



# BRADFIELD PARISH COUNCIL

Clerk to the Council: Mr Sean Cooke  
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## Minutes of the Full Parish Council Meeting held in St Lawrence Church Room on Tuesday 4<sup>th</sup> July 2023 at 7.30 p.m.

**Present:** Cllr. K. Burton (Chair) Cllr. A. Coley (Vice Chair)  
Cllr. S. Gunter Cllr. G. Points  
Cllr. T. Weal Cllr. R. Scott  
Cllr. S. Webb Cllr. V. Osborne

**In Attendance:** 5 members of the public S Cooke (Clerk)  
Cllr. T. Ferguson (Tendring District Council)

### 44/23 Apologies for Absence

None

### 45/23 Declarations of Interest

None

### 46/23 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Extraordinary Parish Council meeting held on the 27<sup>th</sup> June 2023 be approved as a correct record and signed by the Chair.

### 47/23 Public Participation

There were five members of the public present.

Two residents wished to discuss the planning application for the Strangers Home. It was agreed to be deferred to item 53/23a).

One resident requested that the Football Club be reminded to refrain from using colourful language on the football pitch.

### 48/23 District and County Councillor Reports

A County Councillor written report had been received and circulated.

Cllr. Ferguson gave a verbal report to the Meeting. She stated that she was still actively involved in the TDC induction process, whilst still monitoring the planning situation. She also had some comments to make regarding the Strangers Home application and it was agreed to defer this to item 53/23a).

*Members of the public can access and read the latest district and county reports via the Parish Council's website [www.bradfieldparishcouncil.org.uk/news-reports/district---county-reports](http://www.bradfieldparishcouncil.org.uk/news-reports/district---county-reports).*

### 49/23 Clerk's Report

The Clerk had circulated his report in advance. He reported that outstanding items were now being addressed, such as the cemetery plan, and would be reported back to the Council as and when appropriate.

Cllr. Gunter offered to deal with item 204/22 a) - parking issues outside Bradfield Primary School. The offer was accepted.

#### **50/23 Councillor / working party brief reports**

##### **a) To discuss the Wilder Towns, Wilder Villages project, reviewing grass areas left to grow wild and how to promote to residents**

The working group reported that following a positive meeting with the grounds contractor, there had already been visible evidence of improvements in areas such as the cemetery. Wild areas under the trees in front of the BVH required further consideration and the issue of low hanging tree branches was also discussed. A suggestion was put forward that the latter might be removed, subject to any tree preservation orders or restrictions within the Bradfield conservation area. It was **RESOLVED** that the working group would follow this up and report back.

Communication and advice from Essex Wildlife Trust (EWT)-the resolution from the Council meeting dated 27<sup>th</sup> June 2023 that 'the working party would contact EWT to visit, advise on a planting scheme and also how best to engage with the community' was still an option.

##### **b) To discuss the new play equipment project**

The working group stated that this was still a work in progress.

#### **51/23 Highways/ Environment**

Street signage-the working group had circulated the results of their survey in advance. It was noted that some of the signs requiring action would require communication with Mistley Parish, TDC and ECC. This would be followed up by the working group.

Barriers on Brickmans Hill – this issue was still outstanding with Cllr. Guglielmi at ECC and would be followed up by the Clerk.

#### **52/23 Amenities**

##### **a) To receive and consider the weekly play equipment reports and note any maintenance carried out**

No reports had been carried out since the last full Council meeting but would resume shortly.

#### **53/23 Planning Applications**

##### **a) To discuss the Strangers Home Planning application reference 23/00770/VOC 'Application under Section 73 of the Town and Country Planning Act, to allow a variation of condition 5 (Occupancy) of 22/00300/VOC to allow extended opening times from 16th January to 2nd January every year'**

The Council noted that following the publication of the meeting agenda, a further amended application had been submitted to TDC, requesting that the opening times be extended from 31<sup>st</sup> January to 2<sup>nd</sup> January of the following year. Cllr. Coley commented that there had been several iterations and amendments during the process, including changes to the number of caravans on site as well as timings. Two members of the public, neighbours of the site, stated that there had been little communication or engagement with them by the current owners.

Cllr. Ferguson stated that the only voting issue related to the opening times and not to any other matters.

Following a full discussion, in which options were considered such as allowing the application to go through without comment, formally objecting or writing with comments, it was **RESOLVED** that the Council would formally object and provide written comments to TDC Planning Department.

- b) To consider commenting on Planning application 23/00811/TCA**  
'1 no. Horse Chestnut - Reduce up to 3m. 1no. Sycamore - Reduce up to 3m.  
1no. Cupressus - Reduce garden side by 2-3m but keep green.  
**Milestones, Harwich Road, Bradfield, Manningtree, Essex CO11 2XN'**  
Passed without comment.
- c) To note planning updates and discuss any outstanding planning matters**  
No new matters for comment.

