



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mrs Line Djuve-Wood

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Minutes of the Annual Full Parish Council Meeting held virtually via Zoom on Tuesday 4th May 2021 at 7.30 p.m.

Present:	Cllr. K. Wynn (Chairman)	Cllr. K. Burton (Vice Chairman)
	Cllr. A Coley	Cllr. R. Scott
	Cllr. S. Gunter	Cllr. R. Mitcham
	Cllr. V. Osborne	Cllr. A. Mackrill
In Attendance:	District Cllr. Z. Fairley	3 members of the public
	L. Djuve-Wood (Clerk)	

There is currently one vacant seat on the Council.

1/21 Election of Chairman of the Council

It was **RESOLVED** that Cllr. K. Wynn be elected Chairman for the year 2021/22.

2/21 To receive the Chair's Declaration of Acceptance of Office

As the meeting was held via Zoom, it was **RESOLVED** that the Chairman's Declaration of Acceptance of Office be signed by Cllr. Wynn followed by the Clerk.

3/21 Election of Vice Chair of the Council

It was **RESOLVED** that Cllr. K. Burton be elected Vice Chairman for the year 2021/22.

4/21 Apologies for Absence

There were no apologies for absence.

5/21 Declarations of Interest

Cllr. Gunter declared an interest in agenda and minute item 15 b) 21/00525/FUL, Proposed detached garden annexe building, Gables, The Street Bradfield, CO11 2UU as the applicants are neighbours and friends of his.

6/21 Minutes of the Previous Meeting

RESOLVED that the minutes of the Full Council meeting held on the 6th April 2021 be approved as a correct record and signed by the Chairman.

7/21 Public Participation

There were three members of the public present. No matters or concerns were brought to the Council's attention.

8/21 District and County Councillor Reports

The District and County reports had been received and circulated to all councillors. The District report contained the latest information on the current COVID situation and easing of restrictions, County Councillor and Police, Fire and Crime Commissioner elections, shingles vaccinations, update on virtual council meetings, the temporary closure of the Mistley Post Office, Tendring Youth Awards and local planning applications. The County report had updates on the reopening of local businesses, the Kickstart Essex launch to

help reduce youth unemployment arising from the Coronavirus pandemic, the creation of Freeport East and associated upgrades to the A120, Active Essex as well as a plea to members of the public to treat waste collection and recycle centre workers with respect.

Cllr. Fairley noted that following submission of the TDC Local Plan Part 2, TDC are awaiting the intermediate inspector's letter which has been held up by elections. She noted that she is only aware of one major modification at this point in relation to green open spaces for which a six week consultation period will be required. There are also comments and changes to some of the wording for the extra policies that were put forward ensuring the policies are sound and legally compliant and unlikely to be challenged. She also noted that once the Local Plan has been adopted it will be important for parish councils to consider creating neighbourhood plans to help protect their local neighbourhoods.

Members of the public can access full district and county reports via the Parish Council's website www.bradfieldparishcouncil.org.uk/news-reports/district---county-reports

9/21 Clerk's Report

The clerk had circulated the clerk's report in advance. She informed the Council that Rose Builders had created plywood templates for the signs to go on the village gates and requested they be delivered to Cllr. Wynn. She also noted that she had spoken with the Charity Commission who had told her the Council should hear within the next two weeks regarding the request for a new scheme for the new BVH lease. Finally, County Cllr. Guglielmi had requested an update from ECC regarding the completion of the Braintree verge cutting trial.

10/21 To receive councillor / working party brief reports

Cllr. Wynn noted that an on-site meeting is to be arranged between the Council's War Memorial working group and representatives from St Lawrence Church during the early part of June.

Cllr. Burton informed the Council that the Council had been put forward for their Dementia Friendly accreditation by Age Concern, possibly being the first council within Tendring to achieve this.

11/21 Constitution:

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

- **Finance Committee**
RESOLVED that Cllrs. Wynn, Burton, Scott and Mackrill be appointed to the Finance Committee.
- **Amenities Committee**
RESOLVED to disband the Amenities Committee and use working groups for specific amenities projects.
- **Personnel Committee**
RESOLVED that Cllrs. Wynn, Burton and Coley 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 in their current form.

c) To consider appointing the following committee representatives:

- **BVH**
RESOLVED that no representative be appointed to represent the Council on the BVH committee.
- **TDALC**
RESOLVED that Cllr. Coley be appointed as the Council's representative on the TDALC committee.

