



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mrs Line Djuve-Wood

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Minutes of the Full Parish Council Meeting held at the Bradfield Methodist Church Hall, Heath Road, Bradfield on Tuesday 3rd March 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	Cllr. S. Gunter (co-opted item 190/19)
In Attendance:	One member of the public	
	Mrs. L. Djuve-Wood (Clerk)	

There are currently two vacant seats on the Parish Council.

186/19 Apologies for Absence.

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

187/19 Declarations of Interest

Cllr. Burton declared an interest in item 9 (planning - minute item ref 194/19 a & b) with one applicant being a neighbour and the other a friend.

188/19 Minutes of the Previous Meeting

RESOLVED that the minutes of the Parish Council meeting held on the 4th February 2020 be approved as a correct record and signed by the Chairman.

189/19 Public Voice

A representative from the Bradfield Village Hall expressed concerns regarding the paper recycling container at the recreational ground. The lid is being opened regularly and there is a danger that children could be climbing into the container. The clerk was asked to contact Tendring District Council to enquire if a lock can be fitted.

It was also reported that children are kicking footballs up against the Village Hall wall, subsequently causing damage to the windows. The clerk was asked to check the Council's insurance policy for damage cover. It was suggested the Council consider investing in protective netting or safety signs.

190/19 Co-option – To consider candidates for parish council vacancies

The Chairman welcomed Mr. Steven Gunter to the meeting. Mr. Gunter gave the Council a brief introduction about himself. **RESOLVED** that Mr. Gunter be co-opted on to the Council with immediate effect. Mr. Gunter signed his Declaration of Acceptance of Office witnessed by the clerk. Mr. Gunter joined the councillors at the table.

191/19 To consider the Personnel Committee's recommended appointment of new clerk

The Personnel Committee had interviewed three candidates for the role of clerk to the Council. **RESOLVED** that the Council accept the Personnel Committee's recommendation of appointing Mrs Line Djuve-Wood.

192/19 Clerk's Report

The interim clerk noted the following:

- **Ref 047/16 Purchase of New Land surrounding Mill Lane Cemetery:** The clerk had received a response to her e-mail to Ellisons but it did not shed any further light on fees.

She was informed that there is no contract beyond the PT1 form and that the Council will also need to consider indemnity insurance.

- **Ref 115/17: Bradfield Village Association Change of Constitution:** The clerk had been informed that the new lease between Bradfield Village Hall and the Allotment and Recreational Ground Charity will have to be rewritten by the Council and the due diligence carried out by the BVH. This would require hiring a solicitor on the Council's behalf.
- **Ref 073/19 Defibrillator at Bradfield Village Hall:** The clerk had received confirmation from EALC that the previous microgrant application had been refused. She had asked for information on other available grants but received no reply. Having looked at the British Heart Foundation's website she had not found that they offer any suitable grants. Cllr. Scott said he believes BHF still offer a community package to help fund defibrillators and agreed to e-mail the link with details to the clerk. The clerk suggested also looking at the Tendring Community Fund.
- **155/19 Corbeau Seats Rally:** The clerk has put in a request for a donation towards the Council's tree planting project.
- **159/19 Frequency of Playground Reports:** The clerk has been advised by RoSPA that visual inspections should happen as often as is deemed necessary to ensure the play equipment is safe with operational inspections at least every one to three months.
- **176/19 b) To consider quotations from Hill Farm Landscapes for various maintenance projects:** The contractor has started on the various projects. This is being overseen by the Amenities Committee.
- **176/19 c) To consider installing additional street lighting:** The clerk had been given an estimate of £1,500 per light column including supply and installation. Costs for electrical connection will vary depending on the location of the street light. The Amenities Committee has set up a working party to look at locations.

The clerk also reported that the bench on Station Road had been vandalised and that she had requested that Hill Farm Landscapes remove it for health and safety reasons. Cllr. Coley informed the Council that he had reported the incident to the police.

193/19 Councillor/Working Party Brief Reports

There were no reports from councillors or working parties. Cllr. Wynn requested that an item to consider replacing the vandalised bench be added to the April agenda.

194/19 To consider the following planning applications:

a) **19/01741/DETAIL, Erection of one detached dwelling (Submission of Reserved Matters following grant of outline planning permission on appeal under reference 17/00856/OUT), Land to the rear of The Laund, Heath Road, Bradfield**

The councillors expressed concerns about potential parking issues during the construction phase of this new dwelling with the access road off Heath Rd, Dairyhouse Lane, being extremely narrow with no turning point. There were particular concerns regarding construction and delivery vehicles possibly having to park along Heath Rd during the day or having to back out of Dairyhouse Lane onto Heath Rd when departing the building site. It was proposed that the Council suggests the developer considers creating an off-road parking area within the property boundary before any construction work is started.

