



BRADFELD PARISH COUNCIL

Clerk to the Council: Mrs Line Djuve-Wood

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Minutes of the Full Parish Council Meeting held in St Lawrence Church Room on Tuesday 6th September 2022 at 7.30 p.m.

Present:

Cllr. K. Wynn (Chair)	Cllr. K. Burton (Vice Chair)
Cllr. R. Scott	Cllr. S Gunter
Cllr. R. Mitcham	Cllr. T. Weal
Cllr. A. Coley	Cllr. J. Welsh
Cllr. V. Osborne	

In Attendance: 4 members of the public L. Djuve-Wood (Clerk)

66/22 Apologies for Absence

There were no apologies for absence.

67/22 Declarations of Interest

Declarations of interest were received from Cllrs. Gunter and Burton for agenda item 9g (To consider purchasing a new noticeboard for BVH use outside the recreation ground) and 9h (To consider options for and financial contribution towards BVH broadband connection) (minute reference 73/22g and 73/22h respectively), both being members of the Bradfield Village Hall committee.

68/22 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Extraordinary Full Council meeting held on the 10th August 2022 be approved as a correct record and signed by the Chair.

69/22 Public Participation

There were 4 members of the public present. No matters were raised.

70/22 District and County Councillor Reports

The District and County reports had not yet been received.

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

71/22 Clerk's Report

The clerk had circulated the clerk's report in advance. She noted that the replacement bin for outside the village hall had been received and that Cllrs. Gunter and Mitcham would be installing it.

Cllr. Gunter added that the BVH committee had attended an online meeting with their solicitor regarding the new lease for the village hall. Comments will be sent to the Council's solicitor.

72/22 To receive councillor / working party brief reports

There were no updates.

73/22 Highways Environment

a) To receive update from working party regarding Bradfield street signs review

It was noted that the working party had not yet had an opportunity to carry out their review and that an update would be provided at the October meeting.

b) To discuss Steam Mill Road tree planting project

Cllr. Wynn had carried out measurements at Steam Mill Road as agreed and noted that the required 4.6 metres from the centre of the carriageway falls just in front of the existing trees and is still on the verge before it falls away into the ditch. It was **RESOLVED** that the clerk contact Highways Records Office to establish the Highways verge boundary and that an informal discussion be had with adjacent land owners about the project.

c) To consider signing up for the Essex Wildlife Trust – Wilder Towns and Wilder Villages project

It was **RESOLVED** that the Council sign up for the Essex Wildlife Trust – Wilder Towns and Wilder Villages project.

d) To consider setting a date for the autumn litter pick

It was **RESOLVED** that the autumn litter pick be held on Saturday 8th October 2022 at 9:45 a.m. for a 10 a.m. start.

e) To consider response to Corbeau Seats Rally Tendring & Clacton 2023

It was **RESOLVED** that the Clerk respond reiterating previous observations and concerns from this year's rally and that she invite the organiser to the Council's November meeting.

74/22 Amenities

a) To consider options for enlarging and moving the gate by the recycling bins

It was **RESOLVED** that the existing gate be moved to the side of the village hall. The clerk was asked to seek quotations to be considered at the October meeting for moving the gate and steel posts.

Cllr. Wynn had also noticed that the end caps on both gate posts were missing. The clerk was asked to order new caps.

b) To consider quotations for replacing the village sign oak beam due to signs of rot

The Council had received quotations from several contractors for both wooden and steel replacement beams with costs ranging from £480 to £2,093 plus VAT. It was **RESOLVED** that the beam be replaced with another wooden beam and that R&S Builders be instructed to carry out the work. It was agreed that the clerk also ask if they can fit a steel seal over the base of the post to protect the wood against water entering the base.

