



# BRADFIELD PARISH COUNCIL

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

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## Minutes of the Annual Full Parish Council Meeting held in St Lawrence Church Room on Tuesday 16<sup>th</sup> May 2023 at 7.30 p.m.

<b>Present:</b>	Cllr. K. Burton (Chair)	Cllr. A. Coley (Vice Chair)
	Cllr. K. Wynn	Cllr. S. Gunter
	Cllr. G. Points	Cllr. T. Weal
	Cllr. R. Scott	Cllr. S. Webb
	Cllr. V. Osborne	
<b>In Attendance:</b>	County Cllr. C. Guglielmi	10 members of the public
	L. Djuve-Wood (Clerk)	

### 1/23 Election of Chair of the Council

It was **RESOLVED** that Cllr. K. Burton be elected Chair of the Council for the year 2023/24.

### 2/23 To receive the Chair's Declaration of Acceptance of Office

Cllr. Burton signed the Declaration of Acceptance of Office as Chair followed by the Clerk as a witness.

### 3/23 Election of Vice Chair of the Council

It was **RESOLVED** that Cllr. A. Coley be elected Vice Chair of the Council for the year 2023/24.

### 4/23 To confirm that all elected members of the Parish Council have completed and signed the Declaration of Acceptance of Office

It was confirmed that all nine elected members had signed their Declaration of Acceptance of Office prior to the meeting and that their signatures had been witnessed by the clerk.

### 5/23 Apologies for Absence

There were no apologies for absence.

### 6/23 Declarations of interests on items that appear on the agenda

There were none.

### 7/23 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Extraordinary Full Council meeting held on the 25<sup>th</sup> April 2023 be approved as a correct record and signed by the Chair.

### 8/23 Public Participation

There were 10 members of the public present.

A member of the public thanked the Council for the objections submitted to the TDC planning department for planning applications **23/00525/FUL**, Proposed part retrospective

application to create 4no. plots for residential use by Gypsy and Traveller family with associated works including new access, erection of fencing, installation of cesspit, soft landscaping, dayroom and hardstanding, Land to The East of Straight Road, Bradfield, CO11 2RA and **23/00544/VOC**, Application under Section 73 of the Town and Country Planning Act, to allow a variation of condition 5 (Caravan occupation dates) of 20/01556/FUL to enable/allow the campsite to open for all the year round, The Strangers Home, The Street, Bradfield, CO11 2US. She also queried whether the Council had received any updates on the two applications from the TDC planning department. Cllr. Coley replied that as both applications had been called-in they will both be heard by TDC's planning committee but that a date for the next committee meeting was yet to be confirmed.

### **9/23 District and County Councillor Reports**

County Cllr. Guglielmi was present and had issued his report to the Council prior to the meeting, which the Clerk was to circulate to all councillors. He noted that he is hopeful that he will be able to attend more of the parish council's meetings going forward. He highlighted the ECC pot hole scheme, which will launch later this year, where he'll be able to put forward urgent requests for pot hole repairs. He urged the Council to let him know of any pot holes within the village they would like prioritised and he would nominate accordingly.

District Cllr. Ferguson had sent her apologies.

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).

### **10/23 Clerk's Report**

The clerk had circulated her report in advance. She informed everyone that interviews would be held on Friday 26<sup>th</sup> May 2023 for a new clerk/RFO.

### **11/23 To receive councillor / working party brief reports**

It was noted that Cllrs. Coley, Wynn and Osborne were due to meet with the PCC and a representative from the War Memorial Trust on the 22<sup>nd</sup> May via Microsoft Teams to discuss potential viable options for the war memorial's restoration.

### **12/23 Constitution**

#### **a) To review Committee Structures and to appoint members to serve on the under mentioned Committees:**

- Finance Committee**

**RESOLVED** that Cllrs. Burton, Coley, Scott and Gunter be appointed to the Finance Committee.

- Personnel Committee**

**RESOLVED** that Cllrs. Burton, Coley, Webb and Osborne be appointed to the Personnel Committee.

#### **b) To review Committees' Terms of Reference**

**RESOLVED** that the Terms of Reference for the Finance Committee and Personnel Committee be approved.

### **13/23 Parish Council Policies and Procedures**

#### **a) To review the Standing Orders**

**RESOLVED** that the Standing Orders be approved.

**b) To review the Financial Regulations**

**RESOLVED** that the Financial Regulations be approved.

**c) To review the Annual Risk Assessment**

**RESOLVED** that the Annual Risk Assessment be approved.

**d) To review the Cemetery Risk Assessment**

**RESOLVED** that the Cemetery Risk Assessment be approved subject to frequency of inspections being changed to annually.

