



BRADFIELD 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 10th January 2023 at 7.30 p.m.

Present: Cllr. K. Wynn (Chair) Cllr. K. Burton (Vice Chair)
Cllr. S. Gunter Cllr. R. Mitcham
Cllr. T. Weal Cllr. R. Scott
Cllr. A. Coley

In Attendance: L. Djuve-Wood (Clerk)

150/22 Apologies for Absence

Apologies for absence were received from Cllrs. Osborne and Welsh.

151/22 Declarations of Interest

Declarations of interest were received from Cllrs. Gunter and Burton for agenda item 9 f) (To consider correspondence received from BVH solicitor regarding lease renewal), minute item 158/22 f), being members of the BVH committee.

152/22 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Full Council meeting held on the 6th December 2022 be approved as a correct record and signed by the Chair.

153/22 Public Participation

Cllr. Gunter noted that a member of the public who had attended briefly prior to the start of the full council meeting had expressed their objection to abandoning the boules court project.

154/22 District and County Councillor Reports

The county report had been received and circulated to all councillors ahead of the meeting. The district report had not yet been received.

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

155/22 Clerk's Report

The clerk had circulated her report in advance. She noted that the new BVH noticeboard had been installed but without the header as the supplier had issued the wrong one. The correct header should be dispatched some time this week. She also noted that the field gate and bollards had now been moved as per council instructions, that the tree survey will most likely be carried out on either the 19th or 20th January and that she had taken delivery of the new seat and rope combination for the zip wire which Cllr. Scott agreed to install.

Cllr. Wynn noted that she had e-mailed County Broadband requesting an update on the broadband installation and their response was that they are still liaising with their build partner and would provide and update as soon as possible.

156/22 To receive councillor / working party brief reports

Cllrs. Coley and Wynn had met with Playquip in December to discuss potential options for the playground refurbishment scheme using S106 funding. Playquip had suggested that rather than replacing the entire climbing frame the climbing wall itself be replaced with a heavy duty plastic wall, to replace the Sit-Up Station with a rotary play item such as a raised wheelspin, to install activity play panels and put in new bonded mulch link paths between various equipment. The working party will continue to explore options.

157/22 Highways Environment

a) To consider and sign Essex County Council letter of permission to install village gateways

It was **RESOLVED** that the letter of permission to install four village gateways be signed and returned to Essex County Council.

158/22 Amenities

a) To consider and agree tender details for grasscutting and maintenance contract

It was **RESOLVED** that the following details / amendments be added to the tender details for the grasscutting and maintenance contract:

- Under Schedule of Works add cleaning of four village gateways and cut-back of overgrowth twice a year;
- Under Schedule of Works a) Grasscutting and Strimming: amend “*For football team use throughout the winter months*” to “*For football team use throughout the August to May season.*”;
- Under Schedule of Works d) Hedge Cutting: amend “*recreation ground perimeter hedges*” to “*front of recreation ground.*” Cllr. Gunter to check if car park hedge also needs to be included. Separate quotation to be received for the hedge cutting;
- Under Schedule of Works delete “*e) Removing dead branches and completing necessary tree surgery to existing trees as directed by the Parish Council.*” Such work will be carried out by an independent tree surgeon as and when required;
- Under Tender Criteria add clause to state that careful strimming and lawnmowing are to be carried out to ensure no damage to play equipment, benches, trees, safety surfaces or cemetery memorial stones. If proven that damage was caused by contractors the parish council reserve the right to reclaim costs;
- Under Tender Criteria add clause to state that playground surfaces are to be kept clear of grasscuttings at all times.

b) To consider abandoning boules court project and move allocated budget to playground refurbishment project

Cllrs. Wynn and Coley had visited the recreation ground to stake out the size of the proposed 15x4m boules court which they deemed to be too big. It was proposed that the boules court be either reduced in size to 12x3m or that the project be abandoned completely with the funding reallocated to the playground refurbishment project. It was **RESOLVED** that the Council defer a final decision for a couple of months with Cllr. Wynn asking for feedback from members of the public on the installation of a 12x3m boules court in her next report for the Grapevine Magazine.

c) To consider options for A2 cemetery noticeboard

The clerk had sourced three alternative options for an A2 cemetery noticeboard. It was **RESOLVED** that the clerk order the Breeze Post Mounted External Notice Board with Header for £555 excluding VAT.

d) To consider placement and installation options of new cemetery sign

Various options for placement of the new cemetery sign were suggested, including mounting on the gate, mounting on the existing post at the front of the cemetery by the hedge or mounting on a new post inside the cemetery. It was agreed that the clerk and Cllr. Gunter take photos of the various options for placement prior to a final decision being made.

e) To consider remedial action for loose cemetery memorial

It was **RESOLVED** that the loose memorial be secured with a metal stake at the back and a note added for 12 months requesting that the plot owner have the memorial re-secured by a qualified mason.

f) To consider correspondence received from BVH solicitor regarding lease renewal

Whereas The BVH solicitor had confirmed that they are happy with the draft lease, they had noted that if the Tenant is contributing to the car park and access ways, the Landlord should covenant to maintain those areas. The Council **RESOLVED** to accept the solicitor's suggestion.

g) To consider request from TDC on behalf of Harwich Running Club to potentially mark out a running track at the Recreation Ground during Athletics season

It was **RESOLVED** that the Bradfield Recreation Ground was not considered suitable for the marking out of a running track.

h) To consider producing a parish footpath map and leaflet for Bradfield

It was considered that the cost of producing a parish footpath map and leaflet was too high. It was **RESOLVED** to not take this any further.

