector Richards for his visit and presentation.

100/21 Public Participation

There were three members of the public present. A resident queried which side of the road double yellow lines would be considered under agenda item 9 c) To consider applying for double yellow lines on the Wix Road behind the Village Maid. Cllr. Wynn noted that it could possibly be on both sides. See minute item 104/21 c) for further details on subsequent discussions by the Council.

101/21 District and County Councillor Reports

The District report had been received and circulated to all councillors. The clerk noted that she would circulate the County report as soon as it had been received.

The district report included the latest coronavirus data, details of activities at leisure centres for those with health conditions, information on The Community Champions Local Authority Fund as well as updates on a successful season for the Tendring Beach Control.

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

102/21 Clerk's Report

The clerk had circulated the clerk's report in advance. She noted that she had started receiving bookings for the January defibrillator training; that she is awaiting an update from the new Highways Liaison Officer on LHP scheme LTEN202002 (The Street / Wix Road Junction improvements) as well as the results from the recent speed and volume survey on Straight Road. She also noted that she had been verbally notified that the Council had been awarded £2,000 from the Community Initiation Scheme towards the new accessible wheelspin at the playground and that an official award letter would follow.

Cllr. Wynn pointed out that there were three trees requiring replacement at the recreation ground not two as noted in the clerk's report and asked the clerk to check the order with Hill Farm Landscapes.

103/21 To receive councillor / working party brief reports

It was suggested that the Council ask that the Corbeau Seats Rally Organiser pay for the three replacement trees at the Recreation Ground. Cllr. Scott offered to contact the organiser on the Council's behalf.

104/21 Highways/Environment

a) To consider withdrawing Shore Lane information lectern project from AONB's 2021/22 grant programme and reapplying for 2022/23

Cllr. Wynn noted that due to the time constraint on getting this project delivered within the required timeframe for the 2021 grant award the AONB had suggested that the Council withdraw from the 2021/22 grant programme and reapply for the 2022/23 grant programme. It was **RESOLVED** to withdraw from this year's programme and submit a new grant application in April for the 2022/23 programme, including costs for the required hardstand and any images needing to be sourced for the lectern.

b) To consider £500 funding opportunity via County Councillor Guglielmi

It was **RESOLVED** to request that the £500 funding opportunity be put towards the new accessible wheelspin at the playground.

c) To consider applying for double yellow lines on the Wix Road behind the Village Maid

It was **RESOLVED** that the clerk arrange a site meeting between TDC Head of Public Realm Ian Taylor, County Councillor Carlo Guglielmi, Cllr. Wynn and herself to consider various options available at this location.

105/21 Amenities

a) To consider Wood for Stone work schedule/quotations for War Memorial restoration

The clerk noted that she was yet to receive the quotation and schedule of works from Wood for Stone but that she would pass it on to councillors and the War Memorial Trust as soon as it has been received.

b) To consider RoSPA quote to carry out a risk assessment of the Recreation Ground

RoSPA had quoted £495 plus VAT to carry out a risk assessment of the recreation ground. It was **RESOLVED** to defer this item until the new accessible wheelspin and beacon have both been installed.

c) To consider cost of seed sowing at the new cemetery land

Cllr. Wynn suggested the Council purchase the Wild Bird Wildflower Seed BS14P 100% pack from Boston Seeds. She had calculated that the field would require 2.1kg of seed to cover 700m² at a cost of £320 including VAT. It was **RESOLVED** that the Council accept Cllr. Wynn's proposal and that the Council purchase the seeds directly to enable the reclaim of the VAT. The clerk is to inform HFL and get a quote for planting.

d) To review risk assessment carried out for Mill Lane Cemetery

It was **RESOLVED** to approve the clerk's risk assessment template for Mill Lane Cemetery subject to amending the frequency of checking memorial stone stability to every six months.

Cllr. Coley suggested the clerk also create a Parish Council action schedule.

e) To consider ordering more 'no dogs' signs for the recreation ground

Cllr. Wynn suggested ordering more 'no dogs' signs for the recreation ground. It was **RESOLVED** that Cllr. Scott order more A4 sized signs as per the previous ones and that a notice be put on Bradfield Buzz reminding residents not to bring dogs on to the grounds.

f) To consider request from resident to use Recreation Ground football pitch on 11th April 2022 from 8 a.m. to 7 p.m. for children's charity event raising funds for charity Campaign Against Living Miserably (CALM)

Cllr. Wynn had spoken with the Bradfield Rovers Football Club who had confirmed there were no football matches booked for the date in question. As such it was **RESOLVED** to approve the resident's request to use the Recreation Ground football pitch on the 11th April 2022 from 8 a.m. to 7 p.m. The clerk was asked to remind the resident that should he require use of the village hall this would need to be arranged separately through the Bradfield Village Hall committee.

