



BRADFELD PARISH COUNCIL

Clerk to the Council: Mrs Line Djuve-Wood

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Minutes of the Full Parish Council Meeting held in St Lawrence Church Room on Tuesday 6th December 2022 at 7.30 p.m.

Present: Cllr. K. Wynn (Chair) Cllr. S. Gunter
Cllr. T. Weal Cllr. R. Scott
Cllr. A. Coley Cllr. J. Welsh
Cllr. V. Osborne

In Attendance: 2 members of the public L. Djuve-Wood (Clerk)

129/22 Apologies for Absence

Apologies for absence were received from Cllrs. Burton and Mitcham.

130/22 Declarations of Interest

Declarations of interest were received from Cllr. Gunter for agenda item 17 e) (To consider waiving the BVH 10% contribution towards noticeboard and broadband), minute item 145/22 e), being a member of the Bradfield Village Hall committee.

131/22 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Full Council meeting held on the 1st November 2022 be approved as a correct record and signed by the Chair.

132/22 Public Participation

There were two members of the public present. No matters were raised.

134/22 District and County Councillor Reports

District and County reports had not yet been received for December.

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

135/22 Clerk's Report

The clerk had circulated the clerk's report in advance. She noted that Cllrs. Gunter and Scott are meeting with an Essex Wildlife Trust representative via Microsoft Teams on the 20th January 2023 to discuss the Wilder Towns Wilder Villages project.

It was agreed to remove the following items from the Clerk's Report:

- 138/20 e) Flooding outside the Recreation Ground
- 51/21 a) Community Speedwatch Group
- 84/21 a) Mill Lane Flooding
- 123/21 a) To consider turning down wattage for LED Street Lights

136/22 To receive councillor / working party brief reports

Cllr. Coley had circulated an updated document listing various signs within Bradfield in need of attention. He noted that one of the previously reported signs along Steam Mill Road

has now been replaced with a new one, however the sign at the end of Steam Mill Road has been demolished. The clerk was asked to report this to Highways. She was also asked to once again report the faulty illuminated warning sign on Brickman's Hill.

137/22 Highways Environment

a) To review and consider the results from the ECC Highways Speed and Volume Survey carried out in September 2022 along Straight Road

Cllr. Wynn noted that the overall percentage of cars exceeding the 40mph speed limit had gone down since the prior two annual surveys were carried out. It was agreed to keep monitoring the situation and that a further survey be booked with ECC to be carried out in September 2023.

b) To consider applying for parking restrictions along parts of Steam Mill Road

A request had been received from a member of the public to apply for parking restrictions along parts of Steam Mill Road. As parking is already limited along the stretch of road in question and the road is at its widest point, it was **RESOLVED** that the Council do not take the request further.

138/22 Amenities

a) To consider quotations for tree survey at Recreation Ground and Mill Lane Cemetery

Quotations had been received ranging from £380 plus VAT to £720 plus VAT. It was **RESOLVED** that the Council instruct J. F. Tree Specialist Ltd to carry out the tree survey.

b) To consider quotations for replacing missing fencing at Mill Lane Cemetery

Quotations had been received ranging from £290 to £370 plus VAT. It was **RESOLVED** that the Council instruct R&S Builders to replace the missing fencing.

c) To discuss potential project options for the 2022/23 Estio Solar payment of £4,765.75

It was **RESOLVED** to put the 2022/23 Estio Solar payment towards the cost of the new boules court.

d) To consider installing a noticeboard in Mill Lane Cemetery using remaining new cemetery reserves

It was **RESOLVED** that the Council would like to install an A2 sized noticeboard in Mill Lane Cemetery and that the Clerk research options in time for the Council's January meeting.

e) To consider purchasing the ICCM Essential Law for Cemetery and Crematorium Managers at £39.00

It was **RESOLVED** that the Council purchase the ICCM Essential Law for Cemetery and Crematorium Managers.

f) To consider actions to reinstate lost cemetery records between 1985 and 2015

It was **RESOLVED** that the clerk contact the Essex Records Office to check whether any cemetery records may have been deposited with them over the years by previous clerks. The clerk is also to produce a notice requesting that all cemetery plot owners contact her providing their up to date contact details. The notice is to go in the cemetery noticeboard once installed, on the Council's other noticeboards, Council website, Council Facebook page, the Bradfield Grapevine as well as in the Harwich and Manningtree Standard and the local Gazette. The clerk was also asked to contact local funeral directors to check their burial records for Mill Lane Cemetery.

