



# BRADFELD PARISH COUNCIL

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

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## **Minutes of the Full Parish Council Meeting held virtually via Webex on Tuesday 7th July 2020 at 7.30 p.m.**

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

There are currently two vacant seats on the Parish Council.

### **21/20 Apologies for Absence.**

There were no apologies for absence.

### **22/20 Declarations of Interest**

There were no declarations of interest.

### **23/20 Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the extraordinary Parish Council meeting held on the 30th June 2020 be approved as a correct record and be signed by the Chairman.

### **24/20 Public Voice**

There was one member of the public present who had problems connecting to the virtual meeting. He was subsequently able to join the meeting later and raised his concerns during the agenda item about speeding vehicles entering and exiting the village from Clacton Road and via the Straight Road/Steam Mill Road junction (please see item 29/20 b).

### **25/20 District and County Councillor Reports**

District and County reports had been received by TDC and ECC and circulated to all councillors.

Cllr. Wynn noted that the Lawford Recycling Centre is due to reopen on the 10th July 2020.

### **26/20 Clerk's Report**

The clerk noted the following:

- **Ref 047/16 Purchase of New Land surrounding Mill Lane Cemetery:** The first working party meeting was held where Cllrs. Wynn, Scott and the clerk went through all historic communication with Ellisons and all payments made. It was established that Ellisons had offered the Council a fixed fee of £960 (incl. VAT) in 2016 to complete the transfer of land. The clerk had e-mailed Ellisons querying the fees over and above the fixed fee quote but had received no response to date, other than confirmation that the landowner's solicitor had received their fees. The item was on the agenda for discussion.
- **Ref 115/17: Bradfield Village Association Change of Constitution:** A first working party had been arranged and was due to take place on the 9th July between Cllrs. Wynn, Gunter and the clerk to go through the lease before passing it on to the BVH for review.
- **Ref 073/19 Defibrillator at Bradfield Village Hall:** The BVH is awaiting a reply from Manningtree First Responders on the supply and installation of the defibrillator.
- **179/19 To consider options for the new website:** The new website has been launched. Cllr. Burton had contacted two members of the public who are passing on both historic and current photos of the village for use on the website.

- **198/19 To consider inviting Mr. R. Eastwood, Safer Communities Officer, TDC, to give a presentation to the Council on County Lines:** This is still on hold due to COVID-19 lockdown restrictions.
- **201/19 a) To consider options for new laptop and printer / scanner for the clerk:** Cllr. Scott noted that he has investigated further options for a Dell laptop but that the Council will need to raise the cost limit to £800.
- **10/20 b) To consider submitting an LHP scheme for improvements to be made to the Street/Wix Road junction:** Essex Highways has reported that an engineer has visited the site and that the scheme is on their Schemes Awaiting Funding list for panel consideration.
- **11/20 b) To consider replacing the bench on Station Road:** The bench has been received and installed.
- **13/20 c) To consider the renewal of the Council's insurance policy:** The Council's long-term agreement with CAS has been confirmed and payment is due for approval at this meeting.
- **13/20 d) To consider putting in an insurance claim for damage to guttering and glass units at the Bradfield Village Hall:** The clerk had taken several photos of the damage and passed this on to Aviva who have arranged for a contractor to visit the site to inspect the damage.
- **13/20 e) To consider undertaking a reinstatement valuation for the Bradfield Village Hall:** This had been completed as reported at the extraordinary meeting in June.
- **13/20 j) To consider clearing the PWLB loan using council reserves:** The loan has been paid off in full. In order to guarantee same day payment the amount of £8,042.28 had to be paid via CHAPS which incurred a £25 bank transfer fee.
- **To consider applying for a council credit card:** The application has been submitted to Barclaycard and the clerk is awaiting their decision.

#### **27/20 To receive councillor / working party brief reports**

Several working parties had met since the last full council meeting. Items relating to the Mill Lane land purchase as well as street lights were on the agenda for discussion.

