



# 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 5th July 2022 at 7.30 p.m.**

<b>Present:</b>	Cllr. K. Wynn (Chair)	Cllr. K. Burton (Vice Chair)
	Cllr. R. Scott	Cllr. S Gunter
	Cllr. R. Mitcham	Cllr. T. Weal
	Cllr. A Coley	Cllr. J. Welsh (Co-opted item 45/22)
<b>In Attendance:</b>	9 members of the public	L. Djuve-Wood (Clerk)

### **40/22 Apologies for Absence**

Apologies for absence were received from Cllr. Osborne.

### **41/22 Declarations of Interest**

Declarations of interest were received from Cllrs. Gunter and Burton for agenda item 10g (To note BVH committee changes) and 10h (To consider request from BVH to install new noticeboard outside the recreation ground) (minute reference 49/22g and 49/22h respectively), both being members of the Bradfield Village Hall committee.

### **42/22 Minutes of the Previous Meeting**

It was **RESOLVED** that the minutes of the Full Council meeting held on the 7<sup>th</sup> June 2022 be approved as a correct record and signed by the Chair.

### **43/22 Public Participation**

There were 9 members of the public present. A member of the public requested permission to run outdoor boot camp / group exercise classes at the recreation ground. Members of the public also expressed an interest in learning more about the BVH committee changes and the future running of the village hall.

### **44/22 District and County Councillor Reports**

The District report had been received and circulated to all councillors.

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

### **45/22 Co-option**

The Chair welcomed Mr Jason Welsh, the only co-option candidate, to the meeting. Mr Welsh gave the Council a brief introduction about himself after which it was **RESOLVED** that Mr. Welsh be co-opted on to the Council with immediate effect. Mr. Welsh signed his Declaration of Acceptance of Office witnessed by the clerk and joined the councillors at the table.

#### **46/22 Clerk's Report**

The clerk had circulated the clerk's report in advance. She noted the following updates:

- The 2021/2022 AGAR had been submitted to the external auditor, PKF Littlejohn, and had been published on the parish council website and noticeboards;
- The Council had been asked by Essex Highways to complete a new licence form for the installation of the village gates, including nominating a responsible individual for reviewing and signing the terms and conditions of the lease. It was agreed the clerk's name be added to the form as the council's proper officer stipulating that the terms and conditions can only be signed after review by the council;
- Place Services had recommended that the council consider completing a planning pre-application through TDC for the proposed War Memorial restoration project. It was agreed that this would be added to the September agenda;
- North Essex Tree Services had completed the tree surgery at the Recreation Ground;
- TDC had informed the clerk that the application for timed parking restrictions along the Wix Road sliproad had been sent to the North Essex Parking Partnership for consideration at their October meeting.

#### **47/22 To receive councillor / working party brief reports**

Cllr. Wynn noted a very busy last Saturday at the recreation ground, including tree surgery being carried out, two football matches, a children's party with an outdoor bouncy castle and use of the car park for the St Lawrence Church Flower Festival, all causing a health and safety concern. She had been in touch with the football club who had agreed to provide the Council with their fixture schedule. It was also recommended that the Council and the BVH share information about events and various work scheduled at the hall and grounds.

#### **48/22 Highways Environment**

##### **a) To receive update from working party regarding Bradfield street signs review**

It was noted that the working party had not yet had an opportunity to carry out their review and that an update would be provided at the September meeting.

##### **b) To discuss Steam Mill Road tree planting project**

Essex Highways had informed the Council that a licence application would need to be submitted before advice could be provided about acceptable tree species. They had stated that the centre of the tree cannot be nearer than 4.6 metres to the centre of the carriageway. Cllr. Wynn agreed to carry out necessary measurements with the item being deferred to the September meeting for further consideration.