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

It was **RESOLVED** to accept Playquip's quotation of £346 excl. VAT for servicing the zip wire and £285 excl. VAT for servicing the accessible wheelspin. The clerk is to book in the servicing of the zip wire for April 2023. Whereas the Parish Council would like both items to be serviced annually, as the accessible wheelspin has only recently been installed, it does not require servicing until April 2024.

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. The reports noted delamination of parts of the wood on the Proludic Ixo Unit (reported by Playquip at their last Operational Inspection) and some very minor possible / potential for rot within a large wooden knot on the Maxi Hex Climber. Playquip are to attend to both items. The clerk is chasing a response regarding the delamination which should be repaired as soon as possible to stop it deteriorating further.

k) To note findings from the latest Operational Playground Inspection including any maintenance carried out under delegated authority

The following findings from the latest Operational Inspection carried out on the 14th December 2022 were noted as requiring attention:

- **Gyro Spiral:** Foot entrapment possible and damage of wet pour where the Gyro Spiral seats hit the ground. Cllr. Wynn stated that following her and Cllr. Coley's meeting with Playquip it had been established that the risks and damage reported were due to the design of the Gyro Spiral. Whereas the Gyro Spiral could potentially be replaced with the newer model it was thought this had other design issues and as such would

not be a suitable solution. Playquip had suggested that the damaged wet pour be repaired by replacing the central area with a harder surface at a cost of approximately £500. It was **RESOLVED** that the surface repair be added to the 2023/24 maintenance programme.

- **Zip Wire:** Split chain cover. As per the Clerk's Report a new seat and rope combination have already been purchased and delivered with Cllr. Scott agreeing to install it.
- **Ixo Unit:** Delamination of engineered legs on two legs. The item is currently low risk but if it breaks it will become medium to high risk. Advice is to glue and screw delaminating sections to stop them from breaking. The clerk have advised Playquip to carry out the repair.
- **Junior Tower Climber:** Ramp access very slippery, anti-slip strips would help in wet or frosty weather. **RESOLVED** that anti-slip strips be fitted when carrying out the 2023/24 maintenance programme.

159/22 Planning Applications

a) **To consider commenting on amended planning application 22/01603/FUL, Proposed extension of existing Care Home to provide eight new en-suite bedrooms including lift and new stairs, Meadowcroft, Steam Mill Road, Bradfield**

The Parish Council had received a request from the Planning Officer via District Cllr. Fairley, asking whether the call-in for this planning application still stands after the recent amendments to the application. It was **RESOLVED** that the call-in still stands and that the following comments be passed on to the Planning Officer via District Cllr. Fairley:

The parish council remain concerned about the huge increase in the number of individual rooms, in what is a House of Multiple Occupancy. By default, there will be increased vehicle movements, noise and light. This used to be a detached bungalow in a quiet and dark location. If allowed this building will be the largest in the parish, with the highest level of occupancy, with all that comes with it. As such, the parish council does not believe that this is right for this location.

b) **To consider commenting on planning application 22/02090/FULHH, Proposed conversion and extension of single garage to form annex, Triangles, Station Road, Bradfield, CO11 2UP**

It was **RESOLVED** that the Parish Council object to this planning application with the following comments passed on to the District Council:

There was a recent planning approval for Triangles (22/01282/FULHH) to be converted from a small single storey bungalow to a two-storey house. The block plan submitted in that application shows that the newly amended dwelling will have five bedrooms, four on the first floor and one on the ground floor.

The current application (22/02090/FULHH) proposes to convert and extend the existing single garage on site, to provide a self-contained one-double bedroom dwelling with all associated living services and facilities.

The overall site at Triangles is not large. Bradfield Parish Council has concerns that this application if granted would:

- Not result in an annex to the existing dwelling but would create a new separate and self-contained dwelling.
- Result in an overdevelopment of the site.

- Would result in inadequate vehicle parking and turning space, enabling all the potential residents and visitors to enter, turn and exit onto the road forward facing.

The application also states that trees will be removed to facilitate the garage conversion. The TDC Tree Officer should consider this proposal.

160/22 Constitution

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

It was **RESOLVED** that the Cemetery Memorial Management and Safety policy be approved.

b) To consider and approve Recreation Ground Risk Assessment Scheme

It was **RESOLVED** that the Recreation Ground Risk Assessment Scheme be approved.

A visual inspection will be carried out of the overall recreation ground at the same time as playground inspections.

