



# BRADFIELD PARISH COUNCIL

*Interim Clerk to the Council: Mrs Line Djuve-Wood*

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## **Minutes of the Full Parish Council Meeting held at the Bradfield Methodist Church Hall, Heath Road, Bradfield on Tuesday 4th February 2020 at 7.30 p.m.**

**Present:** Cllr. K. Wynn (Chairman) Cllr. K. Burton (Vice Chairman)  
Cllr. A Coley Cllr. V. Osborne  
Cllr. R. Scott Cllr. A. Mackrill (co-opted item 170/19)

**In Attendance:** 2 representatives from Corbeau Seats Rally Tendring and Clacton  
Five members of the public  
Mrs. L. Djuve-Wood (Interim Clerk)

There are currently three vacant seats on the Parish Council.

### **165/19 Apologies for Absence.**

There were no apologies for absence.

### **166/19 Declarations of Interest**

There were no declarations of interest.

### **167/19 Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the Parish Council meeting held on the 7th January 2020 be approved as a correct record and signed by the Chairman.

### **168/19 Public Voice**

There were five members of the public present. A resident expressed concerns about planning application 19/01937/FUL, to replace a two storey dwelling with five bungalows at Fieldley House on Steam Mill Road. Of particular concern was the number of houses being built in the village and it was felt that allowing this planning application to go ahead would set a precedent for other developers to build on backland plots nearby. Cllr. Coley explained that the Council had requested that TDC call-in the application. It was noted by another resident that village through roads are being used as a race track and that three near misses had been observed recently on the junction of Steam Mill Road and Straight Road.

### **169/19 Visit from Corbeau Seats Rally Tendring and Clacton Residents Liaison Team**

The Chairman welcomed Mr S. Graham, Residents Liaison Team Manager, and Mr J. Bowie, Residents Liaison Co-ordinator, to the meeting. They gave the Council an overview of the timings and logistics of the Corbeau Seats Rally event which is due to take place on the 25<sup>th</sup> and 26<sup>th</sup> April 2020 (with stages 3, 7 and 11 through Bradfield taking place on the latter date.) The route will be the same as last year with the road from Spinnels Lane in Wix through the village of Bradfield all the way through to Mistley closed to ordinary traffic from

7 a.m. to 6:30 p.m. during the day, with access points for residents who live along the route. Mr. Bowie noted that all residents will be contacted prior to the event with further details.

Questions were asked about emergency access arrangements. It was noted that residents should be phoning 999 as per normal procedure should they be in need of emergency assistance. It was suggested that the organiser also liaise with Manningtree First Responders. Cllr. Coley asked if they had enough marshalls available considering the event is larger than last year. Mr. Graham explained that they are following national guidelines and that currently they have enough marshalls to run the event safely.

Questions were also raised about ways in which the organiser can discourage spectators racing through Bradfield in order to get to the next rally stage. It was suggested that they contact involve Speed Watch. The interim clerk was asked to provide them with details of the Harwich group.

Finally, the organisers were asked if they are actively doing anything to offset carbon emissions from the event. Having not yet considered carbon capture, Cllr. Wynn suggested they donate to the Council's tree planting project. The interim clerk was asked to e-mail Mr. Graham with details of the project.

#### **170/19 Co-option – To consider candidates for parish council vacancies**

The Chairman welcomed Mr. Alan Mackrill to the meeting. Mr. Mackrill provided the Council with a brief introduction about himself and his background, including his previous experience in local government. It was **RESOLVED** that Mr. Mackrill be co-opted on to the Council with immediate effect. Mr. Mackrill signed his Declaration of Acceptance of Office witnessed by the interim clerk. Mr. Mackrill joined the councillors at the table.

#### **171/19 Clerk's Report**

The interim clerk noted the following:

- **Ref 047/16 Purchase of New Land surrounding Mill Lane Cemetery:** The interim clerk had e-mailed Ellisons requesting an itemised breakdown of all legal fees, costs and other charges, a summary report on the proposed transaction and any risks or liabilities therein, copies of relevant deeds, copy of contract and a breakdown of payments made to date. She had had no response. Cllr. Coley stated that he had since been in touch with Ellisons who had explained that a response would be e-mailed to the interim clerk imminently.
- **Ref 112/18 BT Adopt a Kiosk Scheme:** Having contacted TDC the interim clerk had been informed by the Enforcement Officer that they will be chasing BT for a response on the status of the telephone kiosk.
- **No Ref: Bradfield Village Association Change of Constitution:** As of January 13<sup>th</sup> the Bradfield Village Association legally changed their name and charity number and became known as the Bradfield Village Hall (BVH). The current lease between the BVH and the Bradfield Allotments and Recreation Ground Charity is due to be redrafted by BVH's solicitor (cost to be covered by the Council). It was agreed that the Council will look into hiring a solicitor once the lease has been changed to undertake a due diligence check.
- **Ref 073/19 Defibrillator at Bradfield Village Hall:** A representative from Bradfield Village Hall provided the Council with two options for sourcing a second hand

defibrillator, new case and battery through Manningtree First Responders – the options being an Ipad 3 defibrillator or In-House Power defibrillator costing a total of £838.80 and 969.80 respectively. It was noted that the Ipad 3 defibrillator is considered the better machine by the First Responders. The interim clerk was asked to look for any available grants to cover at least some of the cost with the remainder being paid from Council funds.

