



# BRADFIELD PARISH COUNCIL

Clerk to the Council: Mr Sean Cooke  
PO Box 13233, Manningtree, Essex, CO11 2BD, Tel: 07851 760264  
E-mail: [clerk@bradfieldparishcouncil.org.uk](mailto:clerk@bradfieldparishcouncil.org.uk)

## Minutes of the Full Parish Council Meeting held in St Lawrence Church Room on Tuesday 6<sup>th</sup> June 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

**In Attendance:** 4 members of the public S Cooke (Clerk)  
Cllr. T. Ferguson (Tendring District Council)

### 22/23 Apologies for Absence

Apologies for absence were received from Cllr. Osborne and accepted by the Council.

### 23/23 Declarations of Interest

The following Declarations of Interest were noted.

Cllrs. Burton, Gunter, Points and Weal for Agenda Items 9c) and 9d), being Trustees of the BVH.

### 24/23 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Full Council meeting held on the 16<sup>th</sup> May 2023 be approved as a correct record and signed by the Chair.

### 25/23 Public Participation

There were four members of the public present.

One resident wished to discuss the Wilder Towns, Wilder Villages project. This was deferred to agenda Item 8a).

### 26/23 District and County Councillor Reports

A County Councillor report had not been received.

Cllr. Ferguson gave a verbal report to the Meeting. She stated that she sat on the TDC Standards committee, along with the committee for Community Leadership and Scrutiny. As a new member she was on a learning curve but would keep the Council abreast of any pertinent matters. She also planned to attend a number of Bradfield Parish Council meetings during the coming year and asked that her contact details be made available to Council members.

She also advised the Meeting that the Council would be invited to take part in the TDC Corporate Plan, which could be viewed:

<https://www.tendringdc.gov.uk/council/performance-spending/councils-corporate-plan>

It was **RESOLVED** that the Clerk would circulate Cllr. Ferguson's contact details to all Councillors.

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).

### **27/23 Clerk's Report**

The Clerk had circulated his report in advance. A number of longstanding matters where no progress had been made were felt to require no further action by the Council and removed from the report.

### **28/23 Councillor / working party brief reports**

War Memorial-Cllrs. Coley and Osborne, along with John Barrow from St. Lawrence Church, had a positive meeting with the Conservation Officer from the War Memorials Trust to discuss options for the refurbishment of the memorial. One suggestion put forward by the Officer was to use the reverse of the engraved surface. Cllr. Coley stated that the next step would be a meeting with the stonemason as soon as possible in order to maintain the momentum. Consideration would be given to the practical implications of the Conservation Officer's suggestion and also a discussion about an updated cost estimate for the work.

The Conservation Officer had also requested that the War Memorials Online record be populated with photographs of the memorial, particularly the elevations in their current condition, as this made it easier for him to review and also ensured that a record of the memorial at this current time survived for posterity. There was also space for information about the history of the war memorial, should there be any.

Street signs - the working group stated that this was a work in progress.

Multi Use Games Area (MUGA) - the working group stated that this was a work in progress.

Speed survey – the Clerk stated that according to Highways, this survey would normally take place every three years. However, a repeat Speed and Volume Survey of Straight Road had been booked for September 2023 and the Clerk would remind/chase the Highways liaison officer nearer the time.

### **28/23 a) Review of all working groups and members**

It was **RESOLVED** that the working group membership would consist of the following Councillors:

MUGA – Cllrs. Osborne, Gunter and Coley

Speed Survey – Cllrs. Scott and Gunter

Street Signs – Cllrs. Weal, Coley and Gunter

War Memorial – Cllrs. Coley and Osborne

Wilder Towns, Wilder Villages – Cllrs. Webb, Scott, Gunter and Osborne

### **29/23 Highways Environment**

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

The Council noted that there had been complaints with regards to the cemetery. It was **RESOLVED** that the working party would meet with the grounds contractor to re-confirm the mowing arrangements and that a plan of the cemetery plots would be made available to assist with this.

Communication-there was a suggestion that signage around the village could inform the residents about the Council's involvement in the project and that with assistance from Essex Wildlife Trust (EWT), planting options could be discussed; the local school could also be contacted about getting involved in some way.

It was **RESOLVED** that the working party would contact EWT to visit, advise on a planting scheme and also how best to engage with the community.

The member of the public commented that this was very positive news and had answered her questions (see Minutes item 25/23).

**b) To consider taking part in the Essex County Council (ECC) Highways Saltbag Scheme**

Councillors restated their view that had been made when the scheme was previously advertised i.e. whilst it was a good idea in principle, the practical problems of storage and distribution made it unworkable. It was **RESOLVED** to reject the offer.

**30/23 Amenities**

**a) To discuss the new play equipment project**

It was **RESOLVED** that the working group would revisit the research carried out to date, including options for better disabled access between equipment, and report back.

**b) To consider using permanent markers for reserved cemetery plots until such time that they are in use**

It was agreed that the issue of clearer delineation for plots required a solution, but the use of permanent markers might cause problems for mowing and maintenance. It was **RESOLVED** that an updated plan would be posted on the cemetery noticeboard to better inform the public.

**c) To consider a request from BVH to carry out maintenance on benches outside the village hall, at BVH expense**

Declarations of Interest were noted and minuted (see Minutes item 23/23).

