



# 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 7th June 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. V. Osborne
<b>In Attendance:</b>	1 member of the public	L. Djuve-Wood (Clerk)

There is currently one vacant seat on the Parish Council.

### 23/22 Apologies for Absence

There were no apologies for absence.

### 24/22 Declarations of Interest

There were no declarations of interest.

### 25/22 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Annual Full Council meeting held on the 3<sup>rd</sup> May 2022 be approved as a correct record and signed by the Chair.

### 26/22 Public Participation

There was one member of the public present who requested permission from the Parish Council to use the Recreation Ground between April and September for a junior running club. Cllr. Wynn replied that the organiser needs to ensure the sessions do not clash with other users of the grounds such as the Bradfield Rovers Football Club. A response is to be given after the next full council meeting to allow the Council to formally consider the request.

### 27/22 District and County Councillor Reports

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

Members of the public can access 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)

### 28/22 Clerk's Report

The clerk had circulated the clerk's report in advance. She had no further updates.

Cllr. Wynn noted that the noticeboard near the village shop was taking in water due the perspex being damaged and suggested the perspex be replaced. The clerk was asked to contact the manufacturer accordingly.

## **29/22 To receive councillor / working party brief reports**

There were no updates or reports.

## **30/22 Highways Environment**

### **a) To discuss Steam Mill Road tree planting scheme, including requesting a donation from the Corbeau Seats Rally organiser**

Cllr. Wynn suggested the parish council consider planting a combination of hornbeam and oak trees. It was **RESOLVED** that the clerk initially contact TDC to arrange an appointment and site visit with a tree officer for advice. She was also asked to contact the Corbeau Seats Rally organisers informing them that the parish council still intends to apply for a donation towards the tree planting project.

## **31/22 Amenities**

### **a) To discuss Commemoration Stone matters**

It was noted that following a complaint from a member of the public about the Commemoration Stone, the Tendring District Council Planning Department had advised the parish council that as memorials require planning permission the parish council should be submitting a retrospective planning application. During a meeting between members of the parish council, TDC's Head of Planning, Mr Gary Guiver, and TDC's Chief Executive, Mr Ian Davidson, it had been pointed out that the stone is not a memorial but a commemoration stone and clarification sought as to whether the same planning restrictions therefore apply. The parish council is currently awaiting feedback from Mr Guiver and retrospective planning permission applied for should it be required.

### **b) To consider quotations for 15m x 4m boules court**

Cllr. Wynn noted that the council had received two formal objections and complaints about the current proposed siting of the boules court. In response to these complaints it was **RESOLVED** that the council consider potential alternative locations for the boules court at their July meeting. Having struggled to obtain quotations from local building companies, the clerk is to seek further quotations once the location has been firmly agreed.

### **c) To consider bench repair quotation from Realise Futures**

Realise Futures had stated that they might be able to send the council an off cut to replace the damaged foot. They had quoted £15 + VAT and postage for their Hard Surface Ground Fixing Kit with an additional £60 + VAT to reinstall the bench. It was **RESOLVED** to accept the quotation.

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

There were no new findings since last month's inspections. The clerk noted that she would contact Playquip requesting that they look at the potentially lose mechanism inside the Gyro Spiral upon completing their Operational Inspection due this month.

### **e) To receive the six-monthly cemetery inspection and consider any maintenance recommendations**

Cllr. Gunter and the clerk had carried out the six-monthly cemetery inspection. Two memorial stones had been found to be slightly lose at the base but not lose enough to be able to lay them flat on the ground. It was suggested they be monitored.

### **32/22 Planning Applications**

**a) 22/00813/FULHH, Proposed infill of existing carport and conversion of existing garage. Single storey extension to join carport to garage. Bluebell House, The Street, Bradfield, CO11 2UU**

It was **RESOLVED** that the Council has no objection to this planning application as long as the applicant provides adequate parking and turning area for a house of this size.