#### **49/22 Amenities**

##### **a) Boules Court:**

##### **i. To consider correspondence from Sir Bernard Jenkin MP regarding boules court location complaint**

Cllr. Wynn noted correspondence from Sir Bernard Jenkin MP requesting the Council's view on a complaint received from a member of the public about the originally proposed boules court location and a lack of public consultation. It was **RESOLVED** that the clerk provide a simple response stating that the Council follow all due process with meeting agendas being well publicised on noticeboards, Facebook and the parish council website, along with regular Chair's reports being published in the Bradfield Village Grapevine magazine.

**ii. To reconsider location for boules court following complaints about initial proposed location from members of the public**

It was **RESOLVED** that this item be deferred to the September meeting allowing a group of councillors to stake out the actual size of the proposed 15m x 4m court at the recreation ground. It was also suggested the Bradfield Rovers football club be consulted about its position.

**b) To consider enlarging and moving the gate by the recreation ground recycling bins to behind the village hall giving easier access to the field**

It was **RESOLVED** that a group of councillors visit the recreation ground to consider position and investigate options.

**c) To consider replacing damaged red bin outside the village hall**

It was **RESOLVED** that the clerk order a new Topsy Royale Litter Bin directly from Glasdon at £181.65 plus VAT.

**d) To consider replacing defibrillator and cabinet outside the village hall**

It was **RESOLVED** that the defibrillator and cabinet outside the village hall be replaced due to the defibrillator being an outdated model for annual servicing purposes and the cabinet being damaged. The clerk was asked to contact the Manningtree First Responders requesting recommendations to be considered at the September meeting.

**e) To consider request from member of the public for the Council to install adult gym equipment at the recreation ground**

After due consideration the Council **RESOLVED** to not invest in adult gym equipment at this point in time due to the high cost involved and a concern for overdevelopment of the grounds. It was also noted that where such equipment had been installed at nearby locations it was the view of some councillors that the equipment did not seem to be of any regular use.

**f) To consider investigating dissolution of the Bradfield Allotments and Recreation Ground Charity**

It was **RESOLVED** that the Council do not apply to dissolve the Bradfield Allotments and Recreation Ground Charity.

**g) To note BVH committee changes**

Following resignations from the BVH committee, two new members had been recruited with the committee currently having four members. An AGM is likely to be held in September 2022. Several questions were posed by members of the public seeking reassurance of continued efficient day to day management of the village hall. Cllr. Steve Gunter as the current BVH Chair confirmed that this would be the case and that the BVH committee would be seeking further volunteers in due course. The Council thanked Cllr. Gunter for all his hard work in keeping the village hall running and open.

**h) To consider request from BVH to install new noticeboard outside the recreation ground**

Cllr. Wynn proposed that the Council purchase a new noticeboard on behalf of the BVH. It was agreed that this would be added to the September agenda for consideration once an appropriate size and cost of a new noticeboard had been established.

**i) To consider request for use of recreation ground by junior running club**

It was **RESOLVED** that the Council agree in principal to the request to use the recreation ground for a junior running club as long as the days and times are appropriate.

**j) To note completion and findings of annual street light inspection**

A&J Lighting had carried out the annual street light inspection. No material issues or faults had been reported.

**k) To consider updated quotation for RoSPA risk assessment of recreation ground**

As the quotation received was the same as the previous quotation of £495 plus VAT, the clerk was asked to schedule the risk assessment of the recreation ground. The cost also includes all playground equipment.

**l) To consider County Broadband telegraph pole request at the recreation ground**

It was **RESOLVED** that the Council do not agree to County Broadband installing a telegraph pole at the recreation ground. It was suggested that the BVH committee explore alternative options including quotations for broadband ducting for the Council to consider, along with a potential financial contribution, at their September meeting.

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

The clerk noted that a bolt on one of the two 2-bay swing seats were a little loose and requires tightening, possibly replacing. She also noted that the Annual Playground Inspection report had arrived and whereas it was showing a couple of moderate risk ratings most ratings are low and very low risk for monitoring only. Any items needing to be addressed, unless urgent, are to be considered at the September meeting.