#### **28/20 COVID-19**

##### **a) To consider the safe reopening of the recreational ground play area in line with new COVID government guidelines**

The clerk had attended an EALC webinar on the safe reopening of playgrounds and had carried out a risk assessment. It was **RESOLVED** that the playground be reopened as soon as possible with COVID awareness signs being put in place to aid with social distancing and the recommendation of children using hand sanitiser before and after using the play equipment. Cllr. Scott offered to order the signs. Temporary laminated signs are to be put up in the playground until the new signs arrive.

##### **b) To consider the closing down of the parish council COVID support group**

**RESOLVED** that the Council's COVID support group be closed down and that Cllr. Wynn will note this in her Grapevine report due on the 10th July.

#### **29/20 Highways/Environment**

##### **a) To consider putting in a formal complaint to County Broadband regarding recent work carried out in the village**

Cllr. Wynn reported that County Broadband had sent an e-mail of apology to the Council and are due to send a letter of apology to all residents affected by the initial works. Cllr. Scott noted that there had been discussions taking place at a senior level at County Broadband to address the various issues and that changes to future work is being implemented as a result.

##### **b) To consider concerns raised by resident regarding speeding vehicles entering and exiting the village from Clacton Road and via Straight Road/Steam Mill Road junction**

The clerk noted that she had asked for advice on the matter from the police and County Councillor Guglielmi. The police had responded saying they were limited in what they can do except pass it on to Speedwatch, past COVID-19, and highlight for patrols in the area.

Essex Highways would need to take responsibility for implementing any speed measurements.

Cllr. Wynn had spoken about the issue with Mr. Tom Eng from Essex Highways who had said Bradfield was not the only parish affected by speeding during lockdown. She expressed concerns about the actual junction where drivers have to pull out of Straight Road into Steam Mill Road to check for oncoming traffic as well as drivers increasing their speed before they reach the end of the village.

A member of the public noted that the 30mph sign when arriving in to the village from Clacton Road was too close to the junction. He was particularly concerned with the number of accidents and near misses that have happened and noted that a more serious accident will occur if nothing is done to deal with the issues. He also noted that when entering the junction from Straight Road motorists have to pull out as much as two feet onto Steam Mill Road to check for traffic. Cllr. Mackrill added that there were obstructions to vision at both sides of the road with a large cable reel on the righthand side and an overgrown hedge on the other. Cllr. Wynn suggested it may be possible to incorporate the moving of the 30mph sign with the installation of the proposed village gates and that she would contact Mr. Eng.

**c) To consider ways of protecting verges as wildlife habitats and formally challenging ECC Highways on indiscriminate and poorly timed verge cutting in the local area**

Cllr. Wynn noted that the issues raised were originally in relation to the destructive verge cutting by Tendring District Council at Mill Lane in mid-May. The clerk had contacted County Cllr. Guglielmi who had acted quickly. An ultimate response had been received from Highways where they stated that the damage was due to the driver of the tractor being new and unfamiliar with both the vehicle and the area and that the damaged area is to be treated with top soil and is to be seeded. Cllr. Wynn added that she had since noticed that verges across the parish and indeed Tendring was being cut in the same damaging way and that she did not feel that Mill Lane in particular as well as Dairyhouse Lane and Cansey Lane should be cut at all. She emphasised that verges are part of the few remaining wildlife habitats now that much land is being taken up by new housing. She noted that in 2019 TDC declared a climate emergency, stating that they were working towards becoming carbon neutral. Verges can play a part in carbon capture. It was **RESOLVED** that the clerk write to Tendring District Council and Essex Highways requesting that going forward they consider greatly reducing the areas that are cut and ensure careful planning goes into the time of year that the verge cutting takes place.

