



# 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 the St Lawrence Church Room on Tuesday 3<sup>rd</sup> May 2022 at 7.30 p.m.

<b>Present:</b>	Cllr. K. Wynn (Chair)	Cllr. K. Burton (Vice Chair)
	Cllr. A Coley	Cllr. R. Scott
	Cllr. S. Gunter	Cllr. R. Mitcham
	Cllr. T. Weal	
<b>In Attendance:</b>	4 members of the public	L. Djuve-Wood (Clerk)

There is currently one vacant seat on the Council.

### 1/22 Election of Chair of the Council

It was **RESOLVED** that Cllr. K. Wynn be elected Chair for the year 2022/23.

### 2/22 To receive the Chair's Declaration of Acceptance of Office

Cllr. Wynn signed the Declaration of Acceptance of Office followed by the Clerk as witness.

### 3/22 Election of Vice Chair of the Council

It was **RESOLVED** that Cllr. K. Burton be elected Vice Chair for the year 2022/23.

### 4/22 Apologies for Absence

Apologies for absence were received from Cllr. V. Osborne.

### 5/22 Declarations of Interest

There were no declarations of interest.

### 6/22 Minutes of the Previous Meeting

**RESOLVED** that the minutes of the Full Council meeting held on the 5<sup>th</sup> April 2022 be approved as a correct record and signed by the Chair.

### 7/22 Public Participation

There were four members of the public present. It was noted that whereas it was thought that the Corbeau Seats Rally pre-consultation had been very good, the organiser had not cleared up after the rally with remnants of straw bales having been left behind, particularly on Station Road and Harwich Road. It was also noted that the St Lawrence Church grounds facing The Street had become an unofficial viewing point for spectators with some individuals climbing the War Memorial for a better view. Cllr. Wynn stated that the concerns noted would be taken into consideration under agenda item 13c c) To review the 2022 Corbeau Seats Rally.

### 8/22 District and County Councillor Reports

The District and County reports had been received and circulated to all councillors.

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](http://www.bradfieldparishcouncil.org.uk/news-reports/district---county-reports)

## **9/22 Clerk's Report**

The clerk had circulated the clerk's report in advance. Cllr. Wynn noted that the replacement street light on Steam Mill Road had finally been connected by UK Power Network. The clerk was asked to request an update from County Cllr. Guglielmi about the replacement of the plastic barriers at the bottom of Brickman's Hill. It was also noted that the warning light before the bridge in Mistley direction is yet to be repaired by ECC Highways.

## **10/22 To receive councillor / working party brief reports**

Cllr. Wynn told the Council that she had met with Cllr. Gunter at the Recreation Ground to find a suitable site for the new boules court. They suggested a 15m x 4m court be put between the hedge and beacon in line with the U7 playground. The clerk was asked to source quotations from local contractors for consideration at the June meeting.

Cllr. Burton noted that the next Queen's Platinum Jubilee working party meeting is scheduled for Wednesday the 4<sup>th</sup> May 2022 at 7:30 p.m. at the Strangers Home. The working party had received lots of raffle prices and the dedicated Bradfield's Queen's Platinum Jubilee Events Facebook page had 119 followers as of that morning.

## **11/22 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 Gunter be appointed to the Finance Committee.

- **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 subject to the number of meetings to be held changed from four to three per annum for the Finance Committee.

### **c) To consider appointing the following committee representatives:**

- **BVH**

**RESOLVED** that Cllr. Gunter act as the Council's representative to the BVH committee.

- **TDALC**

**RESOLVED** that Cllr. Coley act as the Council's representative to the TDALC committee.

## **12/22 Parish Council Policies and Procedures**

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

It was **RESOLVED** to approve the Standing Orders subject to the pronoun 'him' being changed to 'them'.

**b) To review the Financial Regulations**

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

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

It was **RESOLVED** to approve the Annual Risk Assessment.

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

It was **RESOLVED** to approve the Cemetery Risk Assessment.

**e) To review the Code of Conduct**

It was **RESOLVED** to approve the Code of Conduct.

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

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

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

It was **RESOLVED** to approve the Freedom of Information Publication Scheme.

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

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

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

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

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

It was **RESOLVED** to approve the Website Content Policy subject to the paragraph stating that websites are not a legal requirement being removed.

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

It was **RESOLVED** to approve the Co-option Policy

**l) To review the Complaints Policy**

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

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

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

**n) To review the Disciplinary Procedure**

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

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

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

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

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

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

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

**r) To review the Reserves Policy**

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

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

It was **RESOLVED** to approve the Equal Opportunities Policy.

## **13/22 Highways / Environment**

**a) To consider quotations for lectern hardstand at Shore Lane**

Following a site meeting at Shore Lane it had been established that the ECC Highways approved location would not be suitable as the adjacent landowner had informed the Council that their ownership extends 18 inches into the grass bank to allow for ditch clearance. Concerns had also been expressed about the chosen location impeding their ability to manoeuvre wide agricultural farm equipment during their business. In addition, with the grass bank on which the lectern would stand being situated directly behind a flowing ditch, concerns had been raised by Rose Builders as to what they may encounter when creating the hardstand with the potential of additional costs. It was **RESOLVED** that the Parish Council abandon this project.

