



# 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 Webex on Tuesday 2nd June 2020 at 7.30 p.m.**

**Present:** Cllr. K. Wynn (Chairman) Cllr. K. Burton (Vice Chairman)  
Cllr. A Coley Cllr. R. Scott  
Cllr. A. Mackrill

**In Attendance:** One member of the public  
Mrs. L. Djuve-Wood (Clerk)

There are currently two vacant seats on the Parish Council.

### **1/20 Apologies for Absence.**

Apologies were received from Cllrs. V. Osborne and S. Gunter and accepted by the Council.

### **2/20 Declarations of Interest**

There were no declarations of interest.

### **3/20 Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the Parish Council meeting held on the 3rd March 2020 be approved as a correct record and signed by the Chairman. As the June meeting was held remotely it was **RESOLVED** that the clerk would drop the minutes on Cllr. Kreon's doorstep for signing in accordance with COVID-19 guidelines.

### **4/20 Public Voice**

There was one member of the public present. No matters or concerns were raised.

### **5/20 District and County Councillor Reports**

District and County reports had been received by TDC and ECC and circulated to all councillors.

The clerk noted that complaints had been received regarding unnecessary and destructive verge cutting on Mill Lane which had since been reported to Essex Highways via County Cllr. Guglielmi.

### **6/20 Clerk's Report**

The clerk noted the following:

- **Ref 047/16 Purchase of New Land surrounding Mill Lane Cemetery:** The first working party meeting had been put on hold due to COVID-19 lockdown restrictions.
- **Ref 115/17: Bradfield Village Association Change of Constitution:** The first working party meeting had been put on hold due to COVID-19 lockdown restrictions.
- **Ref 073/19 Defibrillator at Bradfield Village Hall:** The clerk had looked at grants from the British Heart Foundation and London Hearts, none of which were suitable. She noted that there may be some funding available from TDC once their Tendring Community Fund is launched. The item was on the agenda for discussion.
- **176/19 c) To consider new fencing for the recreational ground's under 7 play area** This item had progressed no further due to COVID-19 lockdown restrictions. The clerk is to start looking for quotations again in readiness for discussion at the July meeting.
- **176/19 d) To consider installing additional street lighting:** The first working party meeting had been put on hold due to COVID-19 lockdown restrictions.

- **177/19 To consider traffic calming measures on village through roads:** The LHP scheme request for a 7.5 tonnes HGV weight limit to be implemented had been endorsed by County Cllr. Guglielmi and sent to Essex Highways in March for consideration.
- **179/19 To consider options for the new website:** The new website design had been completed and content uploaded in readiness for the site to go live.
- **180/19 To discuss and agree details for the spring litter picking session:** The previous session had been cancelled due to COVID-19 restrictions. A new date needs to be set.
- **196/19 a) Tree planting at recreational ground:** All trees were planted at the end of March. Whereas the contractor had been asked to carry out some watering, ongoing maintenance and watering of the trees were on the agenda for discussion.
- **196/19 c) Annual playground inspection:** This had been carried out by TDC and the findings on the agenda for discussion.
- **198/19 To consider inviting Mr. R. Eastwood, Safer Communities Officer, TDC, to give a presentation to the Council on County Lines:** Whereas the clerk had been in contact with Mr. Eastwood's colleague, this had since been put on hold due to COVID-19 lockdown restrictions.
- **201/19 a) To consider options for new laptop and printer / scanner for the clerk:** The clerk had received the new printer / scanner which Manningtree Town Council had agreed to share with Bradfield Parish Council. Cllr. Scott is monitoring offers for a new laptop and was asked to get quotes for the July council meeting.
- **202/19 a) Internal Audit:** The council's accounts for 2019/20 had been reviewed by the internal auditor. Whereas the accounts reconciled at the end of the year, various issues had been raised regarding a lack of bank reconciliations and proper record keeping throughout the year. It was noted that the deadline for the external audit had been extended until the 31st August 2020.

The clerk also reported that during COVID-19 lockdown and under delegated authority it had been agreed to defer the council's annual meeting until May 2021. The council had set up a dedicated COVID-19 support group to help vulnerable and shielding local parishioners with food shopping, collecting prescriptions and to act as telephone buddies. To date 11 volunteers had signed up. In addition, HFL had undertaken various work for the council, including weeding of the cemetery path, watering of the newly planted trees and reattachment of the fence at Rectory Gardens. Cllr. Wynn had asked for residents' help in watering the Cansey Lane plant tubs. She offered to purchase new plants and replant the tubs in readiness for the summer, a suggestion that was positively received by the council. The clerk noted that she had signed up for a playground inspection course through the EALC due to take place in September and it was agreed that she should also sign up for the exam portion of the course. It had been recommended by the EALC that a councillor also undertake the training and exam and Cllr. Wynn expressed a potential interest.

