



# BRADFELD PARISH COUNCIL

*Clerk to the Council: Mrs Line Djuve-Wood*

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## **Minutes of the Full Parish Council Meeting held virtually via Microsoft Teams on Tuesday 1st December 2020 at 7.30 p.m.**

<b>Present:</b>	Cllr. K. Wynn (Chairman)	Cllr. K. Burton (Vice Chairman)
	Cllr. A Coley	Cllr. R. Scott
	Cllr. S. Gunter	Cllr. R. Mitcham
	Cllr. A. Mackrill	
<b>In Attendance:</b>	1 member of the public	Mrs. L. Djuve-Wood (Clerk)

There is currently one vacant seat on the Parish Council.

### **94/20 Apologies for Absence**

Apologies were received from Cllr. V. Osbourne.

### **95/20 Declarations of Interest**

There were none.

### **96/20 Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the Council meeting held on the 3rd November 2020 be approved as a correct record and signed by the Chairman.

### **97/20 Public Participation**

The owner of the Strangers Home, Mr Hammond, attended the meeting to discuss agenda item 10 d) "To consider contributing to the cost of a new fingerpost outside the Strangers Home." He informed the Council that he preferred the fingerpost quotation received from Signs of the Times and that the Strangers Home would like to contribute £1,000 towards the cost of the purchase. He also offered to install the fingerpost. Both offers were gratefully received by the Council. For the Council's final resolution on this agenda item please see minute item 103/20 d).

### **98/20 District and County Councillor Reports**

District and County reports had been received from TDC and ECC and circulated to all councillors. Cllr. Wynn highlighted that ECC had announced its latest plans to support families through the winter and school holidays during 2021. There is also funding for foodbanks, extension of holiday camps, investment for families in deprived areas and targeted support for vulnerable people. The TDC report mainly contained information on the new COVID restrictions following lockdown as well as various planning matters.

### **99/20 Clerk's Report**

The clerk had circulated the clerk's report in advance. The following updates since circulation were noted:

- **176/19 d) Street Lights:** A&J had replaced the corroded street light on Heath Road.
- **30/20 g) Cemetery Waste:** Confirmation had been received from TDC for the order of the new bin at the Mill Lane cemetery.
- **47/20 f) H-Bar:** The North Essex Parking Partnership had painted over the H-Bar they mistakenly painted in front of the local post office and village store's driveway on Heath Road. Another H-Bar had since been painted in the correct location in front of the studded crossing as had originally been instructed by the Council. The clerk was asked to contact

NEPP stating that whereas painting over the first H-Bar is acceptable as a temporary solution the Council asks that they carry out a permanent removal of the line in time.

- **88/20 g) Recreation Ground Tree Surgery:** North Essex Tree Services had completed the tree surgery at the recreation ground.

#### **100/20 To receive councillor / working party brief reports**

Cllr. Burton had received an e-mail from Ms Cailles of Age Concern (Tendring) with guidance of the next steps needed for the Council to label itself dementia friendly, including arranging training dates for the remaining three councillors and providing leaflets for organisations in the village.

Cllr. Coley had attended the recent TDALC meeting. There had been a brief presentation from the Highway Rangers who carry out tasks which do not involve the use of power tools on roads where the speed limit does not exceed 30 MPH. In addition The ECC Criteria Policy regarding the application of speed limits was discussed.

#### **101/20 To consider and agree the 2021/22 budget and precept as recommended by the Finance Committee**

The draft budget as proposed by the Finance Committee had been circulated in advance of the meeting. Cllr. Wynn highlighted the following proposals:

- To carry forward the projected balance within the following cost codes to reduce the calculated precept request of £64,991 by £3,804 as follows: Meeting Hall Fees (£154), Training (£2,250), Election Expenses (£800), Audit Fees (£200) and Litter Bin Emptying (£400);
- To include a Chairman's Allowance of £400;
- That the Council's potential village gates project be started this financial year by earmarking an amount of £5,000 from 2020/21 current general reserves in addition to the 2020/21 budgeted amount of £4,000;
- To reduce the budgeted amount for the war memorial from £11,208 to £9,221, instead earmarking £1,987 from reserves;
- To set the required precept at £60,000.

It was **RESOLVED** that the budget as recommended by the Finance Committee and Cllr. Wynn's highlighted proposals be approved.