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

No new issues had been reported. Cllr. Gunter had painted the goalposts.

106/21 Planning Applications - To consider commenting on the following planning applications

a) 21/01754/FUL, Proposed change of use from Class D1 (place of worship) to C3(a) Residential with internal works, Bradfield Methodist Church, Heath Road, Bradfield, CO11 2XD

It was **RESOLVED** that the Council fully support this planning application.

b) 21/01782/FUL, Proposed extension of existing care home to provide additional bedrooms and new kitchen, Meadowcroft, Steam Mill Road, Bradfield, CO11 2QY

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

c) 21/01814/LBC, Proposed reconstruction of the top of the main chimney stack following fire damage, Thatched Cottage, Wix Road, Bradfield, CO11 2UX

Cllr. Wynn noted that this planning application had already been approved by TDC.

d) 21/01845/FUL, Proposed detached dwelling and detached single garage on land adjacent to host dwelling for private use, Stour Lodge Cottage, Station Road, Bradfield, CO11 2UP

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

e) 21/01907/OUT, Outline with all matters reserved for the erection of one self-build bespoke designed dwelling, Land adjacent The Glebe, Wix Road, Bradfield, CO11 2UX

It was **RESOLVED** that the Council object to this planning application for the following reasons:

- The land in question is outside the designated development area of Bradfield;
- Adding an entrance/exit at that particular part of the road is considered challenging;
- A new village gate is due to be placed on the verge near to the where the entrance/exit of this development would be within the next three to four months.

107/21 Queen's Platinum Jubilee

a) To consider updated quotes for the manufacture of a beacon

It was noted that the updated quote from DTE Steelman had the wrong measurements and as such at a quote of £9,821 plus VAT it far exceeded the Finance Committee's proposed £4,000 beacon expenditure within the 2022/23 draft budget. It was proposed that a scaled down model be agreed, quotes sought in line with the scaled down model and an emergency council meeting arranged for mid-January to discuss options.

b) To consider lottery funding opportunities for beacon

It was **RESOLVED** that the Council submit a grant application to the Jubilee National Lottery Community Funding for both the beacon and other jubilee related expenditure.

c) To consider costs for Bradfield Village Hall hire

A quote of £240 had been received for the Bradfield Village Hall hire to include use of toilet facilities and electrical supply from 8pm - 10pm on Thursday 2nd June, storage of alcohol from Saturday 4th June at a pre agreed time with the TEN holder present overnight and use of the hall and all facilities all day on Sunday 5th June.

It was **RESOLVED** to accept the quote although the clerk was asked to look into whether or not the TEN requires the actual TEN holder to be present or whether a delegated nominee could be present instead.

d) To consider costs for Tendring Brass Band hire

Tendring Brass Band had confirmed that they would be able to provide an ensemble of approximately 10 players for Thursday 2nd June at a fee of £200. It was **RESOLVED** that the quote be accepted.

e) To consider costs for bouncy castle hire

A quote had been received for a basic 12x12 bouncy castle in any theme at £60 and a 12x15 bouncy castle with a slide in any theme at £85 with a combined price of £130 for the day. It was noted that the bouncy castles on offer were only suitable for younger children and it was **RESOLVED** that the clerk seek an alternative quote from Bounce Bounce in Clacton.

f) To consider nominating charity for charitable donations / raffle

It was **RESOLVED** that the Essex and Herts Air Ambulance be nominated recipient of any charitable donations / raffle from the Council's Queen's Jubilee celebrations.

g) To review risk assessment carried out for beacon lighting

The clerk had put together a beacon risk assessment based on a template she had kindly received from Ardleigh Parish Council. It was **RESOLVED** to accept the suggested risk assessment with a view to finalising the details in April.

h) To consider suspending ‘no dogs’ rule at Recreation ground on Sunday 5th June 2022 in line with Byelaws Made under Sections 12 & 15 of the Open Spaces Act 1906 by the Parish Council of Bradfield, dated 20th July 1976

It was noted that the current Byelaws do not actually ban dogs from being taken on to the Recreation Ground as long as they are kept under control and as such no suspension would be needed. Cllr. Scott requested that the Council seek to amend the Byelaws after the Jubilee celebrations to include a ban on dogs and that this is added to the next meeting agenda for further discussion.