## **7/20 To receive councillor / working party brief reports**

### **a) Street Lights**

Cllr. Wynn reported that the first working party meeting had been put on hold due to COVID-19 lockdown restrictions although some discussion had taken place via e-mail. It had been suggested a questionnaire be delivered to all residents asking for their thoughts on additional street lights and where they may wish for them to be placed.

### **b) New Land at Mill Lane**

Cllr. Wynn reported that the first working party meeting had been put on hold due to COVID-19 lockdown restrictions. It was agreed that the clerk is to set up a first meeting virtually via Webex.

### **c) Bradfield Village Hall Lease Renewal**

Cllr. Wynn reported that the first working party meeting had been put on hold due to COVID-19 lockdown restrictions. It was agreed that the clerk is to liaise with the BVH and set up a first meeting virtually via Webex if possible.

### **8/20 To review the council's and government's response to COVID-19**

Cllr. Wynn reported that the council had closed the recreational ground play equipment as per government and TDC recommendations and guidelines. The car park gate had also been locked but had since been reopened. A COVID-19 response group was set up in conjunction with another local group and several volunteers had registered to assist in delivering food and collecting prescriptions for local residents. To date no requests had come directly through the council group although Cllr. Wynn had received several requests for prescription collections through the other group. It was suggested that the council's response group remain active until the next Grapevine magazine is due to be issued, at which point a notification should be given to residents of the group's closure.

**9/20 To consider dedicating the newly planted avenue of trees by the recreational ground as a celebration of VE and VJ Day and the installation of a memorial plaque**  
**RESOLVED** that the council would like to go ahead with the purchase of a memorial plaque. Cllr. Coley requested that this be a substantial and bespoke memorial rather than a mass-produced item. Cllr. Wynn suggested a stone or dais stand. She agreed to circulate some ideas to all councillors for further consideration at the July meeting.

### **10/20 Highways/Environment**

#### **a) To receive an update from the recent TDALC meeting and proposal to carry out an impact assessment of the Wrabness storage depot**

Cllr. Coley noted that the TDALC meeting originally scheduled for the 25th March had been cancelled due to COVID-19 lockdown restrictions.

#### **b) To consider submitting an LHP scheme for improvements to be made to The Street / Wix Road junction**

Cllr. Wynn reported that Assistant Highways Liaison Officer Mr Tom Eng had suggested a widening of the curve at this junction following a recent incident whereby a speeding car had crashed into a resident's front garden. It was noted that County Cllr. Guglielmi had already submitted an LHP scheme for this to Essex Highways allowing Mr Eng to undertake further investigations.

### **11/20 Amenities**

#### **a) To consider quote from Hill Farm Landscapes for ongoing maintenance / watering of the newly planted trees, including annual tree surveys**

The clerk reported that she was yet to receive the quote. **RESOLVED** that this item be deferred to the July meeting.

#### **b) To consider replacing the bench on Station Road**

After considering various alternatives it was **RESOLVED** that an Enviro 1500 bench at a cost of £387.91 along with fixings at £15.00 plus VAT be ordered from Realise Futures.

#### **c) To receive an update from the recently undertaken annual play equipment inspection**

Following on from the recently undertaken annual play equipment inspection it was noted that TDC had identified several low to medium risk items that needed attention, including some that were found to not be in line with current regulations. The councillors queried some of these findings as in previous years they had not been identified as an issue and the regulations had not changed since the last inspection. It was **RESOLVED** that the clerk send copies of the report to the council's play equipment installers, Proludic and NGF Play, requesting that they visit, inspect and carry out any required remedial works to the respective play equipment, including the tightening of any loose nuts and bolts, and also requesting that

they provide their opinion on any equipment found to no longer be compliant with regulations. The clerk is to subsequently send a report back to TDC noting any findings and inconsistencies with the TDC report. In addition, HFL is to be informed of any strimmer damage and asked to carry out repair works to the damaged benches and the moss growth on the concrete underneath. Any fencing and gate issues identified for the U7 play area will be addressed when the new fencing is installed. It had also been noted that any play equipment locked, tied or taped up during the COVID-19 lockdown could pose a strangulation hazard and should be released and residents asked to assess any COVID-19 infection risk themselves. Cllr. Wynn noted that subsequent advice from EALC was that playgrounds should remain closed at this point in time.

