

## **BRADFIELD PARISH COUNCIL**

### **Minutes of the Full Parish Council Meeting held at the Methodist Church Hall, Heath Road, Bradfield on Tuesday 7th January 2020 at 7.30 p.m.**

<b>Present:</b>	Cllr. K. Wynn (Chairman)	Cllr. K. Burton (Vice Chairman)
	Cllr. A Coley	Cllr. V. Osborne
	Cllr. R. Scott	
<b>In Attendance:</b>	Mrs. L. Djuve-Wood (Interim Clerk)	
	Three members of the public	

There are currently four vacant seats on the Parish Council

#### **148/19 Apologies for Absence.**

There were no apologies for absence.

#### **149/19 Declarations of Interest**

There were no declarations of interest.

#### **150/19 Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the Parish Council meeting held on the 3<sup>rd</sup> December 2019 be approved as a correct record and signed by the Chairman.

#### **151/19 Public Voice**

There were three members of the public present. There were no matters brought to the attention of the Council.

#### **152/19 Personnel Committee**

Cllr. Wynn reported that the Council's clerk and RFO, Jeanette Sands, had resigned from her position as of the 2<sup>nd</sup> December 2019. Her last day was the 2<sup>nd</sup> January 2020. The Councillors wish her well for the future. Cllr. Wynn welcomed the new interim clerk, Mrs. Line Djuve-Wood, currently clerk to Manningtree Town Council, who will be supporting the Council until such time they have appointed a new permanent clerk. The Council has issued a job advertisement for the clerk's role through the EALC and will also be advertising the role locally. Deadline for receipt of applications is the 31<sup>st</sup> January 2020.

#### **153/19 Clerk's Report**

The interim clerk noted the following:

**Ref 047/16 Purchase of New Land surrounding Mill Lane Cemetery:** The Land Registry Form TP1 which will transfer the parcel of land from the current owner to the Parish Council was received in October 2019 and is to be signed and witnessed. The clerk has been instructed to contact Ellisons Solicitors requesting that the Council's address is updated and a new TP1 form issued. There are outstanding queries relating to a request for a detailed breakdown of an increase in the legal fees due to be paid by the Council. Cllr. Coley stated that he has contacted Ellisons recently having left two messages but has received no response to date. The clerk was tasked with contacting Ellisons accordingly.

**Ref 112/18 BT Adopt a Kiosk Scheme:** The Parish Council is awaiting an update from Tendring District Council (TDC) regarding their request for remedial works to be carried out by BT on the kiosk prior to the Parish Council's formal adoption taking place. No update has been received since August 2019. The interim clerk was asked to contact TDC's Enforcement Team requesting an update on the current status of

this request. She was advised by Cllr. Coley to copy in TDC Cllr. Zoe Fairley in her e-mail.

**Ref 073/19 Defibrillator at Bradfield Village Hall:** The EALC Microgrant applied for in August 2019 was unsuccessful. The previous clerk had been due to look into grant funding from the British Heart Foundation of up to £300. The interim clerk was asked to investigate further.

**Ref 099/19 Storage and GDPR Audit:** Cllr. Wynn has collected the Council's files and filing cabinet from the previous clerk who has informed the interim clerk that there are several items due to be shredded. The interim clerk is to visit Cllr. Wynn to inspect the files.

#### **154/19 Councillor/Working Party Brief Reports**

Cllr. Scott stated that all councillors and clerk should now be using Microsoft Office 365.

Cllr. Wynn noted that the clothing recycling bin by the Bradfield Village Hall has not been emptied for months and is once again overflowing despite several requests having been made to TDC and their contractor to empty the bin. Cllr. Wynn suggested the solution may be to get rid of the bin if they cannot manage to empty it on a regular basis. The clerk was asked to chase this matter up with TDC and put in a report of fly tipping.

Cllr. Wynn also reported that the Council has not yet been charged by TDC for their emptying of the dog bins. Cllr. Coley suggested that TDC may empty a certain number of bins for free. The clerk was asked to investigate.

#### **155/19 Corbeau Seats Rally**

The Council had received an e-mail from the car rally's Resident Liaison Team Manager confirming that the rally is due to take place on the 25<sup>th</sup> and 26<sup>th</sup> April 2020. He had offered to attend a Parish Council meeting to deal with any questions and concerns councillors and residents may have regarding the event.

It was **RESOLVED** that the interim clerk would invite the Team Manager to the Parish Council meeting taking place on the 4<sup>th</sup> February 2020. She is to request an advertisement from the rally organiser for display on the Parish Council noticeboards, website and social media. Cllr. Coley requested that the clerk also ask the organiser what they are planning to do about offsetting the carbon footprint from the event, suggesting they may wish to donate some of the rally income towards the Council's tree planting.

#### **156/19 Planning**

No planning applications had been received. Cllr. Wynn noted that the Public Inquiry into the appeal for the outline planning application for the erection of up to 100 dwellings, Land South of Harwich Road, Mistley will begin at 10 a.m. on the 23<sup>rd</sup> January at Tendring District Council's Weeley offices. Cllr. Coley added that the appeal to TDC's refusal to the planning application for 485 houses on land south of Long Road and West of Clacton Road, Mistley had been approved.