12/21 Parish Council Policies and Procedures

a) To review Standing Orders

The clerk noted that she had updated the Council's Standing Orders to the latest NALC model version. It was **RESOLVED** to adopt and approve the updated Standing Orders.

b) To review Financial Regulations

It was **RESOLVED** to approve the Financial Regulations.

c) To review the Annual Risk Assessment

The clerk noted that she had reviewed and updated the Annual Risk Assessment. It was **RESOLVED** to approve the updated Annual Risk Assessment.

d) To review the Code of Conduct

The clerk noted that she had updated the Code of Conduct to the latest version as recommended by TDC. It was **RESOLVED** to approve the updated Code of Conduct.

e) To review General Data Protection Regulations

It was **RESOLVED** to approve the General Data Protection Regulations.

f) To review the Freedom of Information Publication Scheme

The clerk noted that she had updated the Freedom of Information Publication Scheme to the latest recommended model version. It was **RESOLVED** to approve the updated Freedom of Information Publication Scheme.

g) To review the Document Retention Policy

It was **RESOLVED** to approve the Document Retention Policy.

h) To review the Website Accessibility Policy

It was **RESOLVED** to approve the Website Accessibility Policy.

i) To review the Co-option Policy

The clerk noted that the Co-option Policy needed to be updated to reflect advice over the last year from the EALC regarding the automatic co-option of a councillor should there be no other candidates. As she could not find a model policy she suggested creating a new policy using the example of another parish and incorporating the EALC's advice. It was **RESOLVED** that the clerk would create a new policy to be reviewed and approved at the June meeting.

j) To review the Complaints Policy

It was **RESOLVED** to approve the Complaints Policy.

k) To review the Persistent and Vexatious Complaints Policy

It was **RESOLVED** to approve the Persistent and Vexatious Complaints Policy.

l) To review the Disciplinary Procedure

It was **RESOLVED** to approve the Disciplinary Procedure.

m) To review the Staff Grievance Procedure

It was **RESOLVED** to approve the Staff Grievance Procedure.

n) To review the Social Media Policy

It was **RESOLVED** to approve the Social Media Policy.

o) To review the Grant Policy

It was **RESOLVED** to approve the Grant Policy.

13/21 Highways / Environment

a) To consider carrying out footpath mapping for Definitive Maps in line with Section 53 of the Wildlife & Countryside Act requirements

Cllr. Wynn noted that there is a cut-off date of 2026 for recording certain rights of way on Definitive Maps or the landowner no longer has a responsibility to maintain it and it will be lost. Cllr. Coley had received an offer from Heritage House Publishers, Bradfield to draw up the map on behalf of the Council. The clerk was asked to check whether there would be a fee involved. Cllrs. Gunter and Scott added that it would be worth checking whether The Ramblers Association and Essex Bridleways Association are also carrying out such mapping to ensure there is no overlap of work.

b) To consider applying for a grant from AONB's Sustainable Development Fund for Dogs on Leads Sign at the bottom of Shore Lane

Cllr. Wynn proposed erecting a lectern style sign incorporating information from the Exe Dog Walking Code. It was **RESOLVED** that the Council apply for AONB's Sustainable Development grant to assist in funding such a lectern. The clerk noted the 17th May deadline.

14/21 Amenities

a) To consider proposal from Amenities working party regarding accessible play equipment at the Recreation Ground

The clerk had sought several quotes for the installation of an accessible roundabout with wet pour safety surfacing. The quotes ranged from £9,525 (or £8,749 if using mulch) and £15,538. Cllr. Wynn suggested putting the £3,972.76 2020/21 solar farm income towards the project. Whereas all councillors supported the idea of an accessible roundabout it was noted that the remaining cost was too high to cover from the Council's reserves at this point in time. Cllr. Coley suggested merging the 2020/21 and 2021/22 solar farm income to fund the project. It was **RESOLVED** that the Council revisit the project later in the year and in the meantime explore further funding opportunities.

b) To receive an update and agree date for the unveiling of the VE/VJ Day Commemoration Stone

The working party had met to discuss the unveiling of the VE/VJ Day Commemoration Stone and were proposing that unveiling take place on the 26th June 2021 at 3 p.m.. Cllr. Wynn noted that the Bradfield Village Hall would be free for hire from 2 p.m.

onwards. Cllr. Scott is checking if the Bradfield Over 60's Club will be available to serve tea and coffee. Cllr. Wynn suggested councillors bake some cakes and that the Council possibly also purchase some from the Ram and Hoggett and/or local microbakeries. It was also suggested a bar be operated in the village hall for which a temporary licence will be needed. It was proposed to contact Mr T. Cutter of the Village Maid to see if he would be willing to assist. Cllr. Wynn noted that Cllr. Mitcham is creating a frame to hide the stone which is to be covered with a Union Jack curtain. Cllr. Wynn is contacting Bradfield Primary School to request that a group of Year 6 pupils carry out the unveiling of the stone. The clerk will be provided with a list of various prominent attendees whom the Council would like to formally invite to the event. **RESOLVED** that the Council approve of the proposed plans.

c) To consider new venue for council meetings

Cllr. Gunter had been in contact with St Lawrence Church who were not yet in a position to give a firm answer as to whether they would be ready to hire out their hall in time for the Council's 1st June meeting due to COVID restrictions. Cllr. Gunter was asked to follow up and provide an update to the Council in time for the next meeting.