RESOLVED that the clerk e-mail District Cllr. Fairley requesting she pass on the Council's concerns and suggestions to the relevant planning officer dealing with this application.

b) **20/00131/FUL, Proposed two and single storey rear extension, single storey side extension and front extension, La Cigale The Street Bradfield**

RESOLVED that the District Council be informed that the Parish Council makes the following observations on this planning application:

- Looking at the new site and design plans, the Council have concerns about overdevelopment. The proposed single storey extension to the side of the property

looks like it extends into the neighbouring property boundary and may also overly restrict access to the rear of the house.

195/19 Highways/Environment

a) Cllr. Wynn to provide an update on meeting with County and District Council representatives regarding HGV through traffic

Cllr. Wynn provided the Council with an extensive update from a meeting held with County Cllr. Guglielmi, District Cllr. Fairley and Essex Highways representative Mr. Eng to discuss issues with HGV's using Bradfield as a cut through. It had been agreed that the best solution would be for the Council to put forward a scheme application to the Local Highways Panel, with County Cllr. Guglielmi's backing, to implement a 7.5 tonnes weight limit to vehicles travelling through the village.

RESOLVED that the clerk and Cllr. Wynn put together the proposed scheme request and pass it on to County Cllr. Guglielmi.

Cllr. Wynn also reported that it had been agreed that a sign on the A120 approaching Cansey Lane was necessary to notify large vehicles that this is not a suitable road. Mr Eng had agreed to investigate further. In addition, a sign warning motorists that they are approaching the junction of Steam Mill Road when heading south on the B1035 Clacton Road is progressing and will be added to the 2020/21 budget.

It had also been proposed that Cllr. Coley and District Cllr. Fairley attend the next Tendring District Association of Local Councils meeting to gauge interest from other parishes to undertake an impact assessment of the Wrabness storage depot.

The Council is still waiting to hear if funding will be allocated to village gates or signs.

b) To consider and agree areas of focus for the upcoming litter picking session

RESOLVED that the Council will focus on Jenkins Hill to Brickman's Hill and Steam Mill Road to Straight Road with two parties starting at either end.

Cllr. Wynn noted that Mistley Parish Council is holding their litter picking session on the same day and asked that Cllr. Coley check that Tendring District Council still have enough litter pickers available.

196/19 Amenities

a) To consider planting additional trees at the recreational ground

RESOLVED that Hill Farm Landscapes be informed to order and plant an additional 10 trees at the recreational ground meaning a new total of 14 trees are to be planted along the verge and nine to be planted in the orchard.

b) To discuss legal progress of land purchase at Mill Lane cemetery

The clerk noted that a letter received by the Council in February 2016 suggested the increased costs was partly due to the original land purchase being aborted and alternative land being considered in its place. As this matter is not progressing it was **RESOLVED** to create a working party to look at all historic correspondence and payments to try and get a clearer picture of the situation. It was agreed that Cllrs. Wynn and Scott be members of the working party along with the clerk.

c) To consider quotations for the annual play equipment inspection

The clerk presented the Council with two quotes from RoSPA and Tendring District Council. **RESOLVED** that the clerk inform Tendring District Council to carry out this year's annual play inspection which will take place in April at a cost of £48.00.

d) To consider request from a member of the public to add an additional rail to the climbing frame in the under 7's play area on health and safety grounds

RESOLVED that the Council will not progress this further. The play equipment was installed in 2017, has had two professional inspections since with no issues reported. The child in

question is very small and therefore should be supervised by a parent at all times. It was suggested that the Council perhaps should consider adding a sign asking parents to supervise small children.

e) To receive play equipment report and consider any maintenance recommendations

There were no issues reported with the play equipment. Cllr. Wynn noted that the recreational ground grass could do with an additional cut. The clerk was asked to contact Hill Farm Landscapes requesting that this be done. This will come at an extra cost of £250.00 plus VAT.

f) To consider looking into the ECC Community Initiative Fund and whether any of the council's current projects may be eligible for funding

It was agreed that the Council keep an eye on this funding opportunity along with that of the Tendring Community Fund for all upcoming projects.