It was noted that the beacon brazier basket at the Recreation Ground is filling with water. It was agreed that the clerk ask R&S that whilst they install the new wooden beam for the village sign, that they also drill a few small holes in the bottom of the steel beacon brazier to stop water pooling in the basket and allowing it to escape.

c) To reconsider location for boules court at the recreation ground

Cllr. Wynn noted that if the Council decides to install underground cables for fibre broadband to the village hall, the route will be through or very near the proposed alternative site. It was **RESOLVED** that this item be deferred until the Council knows where the underground cables will go.

d) To consider installing additional bin at the recreation ground

It was **RESOLVED** that a new round black Topsy Royale bin be ordered from Glasdon at £181.65 plus VAT. The location of the new bin is yet to be agreed.

e) To consider completing a planning pre-application through TDC for the proposed War Memorial restoration project

It was **RESOLVED** that the Council apply for a planning pre-application through TDC at a cost of £75 for the proposed War Memorial restoration.

f) To consider replacement recommendations for defibrillator and cabinet outside the village hall

The Manningtree District First Responders had informed the clerk that the LIFEPAK CR2 Semi Automatic Defibrillator (AED) is out of stock with the current supplier but would cost approximately £1,000 to purchase new. The First Responders will try and source another supplier if the Council would like to go ahead. In addition, rather than purchasing a new cabinet, they had suggested replacing the rusty door only if possible. It was **RESOLVED** that the Council would like to go ahead with purchasing a new defibrillator and replacement door.

It was also agreed that the clerk order two new wall signs for either side of the village hall notifying hall and recreation ground users of the defibrillator location.

g) To consider purchasing a new noticeboard for BVH use outside the recreation ground

Quotations for a Stormguard Post Mounted External Notice Board With Header Panel had been received from the Noticeboard Company of £873 plus VAT for an A1 size and £906 plus VAT for a 3040 size with an additional £605 plus VAT for installation. The BVH had offered to pay up to 10% of the cost of the new noticeboard. It was **RESOLVED** that a decision be deferred until after the upcoming BVH AGM and the publication of their accounts. In the meantime the Clerk was asked to seek quotations for installation from local contractors in time for the October meeting.

h) To consider options for and financial contribution towards BVH broadband connection

A cost breakdown of a total of £2,039.85 had been received by County Broadband for installing fibre broadband to the village hall, including a lifetime free of charge service. The BVH had offered to pay 10% of the cost. As the owners of the village hall and due to the benefit a broadband connection will bring to users of the hall, it was **RESOLVED** that the Council fund 90% of the cost.

i) To consider replacing dead trees at the recreation ground

It was **RESOLVED** to reconsider this item once the current drought is over.

j) To consider joining the Essex Playing Field Association and entering their Best Kept Playing Fields competition

It was **RESOLVED** that at a £30 annual membership cost the Council join the Essex Playingfield Association and enter their Best Kept Playing Fields competition.

k) To consider purchasing a long hose for recreation ground watering purposes

As the summer period has now passed it was **RESOLVED** to defer this item until early next year and reconsider for summer 2023.

l) To consider RoSPA recreation ground inspection reports

All playground maintenance items had already been sent to contractors for quotation and was separately on the agenda for consideration.

The Council went through all individual findings within the inspection report for the recreation ground as a whole. Findings requiring attention were **RESOLVED** as follows:

- Tree seat in the corner at the back of the village hall – timber is decaying: Cllrs. Gunter and Osborne to remove the seat.
- Chain link fencing at the back of the field – fixtures loose or missing: The clerk and Cllr. Gunter to investigate during their next playground inspection.
- Damaged dog ban signage: The clerk is ordering new signs.
- Missing end caps on kissing gate: The clerk is ordering new end caps.
- The report also recommended clearing broken glass around the recycling bins.

m) To consider quotations for playground repairs

The clerk had endeavoured to seek three or more quotes for the playground repairs, including from the equipment manufacturers. Playquip was the only contractor agreeing to quote as others were too busy. As some of the repairs are urgent it was **RESOLVED** to accept Playquip's quotation of £7,414 plus VAT.

In addition to the remaining funding within the play equipment repair budget Cllr. Wynn suggested that the remaining money budgeted for the Queen's Jubilee celebrations and beacon, where the majority of the costs were eventually covered by grant funding, be moved to the play equipment repair cost code. Whereas the Council supported the proposal it was agreed that this be officially considered at the October meeting.

n) 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. All current findings are included in the work being outsourced to Playquip.