#### **157/19 Finance Report**

The interim clerk reported that as of the 2<sup>nd</sup> January 2020 the balance of the Council's current account was £12,353.92. A payment of £360.00 to PKF Littlejohn for the annual external audit had since been made. The balance of the savings account was £75,112.81.

The Schedule of Payments for January was received by the councillors and it was **RESOLVED** that the following payments be approved:

Item	Net £	VAT £	Gross £
Employment Costs (3 weeks December)	396.00	0.00	396.00
Bradfield Village Hall (hall rental 09/18 – 12/19)	195.00	0.00	195.00
EON (Street lighting – approximate cost, awaiting invoice)	171.18	8.56	179.74
Mr. D. Thurlow (budget preparation)	130.00	0.00	130.00
Accent Stationers (printer/scanner)	48.23	9.56	57.88
<b>Total:</b>	<b>940.41</b>	<b>18.21</b>	<b>958.62</b>

An invoice from Scribe, the Council's accountancy software provider, had been received due for payment at the end of February. The interim clerk queried the amount of £590.00 and was asked by the councillors to check its accuracy.

The interim clerk noted that the Council should be receiving monthly bank reconciliations.

#### **158/19 Annual Budget/Precept**

The Council received the draft budget for 2020/21 which had been prepared by an external party. The projected expenditure for 2020/21 is £60,675 with an anticipated income of £507.00 which suggests a precept of £60,168.00 will be required. This represents a 4.8% reduction in tax from the current year to a band D property which equals an annual charge of £124.31, down from £130.57.

The interim clerk noted that she was not currently in a position to advise the Council on estimated end of year reserve figures as the Council's year to date expenditure and projected end of year expenditure versus the current budget figures had not been calculated or provided within the draft budget. Neither was it clear how the current reserve figures had been obtained or calculated.

As the deadline for sending the precept request form to TDC is the 17<sup>th</sup> January 2020 it was **RESOLVED** to accept the proposed draft budget for 2020/21 and that the interim clerk will ask TDC for a precept of £60,168.00.

#### **159/19 Grounds Maintenance**

The councillors received the weekly playground inspection reports. Cllr. Osborne reported that the zip wire seat at the playground has a small cut in it. This is not thought to pose a danger to children using the play equipment. The seat is due to be replaced. Cllr. Osborne is happy to continue carrying out safety inspections of the play equipment until such time other arrangements have been agreed. The interim clerk was asked to investigate the frequency as to which these inspections legally have to be carried out.

#### **160/19 Solar Farm – Annual Community Benefit Payment**

The councillors were asked to consider how the community benefit payment should be spent.

**RESOLVED** that this item be deferred to the February meeting.

#### **161/19 Amenities Sub-Committee**

The sub-committee reported that they had met with Hill Farm Landscapes on the 9<sup>th</sup> December 2019 and were proposing the following recommendations:

- To once again include the cutting / strimming of the grass in the Mill Lane Cemetery in the HFL rota;

- To include the cutting of the grass verge roadside of the hedge of the playing field at no extra cost to the Council;
- To put forward a proposal to the Council for HFL to undertake the tasks previously undertaken by the handyman contractor, including sweeping and tidying of the recycling area and two bus shelters, collecting litter on the playing field and under hedges and completing the Council's play equipment checks.

It was **RESOLVED** that the Council will formally approach HFL asking them to price the additional items listed above and that the Council will allocate £4,000 in their budget towards the additional costs.

In addition, it was **RESOLVED** that the Council is to request a quotation from HFL for the following tasks to be carried out at the Recreation Ground:

- To provide a robust autumn cut of the hedges and early spring trim as necessary;
- To remove rose beds and replace with a row of ornamental trees, with spring bulbs to be planted around the base;
- To plant native or red oak trees filling in the gaps to the rear of the playing field;
- To remove dead branches and complete any necessary tree surgery to existing trees;
- To create a wild space to the far-right corner including the planting of fruit trees;
- To remove the old tyres from the old pre-school garden and request that the Football Club remove the old goal posts; and
- To replace the broken silver gate on the playing field with a Kissing Gate.

#### **162/19 Items for the next agenda**

- Solar Farm – Annual Community Benefit Payment
- Highways – to consider traffic calming measures on village through roads

#### **163/19 Personnel Committee, Exclusion of the Press and Public**

The Public Bodies (Admission to Meetings Act 1960) and the Local Government Act 1972 ss 100 and 102. The Council considered and agreed to exclude the public (no press was present) for the item of business to be considered on the grounds that it involved the likely disclosure of exempt information.

The Council received a report from the Personnel Committee and was asked to consider additional actions. **RESOLVED** that the Council approve the Personnel Committee's recommendations.

#### **164/19**

##### **Date and time of next meeting**

The next full parish council meeting is scheduled to take place on Tuesday 4<sup>th</sup> February 2020 in the Methodist Church Hall, Heath Road, Bradfield.

There being no further business the Chairman closed the meeting at 9.28 p.m.

Signed ..... Chairman Dated .....