#### **102/20 Highways/Environment**

##### **a) To discuss quotations received for the installation of four village gates**

Following the Council's resolution to earmark an additional £5,000 from this year's reserves in addition to the budgeted amount of £4,000, Cllr. Wynn proposed that the Council go with a local contractor. It was **RESOLVED** that the Council accept Rose Builder's quotation of £8,760 plus VAT subject to confirmation that the quote is still valid. The quotation does not include traffic lighting should that be required in terms of traffic management during installation or any highway licence fees but assumes that temporary signage, barriers and cones will suffice. The clerk is to arrange contact with Rose Builders and Essex Highways so that any additional requirements can be established.

##### **b) To consider funding the replacement of the signs outside the village hall**

Cllr. Wynn proposed that the Council consider replacing the sign for the village hall with a two-armed white fingerpost and finial featuring the village sign. A quote had been obtained from Signs of the Times of £998.10 plus carriage and VAT for a fingerpost featuring a standard finial. A finial featuring the village sign would cost an additional £496 plus carriage and VAT. Whereas the Council agreed to replacing the village hall sign with a fingerpost it was **RESOLVED** that it should be the same colour and style as the one being proposed for outside the Strangers Home with a half moon finial stating Bradfield, one arm reading 'Village Hall' and the other arm 'Recycling'.

Cllr. Wynn also proposed that the Council replace the corroded post of the triangular playground sign with an aluminium one. Cllr. Scott proposed that the sign be attached to a nearby lamp post instead. **RESOLVED** that the clerk contact Essex Highways requesting that they move the sign attaching it to the lamp post by Rectory Gardens.

### **103/20 Amenities**

#### **a) To consider formal quote for repainting the village sign**

The clerk had sought two additional quotes for the repainting of the village sign. It was **RESOLVED** that the Council accept the quote from Derek Taylor Engineering of £480 plus VAT to supply labour, materials and equipment to remove, repair, repaint and re-fit existing village sign.

#### **b) To consider community project ideas for the 2020 Estio Solar farm income**

Cllr. Wynn had included a request for ideas from residents in the latest Grapevine report. Cllr. Gunter suggested that alongside residents' ideas the Council may wish to consider investing the money in a village map. It was agreed to revisit this agenda item in January or February.

#### **c) To consider ideas for hedges and tree planting at new land, Mill Lane**

Cllr. Coley noted that he and Cllr. Osbourne had visited the cemetery and that they would like to make the following suggestions:

- To reduce the hedge height on the field side by at least 18" to make the two areas more joined together;
- To enlarge the existing entrance through the hedge to the new land;
- To stake the boundary of the new land asking Mr and Mrs McNair to agree the boundary markers;
- To plant hedge next year to attract wildlife;
- To add a meandering pathway.

Cllr. Wynn added that it would be a good idea to consult with the Woodland Trust. It was agreed that the working party should aim to arrange a meeting at the cemetery in the next couple of weeks.

#### **d) To consider contributing to the cost of a new fingerpost outside the Strangers Home**

Following consultation with Mr Hammond of the Strangers Home, it was **RESOLVED** that the Council accept the quotation from Signs of the Times of £1,544.04 plus VAT and estimated carriage of £75.00, with an additional £175 plus VAT for the creation of a half moon finial. Taking into account the Strangers Home contribution of £1,000 the cost to the Council will be £794.04 plus VAT.

#### **e) To consider updated costs and details for the new defibrillator**

It was noted that the defibrillator options previously offered by the First Responders were no longer available. The First Responders had provided the Council with options and quotes from their supplier Defibshop. It was **RESOLVED** that the Council order the fully automated Physio Control Lifepak CR2 without paediatric switch at £1,025 plus VAT along with the outside storage cabinet at £525 plus VAT. The outdoor cabinet will require a 13 amp. supply and the consumption of electricity is currently approximately £20 per year. The owner of the Bradfield post office on Heath Road had kindly offered for the defibrillator to be installed on his land. It had been recommended two wooden poles were erected to hold the weight of the defibrillator.

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

There were no new issues reported by HFL over the past month. Safeplay had been instructed to repair previously identified issues although had not yet confirmed a date for the work to be carried out.

