



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mrs Line Djuve-Wood

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Minutes of the Full Parish Council Meeting held virtually via Zoom on Tuesday 2nd February 2021 at 7.30 p.m.

Present:	Cllr. K. Wynn (Chairman)	Cllr. K. Burton (Vice Chairman)
	Cllr. A. Coley	Cllr. R. Scott
	Cllr. S. Gunter	Cllr. R. Mitcham
	Cllr. A. Mackrill	Cllr. V. Osborne
In Attendance:	County Cllr. C. Guglielmi	2 members of the public
	L. Djuve-Wood (Clerk)	

130/20 Apologies for Absence

There were no apologies for absence.

131/20 Declarations of Interest

There were no declarations of interest.

132/20 Minutes of the Previous Meeting

RESOLVED that the minutes of the Full Council meeting held on the 5th January 2021 be approved as a correct record and signed by the Chairman.

133/20 Public Participation

There were two members of the public present, including one to be considered for co-option and one interested in the position of tree warden. No issues were raised.

134/20 Co-option

The Chairman welcomed Mr. Dean Booker to the meeting. Mr. Booker gave the Council a brief introduction about himself after which it was **RESOLVED** that Mr. Booker be co-opted on to the Council. The clerk stated she would e-mail Mr. Booker the Declaration of Acceptance of Office and Disclosable Pecuniary Interests forms for him to complete prior to the next full council meeting.

135/20 District and County Councillor Reports

District and County reports had been received from TDC and ECC and circulated to all councillors. The ECC report contained information on a £500 grant available to Essex residents self-isolating as well as recent COVID related statistics. The TDC report highlighted the district council's receipt of a £220k grant from the Government's Community Champions scheme to support outreach work in the district's communities as well as information on COVID-19 support grants for business owners. It also highlighted TDC's formal adoption of the first part of its new Local Plan, including The Tendring District annual housing requirement which, during the life of the plan, is subsequently reduced back to 550 homes. In addition, TDC had advised that during remote meetings the chat function is not to be used to make comments on items under consideration or to each other, to move amendments or to indicate support or objections, all of which can be achieved by indicating to speak and making statements in the normal manner. The chat function is not visible to the public, because it does not form part of the live stream.

Finally, the report also noted that the Monitoring Officer is shortly to provide directions on how all councillors should appropriately withdraw from a Virtual Meeting when declaring an interest.

136/20 Clerk's Report

The clerk had circulated the clerk's report in advance. Cllr. Wynn noted that she had e-mailed Mr. Barrow, Churchwarden and Treasurer to St Lawrence Church, regarding setting up an online meeting to discuss the restoration of the war memorial. The clerk also noted the following updates:

- **Bradfield Village Hall lease:** The clerk had delivered the original lease for the recreation ground to the solicitor who will make copies and pass on to BVH's solicitor.
- **New cemetery bin:** The new bin had been installed.
- **Recreation ground fingerpost:** The clerk had only heard back from three councillors regarding choice of solid or void background for the village sign finial. It was agreed a solid background would be preferable.
- **S106 funding for new playground surfaces:** The Council had received £165.58 less in S106 funding from TDC than had been requested. The clerk had contacted TDC for clarification who had explained it was a mistake on their behalf and that it would be rectified.

137/20 To receive councillor / working party brief reports

Cllr. Wynn noted that the installation of the new fencing around the U7 play area had been completed. Reflective tape is to be added to the two black gates installed as they are difficult to distinguish from the rest of the fencing. Cllr. Wynn also pointed out that the ground where the old gate used to be is quite worn away and should be levelled off and reseeded. She noted there are also other areas around the recreation ground that need similar attention.

The final phase of the work to redo the ramp and the path of the main entrance to the play area and installation of new fencing is scheduled to start on the 13th February.

Cllr. Osborne noted that the siting of the new bin at the Mill Lane cemetery was blocking the pathway. It was agreed that the clerk contact TDC requesting that the bin be moved to the left around the corner.

138/20 Highways/Environment

a) To consider appointing a tree warden

Cllr. Wynn proposed that the Council appoint Mr. Allston, a qualified tree surgeon, as the Council's volunteer tree warden. Mr. Allston added that he also knows Mr Dawson, TDC's Tree and Landscape Officer, well. It was **RESOLVED** that Mr. Allston be appointed volunteer tree warden to the parish council.

b) To agree text for new village gates

RESOLVED that the larger gate on the B1352 have a 30mph roundel on it rather than a village emblem with the text "Welcome to BRADFELD. Please drive carefully" underneath and that the three smaller gates have the same text but no roundel.

c) To consider creating a working party to clear local footpaths

Cllr. Wynn noted that following reports of Lotts lane being very overgrown Cllr. Gunter had suggested creating a working party to help clear overgrown footpaths within the

village. Cllr. Gunter added that he was happy to lead such a working group. Both Cllrs. Mackrill and Mitcham offered their assistance. Cllr. Guglielmi added that he had passed the complaints about Lotts Lane to Highways with Cllr. Coley noting that even though it may still need a bit more attention Lotts Lane was now at least passable.