75/22 Planning Applications - To consider commenting on the following planning applications (*please visit TDC's website to look at planning applications to be considered as per links provided*)

a) 22/01282/FULHH, Proposed raised roof to form 1st floor addition on existing bungalow to form a chalet bungalow, Triangles Station Road, Bradfield

It was **RESOLVED** that the Council has no comment on this planning application.

b) 22/01326/FULHH, Proposed single storey rear extension, Shirfield, Heath Road, Bradfield, CO11 2XH

It was **RESOLVED** that the Council has no comment on this planning application.

c) To note response to Secretary of State Appeal, reference

APP/P1560/W/22/3296823, planning application 21/01907/OUT, Outline with all matters reserved for the erection of one self-build bespoke designed dwelling, Land adjacent The Glebe, Wix Road, Bradfield

Further to the Council's previous objections to the above planning application, the Council had reiterated their objection to the Secretary of State Appeal APP/P1560/W/22/3296823 as follows:

Bradfield Parish Council objected to the original and the amended application. The Parish Council supports the refusal decision made by Tendring District Council (the Local Planning Authority). Reasons for Objection by Bradfield Parish Council:

- The District Council has a Full Local Plan, approved by the Planning Inspector and formally adopted by the District Council. The areas for additional housing have been approved and the District Council has a designated land supply, which is excess of 6.5 years.
- No additional land in Bradfield has been designated for housing development in the current District Plan. The land in question is outside the settlement area for Bradfield.
- Bradfield Parish has no identified need for additional housing.
- The appellant wishes to develop this land, which is currently their garden, at their existing home. Bradfield Parish Council notes, in the amended application, that for the appellant to achieve a minimum visibility splay and sight line, the mature border hedgerow would have to be removed entirely from the existing property. It is the view of the Parish Council that the removal of this mature hedge would be destructive and result in a negative street scene and be prejudicial to wildlife and biodiversity.
- The building of another dwelling at this location would result in the complete urbanisation of this particular section of Bradfield.
- In under two miles distance, in the parish of Mistley, developers are currently building housing estates which will collectively result in a further 794 homes. Bradfield Parish Council holds the view that there will be adequate new homes available within a reasonable distance of this site.

Cllr. Wynn noted that her comment stating that a gate style village sign is due to be installed outside the proposed development that will impede sightlines of the exit to the property was missing from the submission.

76/22 Constitution

a) To consider and approve playground policy

Cllr. Welsh noted that the first paragraph of the introduction should be changed as the maintenance regime is part of the policy to reduce risk and make a safe environment, not the driver. He also requested that it be added that it's the responsibility of the parent and user to make sure the equipment is used in the correct way and suitable for the children that use the apparatus.

It was **RESOLVED** that the playground policy be approved subject to the above amendments.

b) To consider and approve health and safety policy

It was **RESOLVED** that the health and safety policy be approved.

77/22 To note requirements needed for completing for the Local Council Award Scheme Foundation Level application

The clerk noted that the Council already meet most of the criteria to allow them to submit their application for the Foundation Level of the Local Council Award Scheme. She highlighted outstanding items as follows:

- Media and Press Policy - need evidence of an open media policy which does not restrict engagement with the press.

- Transparent information on all payments – whereas this is already within the published minutes the clerk will also put end of year transaction lists in the financial section of the website going forward to increase transparency.
- Action Plan - needs to be a minimum one page listing the council's objectives for the year - best created alongside the 2023/24 budget.
- Training policy.
- A record of all training undertaken by staff and councillors in last 12 months.
- A clerk who has achieved 12 CPD points in the last year (training, conference attendance, mentoring and studying for qualifications).
- Also need to confirm by resolution at a full council meeting that the council recognise its duties in relation to bio diversity and crime and disorder.