- **099/19 Storage and GDPR Audit:** Upon further inspection it has been determined that no files are currently due to be shredded.
- **159/19 Frequency of Playground Reports:** The interim clerk has contacted other councils and the EALC to determine what the minimum legal requirement is for undertaking visual and written play equipment checks. She has not yet been provided with a clear answer.

### **173/19 Councillor/Working Party Brief Reports**

There were no reports from councillors or working parties.

### **174/19 Planning**

**To consider the following planning applications:**

- a) **19/01937/FUL, Proposed demolition of existing two storey dwelling and erection of a replacement bungalow, formation of a private drive and erection of four bungalows with associated parking facilities, Fieldley House, Steam Mill Road, Bradfield**

It was noted that the Council had requested that District Cllr. Fairley call-in the application. **RESOLVED** that the interim clerk will register an objection to the above planning application with Tendring District Council for the following reasons:

- The applicant proposes the demolition of a family home;
- The application is a Backland development, located in the garden of an existing home;
- The demolition of an established property in order to build others will set a precedent for other developers;
- There is no identified demand in the village of Bradfield for this type of housing;
- The market price of these properties would be beyond the reach of almost all local people;
- The proposed development is cramped. The private amenity space and the closeness of the dwellings would appear to be contrary to the Essex Design Guide;
- The proposal is for a linear development, potentially resulting in access and exit restrictions, which will be inconvenient at best and could have safety implications;
- There would be inadequate resident and visitor parking in the development, inevitably resulting in on-street parking;
- This development would result in increased traffic movement onto an already busy road which has current safety issues.

### **175/19 To consider using the Solar Farm Annual Community Benefit fund for the recreational ground tree planting project**

**RESOLVED** that the 2019/20 Solar Farm Annual Community Benefit Fund income of £3,951.09 be ring-fenced for the recreational ground tree planting project.

Cllr. Wynn noted that the Council had received a message of concern regarding the planting of fruit trees alongside the recreational ground footpath, including potential damage from growing tree roots to the pavement surface. Cllr. Wynn had sought further advice and established that whereas fruit trees do not tend to grow too large, any roots that may pose an issue can be severed. The trees will be planted nearer the hedge than the path.

#### **176/19 Amenities**

**a) To consider extending Hill Farm Landscapes Ltd's maintenance contract**

**RESOLVED** that the Council is to extend Hill Farm Landscapes Ltd's maintenance contract to include the tasks previously proposed by the Amenities sub-committee. Although difficult to establish the exact time and number of operatives needed to complete these extra tasks, Cllr. Wynn suggested that once the initial clear-up has been completed the contractor supply two operatives for half a day per fortnight to coincide with the grass cutting, subject to review.

**b) To consider quotations from Hill Farm Landscapes Ltd for various maintenance projects**

**RESOLVED** that the Council approve all the quotations provided by Hill Farm Landscapes Ltd to include hedge cutting, recreation ground tree planting (roadside and rear of the field) and the clearing of the old pre-school garden.

**c) To consider new fencing for the recreational ground's under 7 play area**

Cllr. Wynn proposed that the Council consider replacing the fence around the under-7's play area (with the addition of another gate) as well as the L-shaped pedestrian section and front section of chain link fence. She suggested looking into metal bow top railings using S106 funds, which currently stand at £10,631.06, to fund the project. The Council agreed to investigate further and look into costings.

**d) To consider installing additional street lighting**

It was noted that certain stretches of road, particularly Steam Mill Road, are very dark at night. The interim clerk was asked to investigate the cost involved in installing additional street lights.

**e) To receive playground reports and discuss any maintenance required**

Cllr. Osborne informed the Council that the new zip-wire seat had been installed. Cllr. Wynn stated that Hill Farm Landscapes had provided her with an estimated cost of £80.00 to remove the concrete block recently attached to one of the recreational ground picnic tables and to reinstate the chain. The table is currently not level with the ground and wheelchair access is proving difficult. Cllr. Scott reported that a short piece of the fencing on Rectory Gardens has fallen down and will need to be pulled up and reinstated. **RESOLVED** that the interim clerk request that the contractor deal with the above tasks at the same time as installing the new kissing gate, which is due to arrive shortly.

#### **177/19 Highways**

**a) To consider traffic calming measures on village through roads**

Cllr. Coley proposed that a meeting be set up between himself, Cllr. Wynn, District Cllr. Fairley, County Cllr. Guglielmi and ECC Assistant Highways Liaison Officer Mr. Eng to

discuss ways to eliminate HGV through traffic in Bradfield making village roads safer for pedestrians and drivers. The interim clerk was asked to arrange the meeting.