### **33/22 To review HM the Queen's Platinum Jubilee events and note amount raised for the Essex and Herts Air Ambulance**

Cllr. Burton noted that both the beacon lighting and the 'Big Lunch' had been carried out successfully with a very good turnout. A total of £2,250 had been raised for the Essex and Herts Air Ambulance. The clerk was asked to contact Clair Mitchell, the charity's senior fundraising coordinator, to arrange for a Large Presentation Cheque to be printed.

### **34/22 To review the Cemetery Regulations**

It was **RESOLVED** to add 'no artificial turf' to the list of restricted plot items at the Mill Lane Cemetery.

### **35/22 Consultations**

**a) To consider completing East Anglia Green Energy Enablement Feedback Form**

It was **RESOLVED** that Cllrs. Wynn and Gunter complete the feedback form on behalf of the council.

### **36/22 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 £1,511.03 as at the 31<sup>st</sup> May 2022 and the savings account £104,112.71. It was **RESOLVED** that the bank reconciliation be approved.

**b) To receive and note the Annual Internal Audit Report**

The Annual Internal Audit report had been completed and signed by Miss V. Pretty who had reported that no errors had been found and that all paperwork was correct.

**c) To review, approve and sign section one, Annual Governance Statement, of the Annual Governance and Accountability Return 2021/2022**

The Council reviewed and completed the Annual Governance Statement. It was **RESOLVED** that the statement be approved and signed.

**d) To consider, approve and sign section two, Accounting Statements, of the Annual Governance and Accountability Return 2021/2022**

It was **RESOLVED** that the Accounting Statements as completed by the Responsible Financial Officer be approved and signed with last year's figure for Row 9. Total fixed assets plus long term investments and assets noted as 'Restated'. This to take account of the discovery of a 2010 playground equipment invoice, enabling actual purchase costs rather than estimates to be recorded, as well as adding other assets not previously listed.

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

The clerk noted that the Council was yet to receive the 2022/23 cover and premium. Item to be postponed to the July meeting.

**f) 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>
Derek Taylor Engineering (Jubilee beacon, paid 09.05.22)	3,098.00	619.60	3,717.60
David Gates (Planters, paid 13.05.22)	239.15	0.00	239.15
Npower (Unmetered supply street lights, paid 23.05.22)	242.08	12.10	254.18
Tendring Brass Band (Jubilee entertain., paid 30.05.22)	200.00	0.00	200.00
Mr T Cutter (Jubilee printing, paid 30.05.22)	60.00	0.00	60.00
Revolver (Jubilee entertainment, paid 30.05.22)	280.00	0.00	280.00
Bob's Beautiful Bakes (Jubilee cake, paid 30.05.22)	180.00	0.00	180.00
Mrs K Wynn (Jubilee coconuts, paid 30.05.22)	33.54	0.00	33.54
Barclaycard (Office 365, Jubilee entertainment licence)	76.92	0.00	76.92
AnnieMation (Jubilee Morris Dancers)	40.00	0.00	40.00
Ms K Burton (Jubilee accessories)	448.00	0.00	448.00
Mr N Deakin (Jubilee tarpaulins)	69.98	0.00	69.98
Webfactory (Website host)	14.99	3.00	17.99
Hill Farm Landscapes (Maintenance)	940.00	188.00	1,128.00
V. Pretty (Internal Audit)	75.00	0.00	75.00
L Djuve-Wood (Salary June)	1,359.29	0.00	1,359.29
HMRC (Tax/NI June)	352.47	0.00	352.47
NEST (Pension June)	77.39	0.00	77.39
<b>Total:</b>	<b>7,786.81</b>	<b>822.70</b>	<b>8,609.51</b>

**37/22 Items from councillors to be added to the next agenda**

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

**38/22 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change**

It was noted that the council's consideration to plant trees as well as responding to the East Anglia Green consultation would have a positive impact on carbon footprint and climate change.

**39/22 To note the date and time of the next meeting**

The next Full Council meeting is scheduled for Tuesday 5<sup>th</sup> July 2022 at 7:30 p.m.

There being no further business the Chairman closed the meeting at 8.42 p.m.

Signed ..... Chair      Dated .....