**d) To receive play equipment reports and consider any maintenance recommendations**

The clerk noted that whereas HFL had carried out their fortnightly visual inspections there was nothing to report as the playground equipment has been out of use due to COVID-19 lockdown restrictions.

**12/20 Planning Applications - To consider the following planning applications**

**a) 20/00509/FUL, Erection of a single storey two bay garage in association with dwelling, Land adjacent Emsworth House, Station Road, Bradfield**

It was **RESOLVED** that the clerk would contact the planning inspector and also log an observation via TDC's online planning portal querying why Essex Highways is not listed as a consultee for the planning application, particularly as there is a proposal to relocate the village sign in relation to the new entrance way.

**b) To note further comments submitted to TDC regarding application 19/01937/FUL, Alterations and improvements to the existing two storey dwelling, formation of a private drive and the erection of three bungalows with associated parking facilities, Fieldley House, Steam Mill Road, Bradfield**

Cllr. Wynn noted that under delegated authority the clerk had logged another comment on TDC's online planning portal stating that the council's original objections still apply, in particular it being a backland development, a cramped development, there being a lack of unidentified demand for this type of housing in the village, the market price being beyond reach of almost all local people and the risk of increased traffic movement on an already busy road.

**13/20 Finance**

**a) To receive an update from the Finance Committee**

The Finance Committee had its first meeting on the 5th May 2020 which was held virtually. It had been reported that over the 2019/20 year the council had an income of £82,616.72, an increase of £11,687.31 from the previous year, with the majority due to S106 funding received. Gross expenditure was £64,408.34, an increase of £11,546.72 from the previous year mainly due to increased capital expenditure. The council's year-end balance brought forward to the 2020/21 financial year was £78,217.33, an increase of £18,208.38 from the previous year. The VAT to be reclaimed for 2019/20 is £7,691.92. The clerk had noted that the VAT from 2018/19 had not been reclaimed last year, which adds an additional £4,813.58 to be reclaimed along with this year's figure. In addition, the current asset register and insurance schedule had been reviewed.

**b) To receive and approve the council's asset register**

**RESOLVED** that the council's asset register be approved.

**c) To consider the renewal of the council's insurance policy**

The clerk had sought two competitive quotes from Community Action Suffolk (CAS) and Came and Co versus the council's current insurer BHIB. CAS came in slightly cheaper at £1,126.47 versus £1,327.96 from BHIB. The clerk was asked to query whether CAS would provide the council with a long-term agreement and what the premium would be. In addition, she was asked to ask both CAS and BHIB what the impact of the potential Bradfield Community Centre insurance claim may be as well as that of a potential reinstatement valuation taking place. An extraordinary full council meeting is to be arranged prior to the insurance renewal deadline of the 4th July to make a final decision on insurance provider.

**d) To consider putting in an insurance claim for damage to guttering and glass units at the Bradfield Village Hall**

It was **RESOLVED** that the clerk put in an insurance claim for the damage to the guttering, rainwater system and sealed glass units at the Bradfield Community Centre. The clerk is to request that if the BVH has applied for the government's £10,000 Business Support Grant that they pay the entire excess due on the claim, otherwise 50% should be requested.

**e) To consider undertaking a reinstatement valuation for the Bradfield Village Hall**

The clerk had sourced three estimates ranging from £450 to £950. It was **RESOLVED** that the clerk contact James Aldridge - Colchester who had provided the cheaper estimate, requesting that they carry out a reinstatement valuation survey.

**f) To receive the monthly finance report**

As at the 29th May 2020 the council's current account balance was £651.55 and the savings account balance £98,639.15.

Total receipts for the month of April and May 2020 was £30,521.76 which includes TDC's precept payment and small parish grant, a total of £30,336.00, a receipt of £150.00 for a cemetery memorial request and a repayment from NEST following an unsuccessful direct debit attempt. Total payments equalled £9,580.15 including VAT.

**g) To approve bank reconciliation figures for April and May 2020**

**RESOLVED** that both the April and May bank reconciliations be approved and that they are to be signed by a councillor after the meeting.

**h) To consider funding new defibrillator at the village hall using council reserves**

**RESOLVED** that the clerk inform BVH that council will fund the Ipad 3 defibrillator, battery and external case at a total approximate cost of £838.80 subject to the Mannintree First Responders installing and maintaining the defibrillator for free.