#### **178/19 Constitution**

**a) To consider appointing a Finance Committee**

**RESOLVED** that a Finance Committee be appointed with Cllrs. Wynn, Burton, Scott and Mackrill serving as committee members.

**b) To consider appointing an Amenities Committee**

**RESOLVED** that an Amenities Committee be appointed with Cllrs. Wynn, Coley, Osborne and Mackrill serving as committee members

**c) To agree Terms of Reference and delegated powers of above committees**

**RESOLVED** that the Terms of Reference for both the Finance and Amenities Committee be approved. Four members are to serve on each committee with the Finance Committee meeting quarterly and Amenities Committee meeting as and when required.

#### **179/19 To consider options for the new website**

Cllr. Scott reported that having compared several options for the Council's new website, Webfactory seems the most user-friendly and cost effective option. It was **RESOLVED** that the interim clerk instruct Webfactory to build the Council's new website subject to confirmation that the website will meet the new Website Accessibility regulations.

#### **180/19 To discuss and agree details for the spring litter picking session**

The spring litter picking session is to take place on Saturday 21<sup>st</sup> March at 10 a.m. Cllr. Scott confirmed that the Bradfield Methodist Church Hall is available free of charge for refreshments after the litter picking has concluded and that the bin bags can be stored outside until TDC collect them. Cllr. Scott offered to produce a poster advertising the event and Cllr. Coley agreed to notify TDC to collect the bin bags from the Methodist Church.

#### **181/19 Administration**

**a) To consider purchasing a new laptop and printer / scanner for the clerk**

**RESOLVED** that Cllr. Scott will investigate option and costings for a new laptop and printer / scanner and that the clerk's Office 365 package be upgraded to include the full software bundle at a cost of £9.40 per month.

**b) To consider purchasing a microphone for recording meetings**

**RESOLVED** that Cllr. Scott purchase a microphone for recordings at a cost of £80.75.

#### **182/19 Finance**

**a) To receive the monthly finance report**

The interim clerk reported that as of the 31<sup>st</sup> January 2020 the balance of the Council's current account was £11,035.30 and that of the savings account £75,112.81. A YTD comparison for all cost centres showing expenditure and income versus the 2019/20 budget was circulated. The Council's actual income to date as at the 31<sup>st</sup> January was £82,140.73 and actual expenditure £56,001.56 (including VAT to be reclaimed).

**b) To approve bank reconciliation figures for January 2020**

**RESOLVED** that the bank reconciliation for January 2020 be approved.

**c) To consider adopting NALC Model Financial Regulations 2019**

**RESOLVED** that the council is to adopt the new NALC Model Financial Regulations 2019 along with NALC's detailed recommendations as set out in their guidelines. The regulations state that separate bank accounts must be opened for charitable trusts. The interim clerk was asked to investigate whether it is absolutely necessary to open a separate bank account for the Bradfield Allotment and Recreational Ground Charity as it currently has no income or expenditure.

**d) To approve payment of invoices received in accordance with the 2019/2020 budget**

The Schedule of Payments for February was received by the councillors. **RESOLVED** that the following payments be approved:

Item	Net £	VAT £	Gross £
Cllr. Scott - Expenses High Vis Vests / Office 365 Subscr.	192.00	0.00	192.00
Cllr. Osborne - Expenses Pea Shingle for Cemetery	16.50	0.00	16.50
EON - Street lighting (approx. cost, awaiting invoice)	171.18	8.56	179.74
Hill Farm Landscapes – Unpaid Inv. Extra Grass Cut Oct	250.00	50.00	300.00
Hill Farm Landscapes Extra Grass Cut Jan	250.00	50.00	300.00
Hill Farm Landscapes Grass Cutting/Litter Picking Jan	500.00	100.00	600.00
Scribe – Annual Fee Accounts Software	492.00	98.40	590.40
A&J Lighting – New LED Light Bulb Heath Rd	364.00	72.80	436.80
Setfords Solicitors (BVH Lease)	416.67	83.33	500.00
<b>Total:</b>	<b>2,652.35</b>	<b>463.09</b>	<b>3,115.44</b>

**182/19 Items for the next agenda**

There were no items for the next agenda.

**183/19 To note the date and time of the next meeting**

The next full council meeting is scheduled for Tuesday 3<sup>rd</sup> March at 7:30 p.m. taking place at the Bradfield Methodist Church Hall.

**184/19 Exclusion of Press and Public**

**To resolve that the press and 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)**  
**RESOLVED** that the press and public be excluded for the remainder of the meeting.

**185/19 Personnel**

**a) To consider and agree the Interim Clerk's pay scale**

**RESOLVED** that the proposed pay scale for the interim clerk be approved.

**b) To receive an update from the Personnel Committee on staffing matters**

The Council received a report from the Personnel committee regarding applications received for the permanent role of clerk for Bradfield Parish Council.

There being no further business the Chairman closed the meeting at 9.25 p.m.

Signed ..... Chairman

Dated .....