Cllr. Wynn noted that she had spoken with Bob’s Beautiful Bakes who had quoted £180 to make a celebration cake in the shape of the number 70 (consisting of 50% sponge and 50% lemon rather than fruit, and catering for approximately 100 people). She also noted that Bradfield Primary School’s Headteacher had confirmed that they would be happy to take part in the celebrations and that they would lend the Jubilee committee their coconut shy.

108/21 To consider nominating a parish council representative to serve on the Bradfield Village Hall Committee

It was **RESOLVED** that Cllrs. Gunter and Osborne be nominated to serve on the Bradfield Village Hall Committee.

109/21 To consider meeting dates for 2022

It was **RESOLVED** to agree the suggested meeting dates for 2022 but with no meeting taking place in January.

110/21 To consider increasing clerk’s working hours from 18 up to 22 hours per week

Cllr. Wynn noted that with an increasing workload the clerk was having difficulty completing all administrative tasks properly including filing within an 18 hour working week. It was **RESOLVED** that the clerk’s working hours be increased to 22 hours per week from 1st January 2022 and that as the clerk had recently qualified as a visual playground inspector that the new hours also include such inspections on a fortnightly basis using the new playground inspection software from PSS Live.

111/21 To consider responding to Essex County Council’s survey Everyone’s Library Service 2022-2026 Plan

It was **RESOLVED** that Cllr. Wynn and the clerk respond on the Council’s behalf.

112/21 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 £1,470.13 as at the 30th November 2021 and the savings account £100,108.16. It was **RESOLVED** that the bank reconciliation be approved.

b) To consider and agree the 2022/23 budget and precept as recommended by the Finance Committee

The draft budget as proposed by the Finance Committee had been circulated in advance of the meeting. The following additional proposals were put forward:

- To increase the Salary cost code from £17,000 to £20,000 and Pension cost code to £1,100 to allow for the clerk's agreed increased working hours;
- In addition to the already suggested balances carried forward, to also carry forward the projected balance within the following cost codes to help reduce the proposed precept request: Insurance (£200), Play Equipment Repairs (£1,000), Litter Bins (£500), Small Projects (£1,000) and Chairman's Allowance (£400);
- To release £2,000 from the New Cemetery Land reserve to reduce the proposed precept request;
- To set the required precept at £66,895.

It was **RESOLVED** that the budget as recommended by the Finance Committee be approved subject to the above amendments.

c) To consider moving to a fixed term contract with E.ON following energy price increase

The clerk had contacted E.ON who had explained that due to the low level of energy consumption from the Council's street lights there would be no cost benefit in moving to a fixed term contract. The clerk was asked to query with A&J Lighting whether the energy consumption should be even lower with the switch to LED lights.

d) To consider moving from Scribe to Rialta's accounting system

The clerk noted that the Rialta accounting system has a more user-friendly budgeting function and that by moving from Scribe to Rialta the clerk should be able to produce the budget within the software rather than using Excel, the latter practice leaving more room for error. She had received a quote of £645 plus VAT for the first year including purchase of the software with ongoing annual support and maintenance single user licence of £124 plus VAT. The Council **RESOLVED** to approve the move from Scribe to Rialta for accounting purposes subject to the clerk being satisfied with the free online software demonstration offered by Rialta. The Council will keep its cemetery management with Scribe.

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)	196.74	9.84	206.58
Allan Gifford (Band for Jubilee, PAID)	100.00	0	100.00
Barclaycard (Various)	32.07	0.00	32.07
Webfactory (Website hosting)	14.99	3.00	17.99
Hill Farm Landscapes (Maintenance)	940.00	188.00	1,128.00
Hill Farm Landscapes (Hedge cutting)	1,450.00	290.00	1,740.00
V Pretty (Internal audit)	75.00	0.00	75.00

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:	4,217.49	490.84	4,708.33

113/21 Items from councillors to be added to the next agenda

- a) To consider amending the Bradfield Recreation Ground Byelaws to ensure dogs cannot enter the grounds
- b) To install new sign at Mill Lane Cemetery
- c) To consider using PO Box for the Council's correspondence address

114/21 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change

It was noted that the planting of wildflower seeds at the new cemetery land and the installation of a smaller beacon would have a positive impact on the environment.

115/21 To note the date and time of the next meeting

The next Full Council meeting is scheduled for Tuesday 1st February 2022 at 7:30 p.m.

There being no further business the Chairman closed the meeting at 9.54 p.m.

Signed Chairman Dated