**i) To consider clearing the PWLB loan using council reserves**

Cllr. Wynn informed the council that the outstanding loan amount, excluding future interest, currently stands at £6,000. The original loan amount was £10,000 (£15,520.75 when including all interest). An approximate amount of £8,027.81 had been given by PWLB, using the current date's interest rate, should the council wish to pay down the entire loan early. **RESOLVED** that the clerk instruct PWLB that the council wishes to clear the outstanding loan amount.

**j) To consider applying for a council credit card**

**RESOLVED** that the clerk apply for a Barclaycard Flex credit card which has no annual fee. The monthly limit is to be set at £2,000 and is to be reviewed at a later date.

**k) To note and consider the latest Tendring Independent Remuneration Panel report**

The clerk noted that the mileage rate allowance is unchanged from last year at 45p per mile. She was asked to look into further details of a chairman's allowance for next year's budget.

**l) To approve payment of invoices received in accordance with the 2019/2020 budget and to note payments made under delegated authority due to COVID-19**

**RESOLVED** that the following payments be noted and approved:

<b>Items paid under delegated authority during April:</b>	<b>Net £</b>	<b>VAT £</b>	<b>Gross £</b>
Microsoft (R Scott expenses Office 365)	39.31	7.86	47.17
Printerland (R Scott expenses new printer/scanner)	157.47	31.49	188.96
Hill Farm Landscapes (tree planting)	3,100.00	620.00	3,720.00
Hill Farm Landscapes (grass cutting and maintenance)	940.00	188.00	1,128.00
EON (street lighting)	171.18	8.56	179.74
Webfactory (website build)	199.50	39.90	239.40
Webfactory (monthly fee)	14.99	3.00	17.99
EALC (affiliation fee)	366.62	0.00	366.62
L Djuve-Wood (expenses Moneysoft annual fee)	86.40	0.00	86.40
L Djuve-Wood (salary)	844.39	0.00	844.39
HMRC (tax/NIC)	207.32	0.00	207.32
NEST (pension)	35.76	0.00	35.76
<b>Total:</b>	<b>6,162.94</b>	<b>898.81</b>	<b>7,061.75</b>

<b>Items paid under delegated authority during May:</b>	<b>Net £</b>	<b>VAT £</b>	<b>Gross £</b>
Hill Farm Landscapes (grass cutting and maintenance)	940.00	188.00	1128.00
EON (street lighting)	165.66	8.28	173.94
Webfactory (monthly fee)	14.99	3.00	17.99
Bradfield Methodist Church (hall hire)	96.00	0.00	96.00
Webex (L Djuve-Wood expenses monthly fee)	12.50	2.50	15.00
L Djuve-Wood (salary)	844.19	0.00	844.19
HMRC (tax/NIC)	207.52	0.00	207.52
NEST (pension)	35.76	0.00	35.76
<b>Total:</b>	<b>2316.62</b>	<b>201.78</b>	<b>2518.40</b>

<b>Items for approval June:</b>	<b>Net £</b>	<b>VAT £</b>	<b>Gross £</b>
Microsoft (R Scott expenses Office 365)	45.40	9.08	54.48
Hill Farm Landscapes (grass cutting and maintenance)	940.00	188.00	1,128.00
Webfactory (monthly fee)	14.99	3.00	17.99
Webex (L Djuve-Wood expenses monthly fee)	12.50	2.50	15.00
NEST (L Djuve-Wood expenses NEST)	35.76	0.00	35.76
RBL Poppy Appeal (S137)	18.50	0.00	18.50
Val Pretty (internal audit)	100.00	0.00	100.00
L Djuve-Wood (quarterly working from home allowance)	125.00	0.00	125.00
L Djuve-Wood (salary)	844.39	0.00	844.39
HMRC (tax/NIC)	207.32	0.00	207.32
NEST (pension)	35.76	0.00	35.76
<b>Total:</b>	<b>2,379.62</b>	<b>202.58</b>	<b>2,582.20</b>

**14. Items from councillors to be added to the next agenda**

**It was RESOLVED that the following items be added to the agenda:**

- To consider quotes received for the U7 playground fencing project
- To set a provisional date of the 3rd of October 2020 for the next litter pick and to consider purchasing litter picking equipment

**15. To note the date and time of the next meeting**

The next full council meeting is scheduled for Tuesday 7th July 2020 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 10:03 p.m.

Signed ..... Chairman

Dated .....