**d) To discuss the installation of village gates, including desired location, design and cost**

Cllr. Wynn suggested four village gates be installed at Wix Road, Windmill Road, Steam Mill Road and the B1352 as you enter the village. She had been in contact with Mr. Tom Eng of Essex Highways who had been extremely helpful. Essex Highways use Glasdon as their manufacturer for village gates and the average cost is around £750 per gate. The easiest option for installation would be for Highways to undertake the work and for the parish council to fund the project. Mr. Eng is currently looking into the matter and will report back and send out a design team should the Council wish to go ahead. She had also provided Mr Eng with the planning application details of the land adjacent to Emsworth House, recently approved, and suggested they may get the developer to fund the sign on that particular stretch of road. It was **RESOLVED** that the Council would like to go ahead with the village signs.

### 30/20 Amenities

#### a) Trees - Recreation Ground

##### i. To consider quote from Hill Farm Landscapes for ongoing maintenance / watering of the newly planted trees, including annual tree surveys

The clerk noted that she had been informed that Hill Farm Landscapes are currently unable to take on an on-going maintenance contract for the trees due to other work commitments. They will continue to water the trees on their fortnightly visit to the recreation ground.

##### ii. To consider replacing three deceased trees

Cllr. Wynn noted that the replacement of the dying trees will have to take place in the autumn and that whereas the Council will have to cover the cost of any new trees Hill Farm Landscapes have confirmed they will not charge for the labour.

##### iii. To consider tree ties/support for sapling branches laden with fruit

Cllrs. Coley and Osborne reported that the new trees are too young to support their fruit and will need additional support. Cllr. Wynn stated that the trees have also been subject to damage from Muntjac deer. Hill Farm Landscapes are considering creating non-plastic guards for the trees.

##### iv. To discuss outside tap

Cllr. Coley proposed that an outside lockable or self-closing tap be installed by the village hall to enable councillors to water the trees when visiting the recreation ground. It was **RESOLVED** that the clerk contact the Bradfield Village Hall to make enquiries and that she look into options for taps.

#### b) To consider quotes received for the U7 playground fencing project

Quotes from three separate fencing specialist companies were presented to the Council. It was **RESOLVED** that the Council go with the cheapest quote provided by C&W Fencing at a total cost of £7,260 net which includes fencing for the U7 playground with two new gates, fencing for the central entrance point with one new gate and resurfacing of its pathway. The clerk is to inform Tendring District Council of the Council's decision and seek approval to fund the project using S106 money.

#### c) To consider installing a ball wall at the recreational ground

Cllr. Wynn had sought a quote from JB Corrie & Co Ltd for a new ball wall and received a cost of supply and installation at a cost of between £5,983 and £8,113 depending on size. They had not provided a supply only cost. Several councillors objected to a ball wall being installed, partially due to the cost involved but also the fact it may wear easily and become a target for graffiti. It was **RESOLVED** that the Council will not invest in a ball wall.

#### d) To consider request from BVH to supply six notices for village hall requesting no footballs to be kicked against the village hall walls

**RESOLVED** that the Council is to purchase signs for the village hall walls as per BVH's request. Cllr. Scott is to liaise with the BVH secretary regarding the exact wording.

#### e) To consider design and installation suggestions for obelisk stone for VE / VJ Day anniversary memorial

Cllrs. Coley and Osborne presented a design and engraving proposal to the Council for the VE/VJ day memorial. Cllr. Wynn noted that she had been in contact with Mr Andrew Wood from Wood for Stone who had suggested a design mimicking the War Memorial, possibly with rounded or squared steps at the base. She said that at a charge Mr. Wood had offered to create professional drawings for the Council. It was **RESOLVED** that a working party be set up to deal with the project which Cllr. Coley noted should be

completed this year. The Council agreed to instruct Wood for Stone to create the drawings.

**f) To consider refurbishment suggestions for the War Memorial at St. Lawrence Church**

Cllr. Coley stated that the war memorial is in need of refurbishment before the engraved names fade completely. It was **RESOLVED** that the same working party dealing with the VE/VJ day memorial would also look into refurbishment options for the war memorial.