g) To consider remedial action for loose cemetery memorial

It was **RESOLVED** that until such time proper testing of all memorials is carried out by a trained person, the newer memorial found to be loose will be regularly monitored as it currently does not continue to move under light hand pressure. In terms of the older smaller memorial from the 1960s that had previously fallen over and removed, this is to be put back in place by the Council and secured with a wooden post and note attached for owners to arrange for its repair to be carried out. The clerk was asked to request advice as whether the Council can install a wooden support post themselves or whether a qualified mason would need to carry out such work.

h) To consider quotation from Playquip for regular servicing of playground equipment

It was **RESOLVED** that this item be deferred until January as the quote had not been received in time for the meeting.

i) To consider seat and chain replacement options for the zip wire

It was **RESOLVED** that the Council replace the current damaged seat and chain with Online Playground's Aerial Cableway Zip Wire Rubber Seat With 25mm Diameter Combination Rope Suspension at a cost of £175 including VAT.

j) To receive and consider the weekly play equipment reports and note any maintenance carried out

Weekly play inspections had been carried out and weekly reports issued to all councillors. There were no new findings.

139/22 Planning Applications

a) To note call-in request and consider commenting on planning application 22/01792/OUT, Outline Planning Application with all matters reserved for the proposed erection of 5 no. bungalows, Land off Barrack Street, Bradfield, CO11 2RB

It was noted that the Council had requested that District Cllr. Fairley call-in the planning application and that the call-in had subsequently been confirmed. It was **RESOLVED** that the Council object to the application and that the following comments to be submitted to TDC:

Bradfield Parish is within the Tendring District. Tendring District Council has a Planning Inspector approved and adopted Local Plan.

Tendring District has a requirement to demonstrate a Housing Supply Calculation of 5 years. District Council Planning Officers have re-run the Housing Supply Calculation on the 1st April 2022. The calculations within the SHLAA (chapter 6) gave a deliverable housing supply position of 6.89 years.

The Objectively Assessed Housing Need (OAN) as set out in Section 1 of the Tendring District Local Plan (2013-2033) confirms that 550 homes per year are required in the district. The below table shows the delivered completions:

| Year | Dwellings Completed |
|---------|---------------------|
| 2016/17 | 658 |
| 2017/18 | 565 |

| | |
|---------|-----|
| 2018/19 | 915 |
| 2019/20 | 784 |
| 2020/21 | 646 |
| 2021/22 | 777 |

Therefore, there is no identified parish or district need for any of these additional dwellings, as proposed in this application.

There are currently four large housing developments under construction, and a further site with planning approval, all within 2.5 miles of the applicant's site. These comprise of:

- Newlands, Mistley (Cala Homes) – 76 Dwellings
- River Reach, Mistley (Hopkins Homes) – 235 Dwellings
- Lawford Green, Lawford and Mistley (Rose Builders) – 440 Dwellings
- Manningtree Park, Mistley (City & Country Developments) – 485 Dwellings
- Stour View, Mistley (Rose Builders) – (Planning Approved – Start 2023) - 72 Dwellings

This substantial increase in dwellings just off the Bradfield Village boundary, further demonstrates that the applicant's additional dwellings are not required.

There are three development sites in Bradfield Parish where the construction of bungalows is currently in progress. Further bungalows are not required, at this time in Bradfield.

Brunswick Gardens, a development of 25 new bungalows has just been completed, which is under 2 miles from the applicant's site. The developers at River Reach and Lawford Green are currently building a number of bungalows into their schemes.

The site itself is unsuitable for development. Barrack Street is a unique quiet rural road serving its existing residents. There are no constructed or designated footpaths in the road and many of the ancient properties are close to the road edge.

Barrack Street is extremely popular with walkers, who currently can walk safely in the road, accessing rural countryside walks in both Ellis Road and Cansey lane, which also have no footpaths.

The applicant's Planning Statement states that there is an existing vehicle entrance into this field. It is not a vehicle entrance; it is a field gate.

The field gate cannot be transformed into a highways entrance accessing the proposed development, as the required size of the entrance and the minimum visibility splays could not be achieved, in accordance with the Manual for Streets 2 and ECC Highways Standards.

The field gate entrance is close to the natural bend into Ellis Road, which is an unadopted and unmade private road, which is unsuitable for traffic other than residential access.