**e) To consider adopting Tendring District Council's new the Code of Conduct**

**RESOLVED** that the Council adopt the new Code of Conduct.

**f) To review the General Data Protection Regulations**

**RESOLVED** that the General Data Protection Regulations be approved.

**g) To review the Freedom of Information Publication Scheme**

**RESOLVED** that the Freedom of Information Publication Scheme be approved.

**h) To review the Document Retention Policy**

**RESOLVED** that Document Retention Policy be approved.

**i) To review the Website Accessibility Policy**

**RESOLVED** that the Website Accessibility Policy be approved.

**j) To review the Website Content Policy**

**RESOLVED** that the Website Content Policy be approved.

**k) To review the Co-option Policy**

**RESOLVED** that the Co-option Policy be approved.

**l) To review the Complaints Policy**

**RESOLVED** that the Complaints Policy be approved.

**m) To review the Persistent and Vexatious Complaints Policy**

**RESOLVED** that the Persistent and Vexatious Complaints Policy be approved.

**n) To review the Disciplinary Procedure**

**RESOLVED** that the Disciplinary Procedure be approved.

**o) To review the Staff Grievance Procedure**

**RESOLVED** that the Staff Grievance Procedure be approved.

**p) To review the Social Media Policy**

**RESOLVED** that the Social Media Policy be approved.

**q) To review the Grant Approval Policy**

**RESOLVED** that the Grant Approval Policy be approved.

**r) To review the Reserves Policy**

**RESOLVED** that the Reserves Policy be approved.

**s) To review the Equal Opportunities Policy**

**RESOLVED** that the Equal Opportunities Policy be approved.

**t) To review the Dignity at Work Policy**

**RESOLVED** that the Dignity at Work Policy be approved.

**u) To review the Health and Safety Policy**

**RESOLVED** that the Health and Safety Policy be approved.

**v) To review Internal Control Procedures**

**RESOLVED** that the Internal Control Procedures be approved.

**w) To review the Playground Policy**

**RESOLVED** that the Playground Policy be approved.

**x) To review the Training Policy**

**RESOLVED** that the Training Policy be approved.

**14/23 Following the May 2023 elections, where nine Councillors were returned elected, and given that the Clerk is qualified in the Certificate in Local Council Administration (CiLCA), to consider making the following resolution: “Bradfield Parish Council resolves from the 16<sup>th</sup> May 2023 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.**

**RESOLVED** that the following be agreed: Bradfield Parish Council resolves from the 16<sup>th</sup> May 2023 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

**15/23 Highways Environment**

**a) To review the 2023 Corbeau Seats Rally**

It was **RESOLVED** that the clerk contact the organiser informing them that whereas the Corbeau Seats Rally has the support of the council, better engagement is required with both the council and local residents. Many of the issues identified in previous years, and discussed with the organiser at a council meeting prior to this year's rally, still persist, including a lack of local stewards and liaison with the council beforehand to obtain local information. It was also noted that bins should have been supplied in the St Lawrence Churchyard as it is one of the main spectator areas within Bradfield.

**b) To consider supporting SWiM's application for designated bathing water status at Manningtree Beach**

**RESOLVED** that the council support SWiM's application for designated bathing water status off Manningtree Beach. The clerk is to issue an official letter to the organisation.

**c) To reconsider whether or not to proceed with the proposed Quiet Lanes project**  
County Cllr. Guglielmi explained that the County Council only allow the implementation of so many quiet lanes across Essex each year. He had requested further information on whether the parish council can put forward an LHP scheme this year for Mill Lane and / or Cansey Lane to be given quiet lane status for this year and confirmed that he would be happy to support such an application. It was **RESOLVED** to defer a decision on the matter until further information has been obtained.

## **16/23 Amenities**

**a) To consider request for the installation of two additional dog waste bins within the village**

A member of the public had requested that two new dog waste bins be installed at both ends of Lotts Lane. Whereas the Council agreed there were already enough dog waste bins in and around that area of the village, it was **RESOLVED** that a request be put to ECC for permission to install a new Fido 25 Dog Waste Bin from Glasdon, at a cost of £115.68 plus VAT, on the junction of Steam Mill Road and Straight Road.