**g) Cemetery - Mill Lane**

**i. To discuss management of green waste**

Cllr. Osborne noted that there is currently no facility to dispose of green waste at the cemetery and that as a result the main bin is overflowing. It was **RESOLVED** that the clerk contact TDC requesting that a brown bin be provided for green waste.

**ii. To note urgent repair carried out on cemetery gates**

Cllr. Wynn noted that Derek Taylor Engineering had recently carried out repairs to the cemetery gates as they had been damaged and were no longer closing properly.

**iii. To discuss grass cutting**

b) Cllr. Coley noted that the grass at the cemetery had grown too tall but that it had since been cut.

**i. To discuss trip hazard on pathway**

Cllr. Osborne noted that the trip hazard identified on the cemetery pathway had since been dealt with.

**ii. To discuss further steps needed to complete land transfer**

As per the clerk's earlier report she had not received a reply to her e-mails to Ellisons. It was **RESOLVED** that she would put in a formal complaint should she not have received a reply within the week and that the Council will consult with the Law Society should their complaint not be effectively dealt with.

**h) Telephone Kiosk - Strangers Home Public House**

**i. To consider early adoption and restoration by volunteers**

Cllr. Osborne suggested that as the Council has now tried to get BT to restore the telephone kiosk for over a year that the Council consider adopting it instead. He offered to lead the project with a team of volunteers. It was **RESOLVED** that the Council would like to adopt the telephone kiosk.

**ii. To consider canvassing parishioners regarding future use**

It had previously been suggested by a member of the public and agreed that the telephone kiosk be converted to a book exchange. It was **RESOLVED** that Cllr. Wynn consult residents in her upcoming Grapevine report.

**i) To consider full page advert in Grapevine Magazine for street light survey**

Cllr. Wynn reported that the street light working party would like to publish their survey on street lights in the Grapevine magazine in the form of a full page advert. In light of the corroded street light on Heath Road, which had to be cut down by the contractor recently to stop it from falling over, it was **RESOLVED** that the survey be put on hold until the Council has more details of current street lights.

**j) Bradfield Litter Picking**

**i. To set a provisional date of the 3rd October 2020**

**RESOLVED** that a date be set for the 3rd October 2020 for the next litter pick. Cllr.

Coley agreed to contact TDC to reserve litter picking equipment.

**ii. To consider purchase of litter picking equipment and councillor use**

**RESOLVED** that the clerk order 10 litter pickers and 10 hoops for councillors to keep at their respective homes.

**k) To receive an update and note quotations for maintenance to be carried out by play equipment providers following annual playground inspection**

The clerk had received quotes for the required maintenance work to the play equipment from both Safeplay and NGF. Safeplay had also quoted for additional work and replacement of grass mats where silted or absent. NGF had also quoted to fit a new zip wire cable as this should be replaced every three years. It was **RESOLVED** that both contractors be instructed to carry out their respective work as identified in the annual inspection report, including replacing the zip wire cable. The clerk was asked to seek alternative quotes from other companies for the grass mats.

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

Fortnightly maintenance inspections had been carried out. There was nothing to report.

**31/20 Planning Applications - To consider the following planning applications**

**a) 20/00665/FUL, Proposed new extension and internal alterations, Thatched Cottage, Barrack Street, Bradfield**

**RESOLVED** that the Council has no comment to make on this planning application.

**b) 20/00806/FUL, Detached garage/workshop, Mill Lane Nursery, Mill Lane, Bradfield**

**RESOLVED** that the Council has no comment to make on this planning application.

**32/20 To consider renewing the Rural Community Council of Essex membership**

**RESOLVED** that the membership be renewed.

**33/20 Finance**

**a) To review, approve and sign section one, Annual Governance Statement, of the Annual Governance and Accountability Return 2019/20**

The Council reviewed and completed the Annual Governance Statement. It was **RESOLVED** that the statement be approved and signed.