The proposed highways entrance would also conflict with the attractive and popular Lotts Lane footpath. Walkers exiting the covered footpath into Barrack Street would be in conflict with exiting vehicles from this proposed development.

The applicant's Planning Statement states that footpaths would be provided in Barrack Street. The narrowness of the road would seem to prohibit the construction of footpaths, if a minimum dimension of highway is to be maintained.

The proposed site acts a 'Green Wedge' supporting the rural unspoiled nature of this area. It is currently used as a grazing and exercise paddock for horses.

Although the applicant's block plan shows part of the field being developed, it also shows what appears to be a vehicular entrance into the remaining field. Bradfield Parish Council would have genuine concerns that this development, if approved, would encourage further applications to develop the remaining green space.

Bradfield Parish Council objects to this application. Barrack Street has a unique and inclusive character. The Manual for Street 2, requires all developments to enshrine the inclusivity of use. We submit that this development would substantially destroy the existing character and undermine inclusivity of use.

b) To consider commenting on planning application 22/01882/FULHH, Proposed erection of a single storey rear extension to replace existing conservatory, with gable ends and a flat roof to join, Hallam Cottage, The Street Bradfield, CO11 2US

It was **RESOLVED** that the Council have no comment on this application.

c) To consider commenting on amended planning application 22/00034/FUL, Proposed construction of a three bedroom residential bungalow, Plot Between Alcha and Kings Lodge, King Street, Bradfield, CO11 2RD

It was **RESOLVED** that the Council object to this application as follows:

Bradfield Parish Council previously objected to this planning application on the 7th February 2022 and continue to object to the recently amended application for the following reasons:

- The block plan does not show a sufficient area available for vehicular turning and forward exiting. This is contrary to planning rules.
- Adequate off-road parking cannot be provided on site for a three-bedroom dwelling.
- The visibility splay cannot be adequately constructed and maintained in the available space.
- There is not sufficient Garden/Amenity space provided to be compliant with the Essex Design Guide.

140/22 Constitution

a) To consider and approve Media and Press policy

Cllr. Wynn requested that the word Chairman be changed to Chair. It was **RESOLVED** that the Media and Press policy be approved subject to the proposed amendment.

b) To consider and approve Cemetery Memorial Management and Safety policy

The Council questioned whether or not they should be joining BRAMM as only one local memorial mason is listed within their register. Should the Council join BRAMM this would need to be reflected within the new policy and as such it was agreed that this item be deferred to the January meeting to allow the clerk to seek clarification from ICCM on BRAMM and other available registers of memorial masons such as NAMM.

c) To consider and approve new Grant of Rights to Erect and Maintain a Memorial form

It was **RESOLVED** that the Grant of Rights to Erect and Maintain a Memorial form be approved.

d) To consider implementing the NALC/SLCC Model Dignity at Work policy

It was **RESOLVED** that the model Dignity at Work policy be implemented.

e) To consider adding the NALC/SLCC Bullying and Harassment Statement to the Council's website

It was **RESOLVED** that the bullying and harassment statement be added to the Council's website.

f) To pass a resolution to sign up to the Civility and Respect Pledge

It was **RESOLVED** that the Council sign up to the Civility and Respect pledge and that the clerk write to Sir Bernard Jenkin MP, using SLCC's model letter, urging him to support a new early day motion tabled for Civility & Respect, calling on the Government to re-visit its response to the Committee on Standards in Public Life report.

141/22 Training:

a) To consider NALC/SLCC Civility and Respect training opportunities for clerk and councillors

It was **RESOLVED** that the Clerk sign up to available civility and respect training webinars via SLCC. Further training sessions may be available for both clerk and councillors in the future.

b) To consider Memorial Management training options for the clerk

It was **RESOLVED** that the clerk sign up to ICCM's Memorial Management Inspection Workshop and that the Council join ICCM which will not only give access to specialist advice but also reduce the cost of the training.

c) To discuss risk management training

Following advice from the EALC stating that they are not aware of any further risk management training available for smaller parish councils, it was **RESOLVED** that the clerk does not investigate this further.

142/22 To consider subscribing to The Local Council Risk System (LCRS) software for risk management

As the clerk had not yet received confirmation of the cost of purchasing the software it was agreed to defer this item to the January meeting.

143/22 To consider meeting dates for 2023

It was **RESOLVED** that the meeting dates be approved with the Annual Parish Assembly Meeting to be scheduled for Tuesday 7th March 2023 and the Annual Parish Council Meeting for Tuesday 16th May 2023 due to the 2023 local elections.