It was **RESOLVED** that the request be accepted.

**d) To consider request from BVH for the Council to replace the Disabled Parking sign at the village hall and for disabled spaces to be marked**

Declarations of Interest were noted and minuted (see Minutes item 23/23).

It was **RESOLVED** that the request be accepted, with the condition that two spaces be allocated for disabled parking and signage should clarify that BVH business has priority use.

**e) To consider either treating older wooden benches or replacing with recyclable plastic alternatives**

It was **RESOLVED** that this be delegated to the play equipment working group.

**f) To note protection of trees along The Street**

It was **RESOLVED** that Cllr. Gunter would follow this up with Shirley Sampson, who is a allotment holder at Mill Lane, as she might be able to source protection that would be more appropriate.

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

Weekly play inspections had been carried out and weekly reports issued to all councillors. Cllr. Gunter noted that the aerial runway and junior playground gate required attention.

It was **RESOLVED** that the Playquip be contacted by the Clerk regarding repairs.

**h) To consider the annual playground report**

It was confirmed that Playquip carried out inspections three times per year, with the next one expected in July 2023 and that Cllr. Gunter would email the Clerk regarding any particular issues in advance. The possibility of finger entrapment with the carousel equipment was also noted and that the supplier, Playquip, should be contacted regarding this.

It was **RESOLVED** that the Playquip be contacted by the Clerk.

**31/23 Planning Applications**

**a) To consider commenting on planning application 23/00717/FULHH**

**'Proposed first floor front extension, two storey front extension and single storey rear extension, Brook End, The Street, Bradfield, Manningtree, Essex, CO11 2UU'**

It was noted that no objections had been raised.

**b) To note planning updates and discuss any outstanding planning matters**

Cllr. Scott commented that the Strangers Home had withdrawn their application and would be submitting a new one with revised hours.

**32/23 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 commented that Ardleigh Parish Council was very active regarding this issue. He suggested that the Clerk should liaise with them in order to get advice about their approach and what questions would be pertinent.

**33/23 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 £2,126.52 as at the 31st May 2023 and the savings account £102,167.95. It was **RESOLVED** that the bank reconciliation be approved.

**b) To review, approve and sign section one, Annual Governance Statement, of the Annual Governance and Accountability Return 2022/2023**

Section one was completed, signed and dated by the Chair and Clerk.

**c) To consider, approve and sign section two, Accounting Statements, of the Annual Governance and Accountability Return 2022/2023**

Section 2 had been signed and dated by the Clerk and circulated previously. There being no comments or questions, the form was then signed and dated by the Chair.

**d) To consider quotations for the renewal of the Council's insurance cover and premium for 2023/2024**

The Clerk advised the Council that due to delays in some responses from insurers, it was not yet possible to provide a meaningful report. It was **RESOLVED** that an Extraordinary Meeting be held and a decision made before the expiry of the current policies on 3<sup>rd</sup> July 2023.

**e) To consider a grant request from the Rotary Manningtree Stour Valley towards their 2023 Christmas Market**

It was **RESOLVED** to not make an award.

**f) 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
Setsfords Law Ltd (PAID AS FUNDING ALREADY APPROVED)	1,347.71	269.54	1,617.25	BVH Lease
Barclaycard	409.72	0.00	409.72	Postage, envelopes, name badge, printer paper, Office 365
Webfactory	16.64	3.33	19.97	Monthly Webhosting Fee
Cllr. Gunter	41.30	0.00	41.30	Mileage
RoSPA	75.00	38.50	113.50	Annual Playground Inspection
Environmental Design	692.67	138.53	831.20	Grasscutting & maintenance
S Cooke	0.00	0.00	0.00	Clerk Net monthly salary
HMRC	0.00	0.00	0.00	Tax, Employee/Employer NIC
NEST	0	0.00	0.00	Pension Contribution
<b>Totals</b>	<b>2,583.04</b>	<b>449.90</b>	<b>3,032.94</b>	

**g) To note and agree office equipment for new Clerk**

The Chair outlined that under the Council's duty of care as an employer, employees should have a workplace which is fit for purpose. As part of this responsibility, the new Clerk had purchased office equipment totalling £448.43 (details had been circulated previously). It was **RESOLVED** that the payment be approved.

#### **34/23 Items from councillors to be added to the next agenda**

**a) To consider using councillor name badges**  
**b) To consider a 'Meet the Councillors' event in September 2023**

- c) To consider a request from TDC Cllr. Ferguson that she be allowed to sit at the Council table for meetings
- d) To consider a date for the Autumn litter pick

**25/23 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.

**36/23 To note the date and time of the next meeting**

The next Full Council meeting is scheduled for Tuesday 4<sup>th</sup> July 2023 at 7:30pm.

**37/23 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)**

**The Resolution** was proposed by Cllr. Coley, seconded by Cllr. Gunter and carried unanimously.

**38/23 To formally consider appointment of new clerk and sign contract**

The appointment of Sean Cooke as the new Clerk was proposed by Cllr. Coley, seconded by Cllr. Gunter and carried unanimously. Both parties having then signed the contract, the Chair welcomed the new Clerk.

There being no further business, the Chair closed the meeting at 9.07pm.

Signed ..... Chair      Dated .....