**104/20 Planning Applications - To consider the following planning applications**

**a) 20/001566/TPO, 1 No. Oak – front garden – reduce back to previous points, Oak Tree House, Cansey Lane, Bradfield**

**RESOLVED** that the Council has no comments on this application.

**b) 20/01567/TPO, 5 No. Oak – front garden – reduce back to previous points, Five Oaks, Cansey Lane, Bradfield**

**RESOLVED** that the Council has no comments on this application.

**c) 20/01556/FUL, Proposed change of use of land to a mixed use of touring caravans/tents and permanent static caravans, Strangers Home Touring Caravan and Camping Site, The Street, Bradfield**

**RESOLVED** that the Council has no comments on this application.

**d) 20/01596/FUL, Single storey rear extension, Songbird Cottage, Barrack Street, Bradfield**

**RESOLVED** that the Council has no comments on this application.

**e) 20/01384/FUL, Placement of a ground-mounted solar farm including associated infrastructure, namely inverters, transformer, a DNO substation and grid connection, Land South of Primrose Hall Primrose Lane, Ramsey, Harwich**

**RESOLVED** that the Council makes the following observations on this planning application:

The planning application is for a very large solar farm which will permanently ruin more agricultural land. Whereas the council recognises the need for more electric power, before continuing to cover agricultural land with solar farms, solar panels should be put on buildings instead. New housing should be repositioned to face the sun with both solar panels and air source heating systems in place. Finally, the Council would also like to know what the community benefit from this solar farm may be.

**f) 20/01484/OUT, Construction of medical centre and car parking, Land South of Long Road, Mistley**

**RESOLVED** that the Council objects to this planning application due to the following reasons:

- The construction of this medical centre will see the loss of another green belt in the local area;
- Placing the medical centre in the proposed location will likely dramatically reduce visitor numbers to Manningtree, including its pharmacy and the High Street. As such the Council is concerned for the town's future viability;
- The route on which the proposed medical centre will be situated is not accessible via public transport and as such the Council does not consider this an accessible location;
- The developer's proposal to construct a new and additional access road rather than using the existing entrance point.

**105/20 To consider meeting dates for 2021**

**RESOLVED** that the proposed meeting dates for 2021 be approved with the first meeting to be held on the 5<sup>th</sup> January 2021.

## 106/20 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 £818.84 as at 30th November 2020 and the savings account £101,699.72. **RESOLVED** that the bank reconciliation be approved.

### b) To note the completion of the 2019/20 Annual Governance and Accountability Return

It was noted that the 2019/20 Annual Governance and Accountability Return had been completed and that the completion statement and full audit had been published on the Council's noticeboards and website.

### c) To approve payment of invoices received in accordance with the 2020/21 budget

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

Payee	Net £	VAT£	Gross £
EON (PAID)	171.18	8.56	179.74
Webfactory (website host fee)	14.99	3.00	17.99
Barclaycard (Various)	1,631.55	0.00	1631.55
Hill Farm Landscapes (Maintenance)	940.00	188.00	1,128.00
Hill Farm Landscapes (Hedge cutting)	1,200.00	240.00	1,440.00
Hill Farm Landscapes (4 x trees)	200.00	40.00	240.00
Miss V. Pretty (Internal audit)	50.00	0.00	50.00
BVH (Outside tap cover)	152.40	0.00	152.40
Cllr. R. Mitcham (BT kiosk shelving)	131.09	0.00	131.09
Safeplay (Playground surfaces)	10,828.00	2165.60	12,993.60
PKF Littlejohn (External audit)	300.00	60.00	360.00
Environmental Design (Bulb planting)	800.00	160.00	960.00
A&J Lighting (Replacement lamp post)	2,948.50	589.70	3,538.20
L Djuve-Wood (Salary)	1,020.50	0.00	1,020.50
HMRC (Tax/NI)	333.82	0.00	333.82
NEST (Pension)	55.06	0.00	55.06
<b>Total</b>	<b>20,777.09</b>	<b>3,454.86</b>	<b>24,231.95</b>

## 107/20 Items from councillors to be added to the next agenda

### a) To agree a date for the Spring litter pick

## 108/20 To note the date and time of the next meeting

The next full council meeting is scheduled for Tuesday 5th January 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 8.52 p.m.

Signed ..... Chairman

Dated .....