144/23 To consider increasing clerk's weekly working hours up to a maximum of 24 with any additional overtime being taken in lieu unless exceptional circumstances

It was **RESOLVED** that the clerk's weekly hours be increased to 24 hours from January 2023 with any overtime worked taken in lieu, unless exceptional circumstances, in line with her employment contract.

145/22 Consultations:

a) To consider responding to Transport East's Rural Mobility in Parishes Survey

It was **RESOLVED** that the Council do not wish to respond to this consultation.

146/22 Finance

a) To receive the monthly finance report, including monthly bank reconciliation figures

The clerk had circulated the finance reports and monthly bank reconciliation in advance. The current account held £8,564.51 as at the 30th November 2022 and the savings account £97,500.14. VAT reclaimed for the months April to October of £7,628.33 had been received in November along with recycling credits from TDC of £653.59. The October Barclaycard statement had a balance of £67.88 payable at this meeting. It was **RESOLVED** that the bank reconciliation be approved.

b) To note YTD review of the Council's accounts by the Finance Committee

The Finance Committee had met on Tuesday the 15th November 2022 to review the Council's YTD finances and put forward a budget proposal for the 2023/24 financial year to Full Council. The draft minutes of the Finance Committee meeting along with all financial reports had been issued to all councillors ahead of the December full council meeting.

c) To note the completion of the interim internal audit by Ms. V. Pretty

The interim internal audit had been completed with no matters raised.

d) To consider and agree the 2023/24 budget and precept as recommended by the Finance Committee

As TDC had yet to release the 2023/24 tax base information it was agreed that this item be deferred to the January meeting.

e) To consider waiving the BVH 10% contribution towards noticeboard and broadband

Following a motion put forward by three councillors, it was **RESOLVED** that the Council waive the previously agreed 10% contribution from the BVH for the new noticeboard and broadband.

f) To approve payment of invoices received in accordance with the 2022/23 budget

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

| Payee | Net £ | VAT£ | Gross £ |
|---|--------------|-------------|----------------|
| Npower (Unmetered supply) (Paid 17/11/22) | 238.97 | 11.95 | 250.92 |
| Barclaycard (Microsoft Office 365, HSE Book) | 67.88 | 0.00 | 67.88 |
| Webfactory (Webhosting) | 14.99 | 3.00 | 17.99 |
| Hill Farm Landscapes (Grasscutting & maintenance) | 940.00 | 188.00 | 1,128.00 |
| A&J (Call-out street light 9004) | 80.00 | 16.00 | 96.00 |

| | | | |
|---|-----------------|---------------|-----------------|
| A&J (New LED street light 9004) | 349.00 | 69.80 | 418.80 |
| A&J (Call-out and new LED street light 9009) | 429.00 | 85.80 | 514.80 |
| BVH (hall hire extraordinary meetings) | 20.00 | 0.00 | 20.00 |
| R&S Builders (Concrete base and installing new bin) | 160.00 | 0.00 | 160.00 |
| RoSPA (Inspection and RA Recreation Ground) | 495.00 | 99.00 | 594.00 |
| Ms Pretty (Interim internal audit) | 75.00 | 0.00 | 75.00 |
| Essex Playing Fields Assoc (Annual membership) | 30.00 | 0.00 | 30.00 |
| EALC (Village hall training Cllr. Gunter) | 150.00 | 30.00 | 180.00 |
| L Djuve-Wood (Salary including backpay following NALC annual pay review for 2022/23 / overtime) | 2,084.50 | 0.00 | 2,084.50 |
| HMRC (Tax / NI) | 796.74 | 0.00 | 796.74 |
| NEST (Pension) | 152.64 | 0.00 | 152.64 |
| Total: | 6,083.72 | 503.55 | 6,587.27 |

147/22 Items from councillors to be added to the next agenda

- a) To consider options for A2 cemetery noticeboard
- b) To consider and approve Cemetery Memorial Management and Safety policy
- c) To consider quotation from Playquip for regular servicing of playground equipment
- d) To consider producing a parish footpath map and leaflet for Bradfield
- e) To consider and agree the 2023/24 budget and precept as recommended by the Finance Committee

148/22 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change

There were none.

149/22 To note the date and time of the next meeting

The next Full Council meeting is scheduled for Tuesday 10th January 2023 at 7:30p.m.

There being no further business the Chair closed the meeting at 8.41 p.m.

Signed Chair Dated