d) To consider replacing damaged street light 9015, Steam Mill Road

Cllr. Wynn informed the Council that A&J Lighting had recently been instructed to carry out an emergency visit to inspect street light 9015 which was corroded at the base and also was no longer vertical. A&J had decided the light column was beyond repair and had cut it down to ensure the health and safety of members of the public. It was **RESOLVED** to instruct A&J Lighting to install a new street light at a cost of £1,950 (including LED light) excl. VAT plus connection costs from UK Power Networks. Total costs for the replacement should be in the region of £3,000 to £3,500.

e) To consider replacing the removed rotten bench at the Recreation Ground with an Enviro 1500 bench from Realise Futures

It was **RESOLVED** that the Council purchase a new Enviro 1500 bench at a cost of £387.91 plus VAT. Cllr. Burton offered to ask her husband to install the bench on behalf of the Council.

f) To discuss Bradfield Village Hall car park gate closures

The Council had received a request from a local resident to close the Bradfield Village Hall car park gates overnight due to noise and disorderly behaviour from congregating youths in the car park. Cllr. Gunter noted that since receiving the request he had carried out regular visits to the car park and not found there to be any problems. Cllr. Osborne added that he regularly walks past the area during the evening and whereas young people do meet in the car park he has never experienced any issues with noise or disorderly behaviour. It was **RESOLVED** to leave the gates open overnight.

g) To receive fortnightly play equipment reports and consider any maintenance recommendations

There were no new issues reported.

15/21 Planning Applications - To consider commenting on the following planning applications

a) To note comments submitted to the Planning Inspectorate in relation to Appeal Notification APP/P1560/W/20/3265279 for Planning 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 reported that an objection had been sent to the Planning Inspectorate on behalf of the Council in relation to the above appeal.

b) 21/00525/FUL, Proposed detached garden annexe building, Gables, The Street Bradfield, CO11 2UU

RESOLVED that the Council has no comment on the above planning application.

c) 21/00561/FUL, Proposed single storey side and rear extension with glazed roof lantern, North House, Barrack Street, Bradfield, CO11 2RB

RESOLVED that the Council has no comment on the above planning application.

d) 21/00564/FUL, Proposed construction of cart lodge style car port, Threadgolds, Heath Road, Bradfield, CO11 2XJ

RESOLVED that the Council has no comment on the above planning application.

e) 21/00671/FUL, Proposed single storey rear extension, Golden Willows, King Street, Bradfield CO11 2RD

RESOLVED that the Council has no comment on the above planning application.

16/21 Finance

a) To review and receive year end and monthly finance reports, including monthly bank reconciliation figures

Cllr. Wynn reported that the Finance Committee had met on Tuesday 27th April 2021 to review the year-end accounts for the 2020/21 financial year. Separate minutes are available for the Finance Committee meeting. The clerk had circulated all year-end reports as well as the monthly reports in advance of the full council meeting. The current account held £948.96 as at 30th April 2021 and the savings account £93,903.92. It was **RESOLVED** that the reports and monthly bank reconciliation be approved.

b) To review the council's asset register

The council's asset register had been reviewed by the Finance Committee prior to full council. It was **RESOLVED** to approve the asset register.

c) To consider financially supporting the production of the local Grapevine magazine.

Cllr. Wynn proposed that the Council consider an annual donation of £600 in support of the local Grapevine magazine. The clerk was asked to send the Council's grant policy and application form to the applicant for consideration at the next full council meeting. Cllr. Scott added that in addition to the printed version the Council should consider publishing the Grapevine magazine on its website.

d) To approve payment of invoices received in accordance with the 2021/22 budget

RESOLVED that the following payments be approved:

Payee	Net £	VAT£	Gross £
EON (PAID 12th April)	171.18	8.56	179.74
Barclaycard (Various, including credits)	-1.84	0.00	-1.84
Webfactory (monthly web hosting)	14.99	3.00	17.99
Hill Farm Landscapes (monthly maintenance)	940.00	188.00	1,128.00
Hill Farm Landscapes (installation of fingerpost)	150.00	30.00	180.00
A&J Lighting (attending to street light 9015)	120.00	24.00	144.00
EALC (cemetery management course)	140.00	28.00	168.00
S. Scott Electrical Ltd (installation of defibrillator)	535.00	107.00	642.00
Signs of Our Times (2 x fingerposts)	3,150.99	630.20	3,781.19
L Djuve-Wood (salary)	1,026.90	0.00	1,026.90
HMRC (tax & NI)	326.73	0.00	326.73
NEST (pension)	55.06	0.00	55.06
Total:	6,629.01	1,018.76	7,647.77

17/21 Items from councillors to be added to the next agenda

- a) To receive a report from the Council's Tree Warden (should an inspection have taken place by the next meeting)
- b) To consider cleaning and varnishing the Queen's Jubilee Bench and reseeding the triangular flowerbeds next to it

18/21 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change

It was noted that publishing the Grapevine magazine online could possibly reduce the number of printed copies needed which in turn would have a positive impact on the environment.

19/21 To note the date and time of the next meeting

The next Council meeting is scheduled for Tuesday 1st June 2021 at 7:30 p.m.

There being no further business the Chairman closed the meeting at 8.44 p.m.

Signed Chairman

Dated