#### **54/23 Consultations**

- a) To consider commenting on the North Falls Offshore Wind Farm: Statutory Consultation Section 42 of the Planning Act 2008 and/or Regulation 13 of the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 consultation**  
Cllr. Coley noted that the consultation deadline was fast approaching (14<sup>th</sup> July 2023). He requested that Cllr. Ferguson contact Cllr. Fairley at Ardleigh Parish Council, who had been very active regarding this issue, and ask what support could be offered by the Council.

#### **55/23 Manningtree/Frankenberg Partnership Association**

The Council agreed that support could be offered to the Association and **RESOLVED** that a donation of £50 would be made.

#### **56/23 Meet the Councillors**

The Council agreed that the event would take place on 16<sup>th</sup> September 2023 at the BVH, from 10am-noon. Refreshments would be provided and information made available about the work of the Council, including proposed improvements to the play equipment.

#### **57/23 Parish Litter Pick**

The Council agreed that the event would take place on 7<sup>th</sup> October 2023, from 10am-11.30am.

#### **58/23 Finance**

- a) To receive the monthly finance report, including monthly bank reconciliation figures**  
The clerk had circulated the finance reports and monthly bank reconciliation in advance. The current account held £5,630.30 as at the 30<sup>th</sup> June 2023 and the savings account £94,867.71. The Barclaycard account showed a negative figure of £631.64, but the Clerk explained that entries for the following statement period had been added too early and would balance at the next period end.  
It was **RESOLVED** that the bank reconciliation be approved.

- b) To approve payment of invoices received in accordance with the 2023/2024 budget**  
It was **RESOLVED** that the following payments be approved:

Payee	Net £	VAT£	Gross £	Description
Npower	232.03	11.60	243.63	Electricity supply May
Clr. S Gunter	56.54	0.00	56.54	Printer ink & magnets for noticeboard
Barclaycard	631.64	0.00	631.64	Office furniture for Clerk, Office 365, Fence post protection
Webfactory	16.64	3.33	19.97	Monthly Webhosting Fee
Environmental Design	692.67	138.53	831.20	Grasscutting & maintenance
Line Djuve-Wood	1,225.84	0.00	1,225.84	Locum support and handover for new Clerk
<b>S Cooke Already paid (see description)</b>	<b>1,636.12</b>	<b>0.00</b>	<b>1,636.12</b>	Clerk Net salary from start date 26/05/23 + June 2023 (added to payroll software after 06/06/23 meeting)
<b>HMRC Already paid (see description)</b>	<b>778.08</b>	<b>0.00</b>	<b>778.08</b>	Tax, Employee/Employer NIC from start date 26/05/23 + June 2023 (added to payroll software after 06/06/23 meeting)
NEST	0.00	0.00	0.00	Pension Contribution-Clerk opted out 26/06/23, so first contribution date of 17/07/23 will be unnecessary (confirmed with NEST 13/06/23)
S Cooke	1,282.45		1,282.45	Clerk Net monthly salary-July
HMRC	543.27		543.27	Tax, Employee/Employer NIC
NEST	0.00		0.00	Clerk opted out 26/06/23 (see above)
<b>Totals</b>	<b>7,095.28</b>	<b>153.46</b>	<b>7,248.74</b>	

**c) To consider the Council's banking arrangements**

The Council heard from both fellow Councillors and the Clerk with respect to their negative experiences with Barclays Bank. There had been a number of issues which had either not been resolved satisfactorily or were still outstanding. The meeting felt that it had reached the point where a review of the banking arrangements was necessary. It was therefore **RESOLVED** that the Clerk should research alternatives and also canvass fellow Clerks for any recommendations.

**d) To note and agree a replacement mobile phone office for new Clerk**

The Clerk had circulated a paper previously, setting out options with estimated costs and based on two of the most popular brands. It was **RESOLVED** that the option to purchase a refurbished phone with a sim-only contract payment be approved, as it offered more flexibility.

**59/23 Council meeting in August**

It was **RESOLVED** that there would not be a full Council meeting in August, with the proviso that an Extraordinary Meeting could be called if required.

**60/23 Items from councillors to be added to the next agenda**

- a) To consider producing a Neighbourhood Plan.

**61/23 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change**

It was noted that the meeting's resolutions would have no negative impact.

**62/23 To note the date and time of the next meeting**

The next Full Council meeting is scheduled for Tuesday 5<sup>th</sup> September 2023 at 7:30pm.

There being no further business, the Chair closed the meeting at 8.20pm.

Signed ..... Chair      Dated .....