**50/22 Planning Applications**

**a) 22/00681/FULHH, Proposed two storey front extension, Barley Cottage, The Street, Bradfield, CO11 2US**

Whereas it was **RESOLVED** that the Council has no objection to this planning application, the clerk was asked to contact the planning officer requesting that concerns noted by others on the planning portal regarding the neighbouring property being overlooked and a loss of light will be taken into consideration.

**51/22 To consider applying for the Local Council Award Scheme Foundation Level**

It was **RESOLVED** that the clerk register the Council with NALC at a cost of £50 to start the process of applying for the Local Council Award Scheme Foundation Level.

**52/22 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 £1,068.62 as at the 30<sup>th</sup> June 2022 and the savings account £101,720.63. It was **RESOLVED** that the bank reconciliation be approved.

**b) To review and approve the Council's insurance cover and premium for 2022/2023**

It was **RESOLVED** to approve the Council's insurance cover and premium of £1,320.14 for the year 2022/23.

**c) In line with the Gambling Act 2005, appoint two parish council members to certify return for HM the Queen's Platinum Jubilee Small Society Lottery in aid of the Essex and Herts Air Ambulance**

It was **RESOLVED** that Cllrs. Wynn and Burton be appointed to certify the return for the HM the Queen's Platinum Jubilee Small Society Lottery in aid of the Essex and Herts Air Ambulance.

**d) 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>
Essex and Herts Air Ambulance (Lottery and other donations) (Paid 20.06.22)	2,250.00	0.00	2,250.00
Npower (Unmetered supply) (Paid 21.06.22)	232.88	11.64	244.52
Realise Futures (Bench repair) (Paid 23.06.22)	90.00	18.00	108.00
Noticeboards Online (New perspex and installation) (Paid 23.06.22)	595.00	119.00	714.00
Barclaycard (Microsoft, Namebadge, Defib service)	474.23	0.00	474.23
Webfactory (Webhosting)	14.99	3.00	17.99
Hill Farm Landscapes (Grasscutting and maintenance)	940.00	188.00	1,128.00
A&J Lighting (Annual inspection repairs)	121.50	24.30	145.80
EALC (Training)	90.00	18.00	108.00
RCCE (Annual membership fee)	60.50	12.10	72.60
Cllr. K. Burton (Jubilee buffet expenses)	150.00	0.00	150.00
Community Action Suffolk (Insurance premium)	1,320.14	0.00	1,320.14
L Djuve-Wood (Salary)	1,389.30	0.00	1,389.30
HMRC (Tax/NI)	322.46	0.00	322.46
NEST (Pension)	77.39	0.00	77.39
<b>Total:</b>	<b>8,128.39</b>	<b>394.04</b>	<b>8,522.43</b>

### **53/22 Items from councillors to be added to the next agenda**

- a) To consider request from member of the public to run outdoor boot camp / group exercise classes at the recreation ground;
- b) To receive update from working party regarding Bradfield street signs review;
- c) To consider completing a planning pre-application through TDC for the proposed War Memorial restoration project;
- d) To consider options for enlarging and moving the gate by the recycling bins;
- e) To discuss Steam Mill Road tree planting project;
- f) To reconsider location for boules court at the recreation ground;
- g) To consider replacement recommendations for defibrillator and cabinet outside the village hall;
- h) To consider purchasing a new noticeboard for BVH use outside the recreation ground;
- i) To consider options for and financial contribution towards BVH broadband connection;
- j) To consider replacing dead trees at the recreation ground;
- k) To consider re-staking apple trees at the recreation ground;

- l) To consider joining the Essex Playing Field Association and entering their Best Kept Playing Fields competition.

**54/22 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change**

There were none.

**55/22 To note the date and time of the next meeting**

The next Full Council meeting is scheduled for Tuesday 6<sup>th</sup> September 2022 at 7:30 p.m.

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

Signed ..... Chair      Dated .....