78/22 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 £1,383.62 as at the 31st August 2022 and the savings account £91,220.63. It was **RESOLVED** that the bank reconciliation be approved.

b) To consider appointment of internal auditor for the 2022/23 financial year

It was **RESOLVED** that Miss Valerie Pretty be reappointed as internal auditor for the 2022/23 financial year.

c) To consider Option to opt out of the SAAA central external auditor appointment arrangements for the next 5-year appointing period

It was **RESOLVED** that the Council does not opt out of the SAAA central external auditor appointment arrangements.

d) To consider potential future S106 projects for Tendring District Council Town and Parish Summary of Need

It was noted that a list of potential future S106 qualifying projects had already been provided to TDC but not in the now requested excel format. Cllr. Coley offered to speak with the relevant TDC staff member to clarify whether completion of this form is really necessary.

e) To consider request for S137 donation from Age Well East (formerly Age Concern)

It was **RESOLVED** that an S137 donation of £500 be granted to Age Well East and payable at this meeting.

f) To approve payment of invoices received in accordance with the 2022/23 budget and to note payments carried out during August

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

Payee	Net £	VAT£	Gross £
Npower (Unmetered supply) (Paid 17.08.22 by DD)	207.33	10.37	217.70
Barclaycard (Microsoft Office 365) (Card in £47.64 credit due to previous month's defibshop refund)	47.64	0.00	47.64

Webfactory (Webhosting)	14.99	3.00	17.99
Hill Farm Landscapes (Grasscutting and maintenance)	940.00	188.00	1,128.00
A&J Lighting (Street light repair)	429.00	85.80	514.80
Playquip (Playground repairs)	68.00	13.60	81.60
St Lawrence Church (Hall hire)	75.00	0.00	75.00
TDALC (Annual Membership Fee)	20.00	0.00	20.00
L Djuve-Wood (Salary)	1,389.30	0.00	1,389.30
HMRC (Tax / NI)	322.46	0.00	322.46
NEST (Pension)	77.39	0.00	77.39
Age Well East (S137 Donation) (Agreed at meeting)	£500.00	£0.00	£500.00
Total:	3,995.83	300.77	4,296.60

The following invoices paid under delegated authority during August 2022 were also noted:

Payee	Net £	VAT£	Gross £
Npower (Unmetered supply) (Paid 20.07.22 by DD)	205.37	10.27	215.64
Barclaycard (Microsoft Office 365, playground inspection software credits. Card £99.96 in credit due to defibshop refund.	99.96	0.00	99.96
Webfactory (Webhosting)	14.99	3.00	17.99
Hill Farm Landscapes (Grasscutting and maintenance)	940.00	188.00	1,128.00
NALC (Local Council Award registration fee)	50.00	10.00	60.00
Playquip (Operational playground inspection)	190.00	38.00	228.00
A&J Lighting (Annual street light inspection)	800.00	160.00	960.00
EALC (Cllr. Training)	90.00	18.00	108.00
North Essex Tree Services (Tree surgery)	575.00	0.00	575.00
Tendring District Council (Annual play inspection)	47.33	9.47	56.80
Cllr. T Weal (Mileage training course Great Dunmow)	70.20	0.00	70.20
L Djuve-Wood (Salary)	1,389.30	0.00	1,389.30
HMRC (Tax / NI)	322.46	0.00	322.46
NEST (Pension)	77.39	0.00	77.39
Total:	4,672.08	436.74	5,108.82

79/22 Items from councillors to be added to the next agenda

- a) To consider and approve Internal Control document
- b) To discuss the Council's current risk management process and policy
- c) To discuss Council website content

80/22 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change

Resolutions to join the Essex Wildlife Trust; replacing the rotting wooden beam with another wooden beam instead of steel; Corbeau Seats Rally carbon offsetting scheme and the Council's potential tree planting scheme at Steam Mill Road all have a positive impact on the environment.

81/22 To note the date and time of the next meeting

The next Full Council meeting is scheduled for Tuesday 4th October 2022 at 7:30 p.m.

82/22 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)

It was **RESOLVED** 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).

83/22 To consider correspondence received regarding playground incident

It was **RESOLVED** that no further response is required regarding the matter.

There being no further business the Chair closed the meeting at 9.30 p.m.

Signed Chair Dated