**b) To approve and sign section two, Accounting Statements, of the Annual Governance and Accountability Return 2019/20**

**RESOLVED** that the Accounting Statements as completed by the Responsible Financial Officer be approved and signed.

**c) 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 £1,008.72 as at 30th June 2020 and the savings account £87,122.57. **RESOLVED** that the bank reconciliation be approved.

**d) To discuss correspondence from BVH regarding payment of excess for village hall insurance claim**

The BVH had contacted the clerk requesting that the Council pay the £125 excess of the insurance claim as the damage was caused by residents using council land. It was **RESOLVED** that the Council cover the excess.

e) **To consider statement received from A&J Lighting regarding outstanding invoices**

The clerk noted that there were several outstanding invoices for A&J Lighting dated between 2017 and 2019. She had checked the accounts and could confirm they had not previously been paid. It was **RESOLVED** that the invoices be approved for payment.

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

**RESOLVED** that the following payments be approved:

Payee	Net £	VAT£	Gross £
EON (Paid in June)	171.18	8.56	179.74
James Aldridge (Paid in June)	450.00	90.00	540.00
PWLB (PAID)	8042.28	0	8042.28
Barclays Bank (Paid in June)	25.00	0.00	25.00
Kreon Wynn Expenses	75.00	0.00	75.00
Microsoft (R Scott)	72.00	14.40	86.40
Hill Farm Landscapes	940.00	188.00	1,128.00
Webfactory	14.99	3.00	17.99
Webex (L Djuve-Wood)	12.50	2.50	15.00
Realise Futures	447.91	89.58	537.49
Derek Taylor Engineering	300.00	60.00	360.00
Community Action Suffolk	1167.85	0.00	1,167.85
EALC (Webinar)	40.00	8.00	48.00
EALC (Webinar)	40.00	8.00	48.00
EALC (Webinar)	170.00	34.00	204.00
A&J Lighting	89.50	17.90	107.40
Safeplay	55.00	11.00	66.00
TDC (Annual inspection)	46.00	9.20	55.20
RCCE (Membership)	60.50	12.10	72.60
A&J Lighting	558.00	111.60	669.60
Amazon (L. Djuve-Wood) (Ink)	84.57	16.92	101.49
L Djuve-Wood (PAYE July)	844.19	0.00	844.19
HMRC (Tax/Ni July)	207.52	0.00	207.52
NEST (Pension July)	35.76	0.00	35.76
L Djuve-Wood (PAYE August)	844.19	0.00	844.19
HMRC (Tax/Ni August)	207.52	0.00	207.52
NEST (Pension August)	35.76	0.00	35.76
A&J Lighting (outstanding invoice)	83.00	16.60	99.60
A&J Lighting (outstanding invoice)	170.05	34.01	204.06
A&J Lighting (outstanding invoice)	106.85	21.37	128.22
A&J Lighting (outstanding invoice)	0.00	160.00	160.00
A&J Lighting (outstanding invoice)	146.70	29.34	176.04
A&J Lighting (outstanding invoice)	115.85	23.17	139.02
A&J Lighting (outstanding invoice)	135.35	27.07	162.42
<b>Total:</b>	<b>15,795.02</b>	<b>996.32</b>	<b>16,791.34</b>

**34/20 Items from councillors to be added to the next agenda**

- a) To discuss studded crossing area near the village store on Heath Road
- b) To consider co-option of new councillor

**35/20 To note the date and time of the next meeting**

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

**36/20 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 members of the public and press be excluded from the remainder of the meeting due to the confidential nature of the next agenda item.

**37/20 To consider, approve and sign the clerk's employment contract**

**RESOLVED** that the clerk's employment contract be approved and signed.

**38/20 To note the date and time of the next meeting**

There being no further business the Chairman closed the meeting at 10:20 p.m.

Signed ..... Chairman

Dated .....