**b) 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. The clerk noted that she would chase Playquip on a date for carrying out the annual zip wire servicing and request a quote from Playquip to replace the inner part of the Gyrospiral.

## **17/23 Planning Applications –**

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

As per a request from the TDC planning department, the clerk had collated and passed on anonymous comments received from local residents regarding planning application 23/00525/FUL, Proposed part retrospective application to create 4no. plots for residential use by Gypsy and Traveller family with associated works including new access, erection of fencing, installation of cesspit, soft landscaping, dayroom and hardstanding, Land to The East of Straight Road.

## **18/23 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 £2,305.46 as at the 28th April 2023 and the savings account £113,167.95. It was **RESOLVED** that the bank reconciliation be approved.

**b) To receive and approved year end finance reports as recommended by the Finance Committee and as reviewed by the Internal Auditor**

**RESOLVED** that the year end financial reports be approved with the final AGAR for PKF Littlejohn to be completed and approved at the June meeting.

**c) To review and approve the council's asset register as recommended by the Finance Committee and as reviewed by the Internal Auditor**

**RESOLVED** that the asset register be approved.

**d) To note the completion of the 2022/23 Annual Internal Audit**

The completion of the 2022/23 Annual Internal Audit was noted.

**e) To review current signatories for Barclays Bank and consider whether new signatories should be added**

**RESOLVED** that in addition to Cllrs. Wynn, Burton and Scott, Cllr. Gunter be added as a signatory. The clerk was also asked to request online access for Cllr. Scott. The clerk noted that once the Council have appointed a new clerk/RFO they will also need to be added as a signatory and the current clerk/RFO removed. It was agreed to request all changes at the same time.

**f) To note the latest Tendring Independent Remuneration Panel report**

The latest Tendring Independent Remuneration Panel report was noted.

**g) To approve payment of invoices received in accordance with the 2023/24 budget**

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

<b>Payee</b>	<b>Net £</b>	<b>VAT £</b>	<b>Gross £</b>
Mulberry River (HM King's Coronation Band)	250.00	0.00	250.00
Npower (Electricity supply February)	182.28	9.11	191.39
Npower (Electricity supply March)	249.78	12.49	262.27
Barclaycard (Postage, envelopes, name badge Cllr. Welsh, printer paper, Office 365)	112.93	0.00	112.93
Webfactory (Website host)	16.64	3.33	19.97
Environmental Design (Grasscutting & maintenance)	692.67	138.53	831.20
V Pretty (Internal audit)	75.00	0.00	75.00
Rose Builders (Village gateways installation)	5,667.20	1,133.44	6,800.64
Cllr. Burton (HM King's Coronation decorations)	44.74	0.00	44.74
Cllr. Burton (HM King's Coronation flyers)	55.00	0.00	55.00
St Lawrence PCC (Hall hire)	60.00	0.00	60.00
EALC (Playground inspection course/exam x 2 clrs)	760.00	152.00	912.00
A&J Lighting (Street light 9024)	80.00	16.00	96.00
Tigerlily Landscapes (Cemetery noticeboard installation)	64.00	0.00	64.00
L Djuve-Wood (Net salary 1 <sup>st</sup> – 18 <sup>th</sup> May)	1,163.27	0.00	1,163.27
HMRC (Tax/NI)	137.86	0.00	137.86
NEST (Pension)	51.9	0.00	51.90
<b>Total:</b>	<b>9,663.27</b>	<b>1,464.90</b>	<b>11,128.17</b>

**19/23 Items from councillors to be added to the next agenda**

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

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

- c) To consider using permanent markers for reserved cemetery plots until such time they are in use

**20/23 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change**

The council's support of SWiM's campaign for designated bathing water status off Manningtree Beach will have a positive impact on the environment if successful.

**21/23 To note the date and time of the next meeting**

The next Full Council meeting is scheduled for Tuesday 6<sup>th</sup> June 2023 at 7:30p.m.

There being no further business the Chair closed the meeting at 8.19 p.m.

The Chair extended her thanks to the outgoing Chair Cllr. Wynn, previous Cllrs. Mitcham and Welsh, as well as the current clerk who'd be leaving the Council on the 18<sup>th</sup> May.

Signed ..... Chair      Dated .....