**b) To consider carrying out a review of all Bradfield street signs**

Cllr. Coley noted that many of Bradfield's street, direction and speed signs are either rusting, lettering fading, damaged or falling over. Cllr. Coley proposed that the Council carry out a review of all Bradfield signs followed by a request to the district and county councils to have any damaged signs repaired or replaced. It was **RESOLVED** that Cllrs. Coley, Osborne, Weal and Gunter form a working party to carry out the review.

**c) To review the 2022 Corbeau Seats Rally**

In addition to the issues raised during the Public Participation Session, Councillors raised several issues with the organisation of this year's Corbeau Seats Rally. In particular it was felt that there had been a lack of community engagement prior to the event. It was **RESOLVED** that the clerk contact the organiser requesting that for future events they liaise with the Council beforehand who will be able to contribute to documentation with local knowledge. The clerk was also asked to highlight a lack of road closure signage, lack of police presence and the use of stewards who were not familiar with the local area, requesting that they try and recruit local stewards going forward. In addition, the organiser should be putting up fencing on the corner of St Lawrence Church and The Street, provide extra bins for litter and ensure they clear up after the event.

## **14/22 Amenities**

**a) To consider booking annual service for defibrillators**

It was **RESOLVED** that the council book an annual service of both defibrillators via the Defibshop at a cost of £165.50 plus VAT per defibrillator. It was noted that the metal housing for the village hall defibrillator is rusting and probably needs to be replaced. It was agreed to await feedback regarding this from the annual service.

**b) To consider quotations to carry out U7 playground surface repair**

It was **RESOLVED** to await feedback and risk assessment from the TDC annual playground inspection due to take place in May before deciding how to proceed.

**c) To discuss vandalised bench at Recreation Ground**

The clerk noted that she had reported the vandalism and possible attempted theft of the recently purchased bench at the Recreation Ground to the police. The Council asked that the clerk seek a quote for repair from Realise Futures.

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

Cllr. Coley had noted that the swings need oiling. Cllr. Gunter agreed to carry this out. It was also noted that the Gyrospiral may possibly have a lose metal plate inside its turning mechanism and that there was a slight tear in the recently purchased zip wire chain protector. It was **RESOLVED** to await the outcome from the TDC annual playground inspection due to take place in May before deciding how to proceed with a possible repair to the Gyrospiral and to monitor any further tearing of the zip wire chain protector.

**15/22 Queen's Platinum Jubilee**

**a) To review fire risk assessment for 5th June 2022**

It was **RESOLVED** to approve the fire risk assessment for the 5<sup>th</sup> June 2022.

**b) To consider purchasing banners, balloons, flags, tablecloths, sweets and other sundries**

Cllr. Burton provided a rough estimate of £300-£400 for the purchase of table decorations, plates, balloons, flags, fancy dress prizes and other sundries. It was **RESOLVED** to approve these purchases and to use the £400 Jubilee grant from TDC to cover the cost.

**c) To consider purchasing tarpaulin for stage**

It was **RESOLVED** that the Council purchase a 4m x 10 m tarpaulin for the stage at a cost of £48.18.

**16/22 Consultations**

**a) To consider commenting on the North Falls Offshore Wind Community consultation**

It was **RESOLVED** that the clerk respond stating that the Council is genuinely concerned about the upheaval to the countryside, environment, wildlife and biodiversity and need to be reassured.

**17/22 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 26<sup>th</sup> April 2022 to review the year-end accounts for the 2021/22 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 £3,520.12 as at the 30th April 2022 and the savings account £121,112.71. It was **RESOLVED** that the year-end and monthly financial reports 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 approve payment of invoices received in accordance with the 2022/23 budget**

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

<b>Payee</b>	<b>Net £</b>	<b>VAT£</b>	<b>Gross £</b>
Npower (Paid via Direct Debit)	265.97	13.30	279.27
Npower (Paid via Direct Debit)	279.33	13.97	293.30
Barclaycard (Various)	655.50	0.00	655.50
Webfactory (monthly web hosting)	14.99	3.00	17.99
Hill Farm Landscapes (monthly maintenance)	940.00	188.00	1,128.00
Playquip (accessible wheelspin)	8,099.00	1619.80	9,718.80
R&S Builders (beacon base)	560.00	0.00	560.00
Manningtree Community Staging Trust (Jubilee)	50.00	0.00	50.00
Cllr. R. Mitcham (padlock)	21.99	0.00	21.99
L Djuve-Wood (monthly salary incl. overtime)	1,627.01	0.00	1,627.01
HMRC (tax/NI)	558.10	0.00	558.10
NEST (pension)	107.23	0.00	107.23
<b>Total:</b>	<b>13,179.12</b>	<b>1,838.07</b>	<b>15,017.19</b>

**18/22 Items from councillors to be added to the next agenda**

- a) To consider quotations for independent accessible wheelspin inspection
- b) To discuss Steam Mill Road tree planting scheme, including requesting a donation from the Corbeau Seats Rally organiser
- c) To discuss Commemoration Stone matters
- d) To consider quotations for 15m x 4m boules court

**19/22 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change**

None were noted.

**20/22 To note the date and time of the next meeting**

The next Council meeting is scheduled for Tuesday 7<sup>th</sup> June 2022 at 7:30 p.m.

**21/22 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 the discussion involving information of a personal and sensitive nature.

**22/22 To consider invoking the Council's Persistent and Vexatious Complaints Procedure**

It was **RESOLVED** to not invoke the Council's Persistent and Vexatious Complaints Procedure.

There being no further business the Chair closed the meeting at 9.05 p.m.

Signed ..... Chairman      Dated .....