d) To consider quote to supply and install new post for playground sign

Cllr. Wynn explained that HFL had not been able to fix the playground sign to the telegraph pole as previously agreed due to it being a high voltage pole. A quote had been received of £300 plus VAT to instead supply and install a new post, transfer the signs and remove the old corroded post. It was **RESOLVED** to accept the quote and that the new post should be located just in front of the aforementioned telegraph pole.

e) To discuss ways of dealing with pools of water on pavement outside recreation ground

Cllr. Wynn noted that the newly planted crocus bulbs were all being trampled over due to people trying to avoid the flooded pavement outside the recreation ground. Cllr. Osborne suggested that as the path tilts towards the recreation ground the only achievable solution to deal effectively with the flooding would be the installation of a proper highways drain or levelling off the road. Cllr. Coley suggested Essex Highways be informed and asked to investigate. County Cllr. Guglielmi stated he would be happy to arrange for someone to investigate but noted it would not be for some time due to the current lockdown. Cllr. Osborne added that Mill Lane, particularly outside the allotments, also floods regularly and requested that Highways include Mill Lane when investigating the recreation ground pavement. Cllr. Guglielmi stated that he was very happy to request this although warned that currently all ECC resources are directed to flooding of houses.

139/20 Amenities

a) To consider appointing A and B Surveys to complete a Land Registry compliant plan for BVH lease

The clerk had contacted A and B Surveys who had provided an estimate of £150 plus VAT to create a land registry compliant plan of the village hall for the BVH lease. It was **RESOLVED** to instruct A and B Surveys to complete the land registry compliant plan.

b) To consider new location for defibrillator

Cllr. Wynn informed the Council that she had received two offers of a new location for the defibrillator, including from a local resident who had offered to have it installed in her front garden and from the proprietor of the Ram & Hoggett who had suggested installing it at the front corner of her property near the substation. It was **RESOLVED** that the clerk contact the electrician to get a revised quote for installation at the Ram & Hoggett instead of the village store.

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

There had been no new issues reported. Cllr. Wynn requested that as mentioned under the item "councillor/working party reports" that HFL was asked to look at refilling any potholes and reseeding any bare areas at the recreation ground.

Cllr. Coley requested an update on the installation of the VE/VJ Day Memorial Stone. Cllr. Wynn noted that the current weather conditions are not optimal for installing the base.

140/20 Planning Applications - To consider commenting on the following planning applications

- a) **21/00014/FUL, Variation of condition 2 (approved plans) for application 18/01296/FUL to change the previously approved two storey design to a chalet style bungalow, Stour Lodge Cottage, Station Road, Bradfield, CO11 2UP**

RESOLVED that the Council does not have any comments on this planning application.

150/20 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 £8,083.46 as at 29th January 2021 and the savings account £77,702.05. It was **RESOLVED** that the bank reconciliation be approved.

- b) **To consider contributing to the membership fee for the Society of Local Council Clerks**

The clerk noted that now that she worked for two councils the membership fee to the Society of Local Council Clerks had increased significantly. Whereas Manningtree Town Council had already covered the full cost of £208, it was **RESOLVED** that Bradfield Parish Council contribute 50% (£104) towards the fee.

- c) **To approve payment of invoices received in accordance with the 2020/21 budget**

RESOLVED that the following payments be approved:

Payee	Net £	VAT£	Gross £
EON (paid)	171.18	8.56	179.74
Webfactory (website host fee)	14.99	3.00	17.99
Barclaycard (various)	51.36	0.00	51.36
Hill Farm Landscapes (maintenance)	940.00	188.00	1,128.00
C&W Fencing (U7 playground fencing)	5,225.00	1045.00	6,270.00
A&J Lighting (street light repairs)	857.00	171.40	1,028.40
Manningtree Town Council (SLCC fee 50%)	104.00	0.00	104.00
L Djuve-Wood (salary)	1,020.70	0.00	1,020.70
HMRC (NI/tax)	333.62	0.00	333.62
NEST (pension)	55.06	0.00	55.06
Total:	8,772.91	1,415.96	10,188.87

128/20 Items from councillors to be added to the next agenda

- a) To discuss plans to celebrate completion of the VE/VJ Day Memorial Stone
- b) To revisit the date set for the litter pick
- c) To discuss and plan layout of the new cemetery land

129/20 To note the date and time of the next meeting

The next full council meeting is scheduled for Tuesday 2nd March 2021 at 7:30 p.m.
Venue is dependent on future COVID-19 regulations and is to be confirmed nearer the time.

There being no further business the Chairman closed the meeting at 8:21 p.m.

Signed Chairman Dated

DRAFT