197/19 To consider appointing a solicitor for the council to rewrite the lease between Bradfield Village Hall and Bradfield Allotments and Recreational Ground Charity

It was proposed that the Council could attempt to rewrite the lease together with the BVH with the solicitor carrying out a due diligence check. It was noted that the BVH had sent the clerk a model document from RCCE to work from. It was **RESOLVED** that a working party be created consisting of Cllrs. Wynn and Gunter along with two representatives from the BVH.

198/19 To consider inviting Mr. R. Eastwood, Safer Communities Officer, TDC, to give a presentation to the Council on County Lines

RESOLVED that a separate event be arranged for Mr Eastwood to provide a presentation on County Lines activity to members of the public, preferably a Saturday in May or June. The clerk was asked to request Mr Eastwood's availability and also that of the Bradfield Village Hall as a potential venue and extend the invitation to neighbouring parishes.

199/19 To consider invitation from the Manningtree & District Frankenberg Society to take part in the cross parish working group of the society's upcoming 50th anniversary

RESOLVED that the Council would not like to be part of the cross parish working group due to councillor time constraints. Instead the clerk was asked to request that they be kept informed.

200/19 To consider nominating a councillor or working group to work with the clerk on the new website design through Webfactory

RESOLVED that Cllr. Scott be nominated to assist the clerk with the new website design.

201/19 Administration

a) To consider options for new laptop and printer / scanner for the clerk

RESOLVED that Cllr. Scott monitor stock levels at the Dell outlet store for an Inspiron laptop which typically costs between £500 - £600, and that he puts in an order for a Lexmark colour laser printer with duplex scanner at a cost of £152 plus VAT.

b) To consider cancelling the August full council meeting

RESOLVED that the August full council meeting be cancelled with an extraordinary meeting to be arranged if necessary.

202/19 Finance

a) To consider appointment of internal auditor for the 2019/20 annual audit

RESOLVED that Val Pretty be appointed internal auditor for the 2019/20 financial year.

b) To receive the monthly finance report

The interim clerk reported that as of the 3rd March 2020 the balance of the Council's current account was £8,869.51 less £500 due to Setfords Solicitors which had been processed that same day. The savings account stood at £75,139.15. A YTD comparison for all cost centres showing expenditure and income versus the 2019/20 budget was circulated. The Council's actual income to date as at the 31st January was £82,616.72 including recycling credits

received in February of £449.65 and bank interest of £26.34. Actual expenditure was £59,117.01 (including VAT to be reclaimed).

c) To approve bank reconciliation figures for February 2020

RESOLVED that the bank reconciliation for February 2020 be approved.

d) To approve payment of invoices received in accordance with the 2019/2020 budget

The Schedule of Payments for February was received by the councillors. **RESOLVED** that the following payments be approved:

Item	Net £	VAT £	Gross £
Staff Costs (Jan - Mar)	2,362.41	0.00	2,362.41
HMRC (tax and NI)	859.41	0.00	859.41
Cllr. Wynn (printing costs)	24.00	0.00	24.00
Webfactory (50% setup costs new website)	199.50	39.90	239.40
L Djuve-Wood (Working from Home Allowance Jan-Mar)	125.00	00.00	125.00
Hill Farm Landscapes (grass Cutting/litter picking Feb)	500.00	100.00	600.00
EON (street lighting - approx. costs invoice awaited)	171.18	8.56	179.74
Hill Farm Landscapes (supply/installation kissing gate)	738.00	147.60	885.60
Cllr. Scott (Office 365 monthly fee)	27.36	0.00	27.36
Total:	5,006.86	296.06	5,302.92

203/19 Consultations

a) To consider responding to Natural England's "England Coast Path from Harwich to Shotley Gate" proposals

RESOLVED that the Council has no comments on these proposals.

204/19 Items for the next agenda

- a) To consider applying for a council credit card
- b) To consider replacing the bench on Station Road
- c) To receive an update from the recent TDALC meeting and proposal to carry out an impact assessment of the Wrabness storage depot

205/19 To note the date and time of the next meeting

The next full council meeting is scheduled for Tuesday 7th April 2020 at 7:30 p.m. taking place at the Bradfield Methodist Church Hall.

206/19 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)
RESOLVED that the press and public be excluded for the remainder of the meeting.

207/19 Cemetery

a) To consider cemetery plot request

RESOLVED that the cemetery plot request be approved.

There being no further business the Chairman closed the meeting at 9.28 p.m.

Signed Chairman Dated