161/22 To consider subscribing to The Local Council Risk System (LCRS) software for risk management

At a cost of £110 plus VAT it was **RESOLVED** that the Parish Council subscribe to LCRS. It was noted that as the provider is currently in the process of migrating/re-writing the software, to allow it to be run/operated on any windows platform, including servers and shared networks, it will not be ready for re-release until sometime later this year.

162/22 HM the King's Coronation

a) To consider setting a budget for potential plans for a coronation event

It was **RESOLVED** that a budget of £1,500 be set for HM the King's Coronation celebrations.

b) To note correspondence from Bruno Peek, Pageantmaster, regarding no beacon lighting

The Parish Council had received confirmation from Mr Bruno Peek, Pageantmaster, that due to the Coronation taking place less than a year after The Queen's Platinum Jubilee, Buckingham Palace had stated they do not wish for Beacons to be lit for the Coronation.

However, it has been agreed that Beacons should be lit on the 6th June 2024, as the principal leading event led by communities and organisations in the celebration and commemoration / tribute to D-Day 80, the 80th Anniversary of the D-Day landings in Normandy.

c) To consider application cost for TDC Temporary Events Notice (TEN)

At a cost of £21 it was **RESOLVED** that the Parish Council apply for a TEN in Cllr. Gunter's name.

d) To consider donation to Manningtree Community Staging Trust for stage hire

It was **RESOLVED** that a donation of £50 be given to the Manningtree Community Staging Trust for stage hire.

e) To consider cost of bouncy castle hire

At a cost of £295 it was **RESOLVED** to accept the quote from Bounce Bounce. The cost includes the hire of a large and small bouncy castle and two members of staff for two hours.

f) To consider any proposed entertainment costs

Cllr. Burton had been in contact with two local bands. It was **RESOLVED** that the Parish Council hire Psycho Deliha at a cost of £250.

163/22 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 £1,970.48 as at the 30th December 2022 and the savings account £97,553.65. The latest Barclaycard statement had a balance of £1,166.67 payable at this meeting. It was **RESOLVED** that the bank reconciliation be approved.

b) To consider and agree the 2023/24 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. The following additional proposals were put forward:

- To increase Meeting Hall Fees to £400 to reflect changes in hourly meeting rate;
- To increase Subscriptions to £1,000 to include ICCM and LCRS fee;
- To reduce Pensions to £600 so that it only includes the employer contribution (the employee contribution now sitting under Salaries instead);
- To reduce the budget for HM the King's Coronation Celebrations to £1,500 rather than the previously recommended £2,500;
- To reduce the required precept to £70,800 rather than the previously recommended £72,400.

It was **RESOLVED** that the budget as recommended by the Finance Committee be approved subject to the above amendments. The agreed precept of £70,800 equals a £142.77 parish council tax payment per annum for a Band D property, a £7.46 increase (5.5%) from 2022/23.

c) To consider St Lawrence Church hall hire cost increase

Following a request from St Lawrence Church to the Parish Council to consider a fee increase for room hire, it was **RESOLVED** that the Parish Council offer £25 per session from April 2023.

d) 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 £
Serious Printing Group (new dog/playground/cemetery signs)	180.00	36.00	216.00
Npower (Electricity supply October recalculated)	149.18	7.46	156.64
Npower (Electricity supply November)	167.58	8.38	175.96
NPower (Credit elec supply original October payment)	238.97	11.95	250.92
Barclaycard (Ink, new bin, end caps, playground inspection credits, high vis vests, pre planning app fee war memorial, Office 365, training sessions, ICCM book)	1,166.67	0.00	1,166.67

Webfactory (Website hosting)	16.64	3.33	19.97
Hill Farm Landscapes (Grasscutting & maintenance)	940.00	188.00	1,128.00
ICCM (Membership fee Jan-Mar 23)	24.00	0.00	24.00
Playquip (Operational inspection)	190.00	38.00	228.00
The United Benefice of Mistley with Manningtree and Bradfield (Hall hire)	75.00	0.00	75.00
Tigerlily Landscapes (BVH noticeboard installation)	114.00	0.00	114.00
Tigerlily Landscapes (Repositioning field gate)	204.00	0.00	204.00
L Djuve-Wood (Net salary)	1,557.61	0.00	1,557.61
HMRC (Tax/NI)	419.75	0.00	419.75
NEST (Pension)	95.01	0.00	95.01
Npower (Electricity Supply December)	196.59	9.83	206.42
Total:	5,257.06	279.05	5,329.69

164/22 Items from councillors to be added to the next agenda

a) To discuss reduction of speed limits within Bradfield to 20 mph

165/22 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change

There were none.

166/22 To note the date and time of the next meeting

The next Full Council meeting is scheduled for Tuesday 7th February 2023 at 7:30p.m. In addition, a Finance Committee meeting will be held on Tuesday 24th January at 7:30 p.m.

There being no further business the Chair closed the meeting at 9:04 p.m.

Signed Chair Dated