



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 1st November 2022 at 7.30 p.m.

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

In Attendance: 1 member of the public L. Djuve-Wood (Clerk)

108/22 Apologies for Absence

Apologies for absence were received from Cllr. Osborne.

109/22 Declarations of Interest

Declarations of interest were received from Cllrs. Burton and Gunter for agenda item 10 d) (Cllr. Wynn to provide update on County Broadband fibre optic underground cable), minute item 117/22 d), being members of the Bradfield Village Hall committee.

110/22 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Extraordinary Full Council meeting held on the 19th October 2022 be approved as a correct record and signed by the Chair.

111/22 Visit from Corbeau Seats Rally 2023 Representative

Mr Stanley Graham, Resident Liaison Manager for the Corbeau Seats Rally, was in attendance. He noted that the 2023 rally will be taking place on the 22nd and 23rd April with the latter stage going through Bradfield. The rally route will be the same as last year but will be running in the opposite direction. He noted the Council's previously submitted comments on the 2022 rally and said they were all being taken into account for the 2023 rally, as follows:

- Council assistance was requested in advertising the event to a wider area than previously. He was advised to contact the editor of the Bradfield Grapevine magazine with the clerk supplying him with the e-mail address. The council also agreed to put to the route map on Facebook, the council website and noticeboards when it is available.
- The organiser is to liaise with Essex Highways regarding the previous lack of road closure signage.
- Straw bales that were left behind last year should have been cleared.
- Cordon off of the St Lawrence Churchyard to spectators was offered, although the Council suggested as long as there are enough marshals, signage and litterbins provided, use of the churchyard should be fine.
- There will be an increase in resident liaisons.
- The Council was asked to assist with sourcing local volunteers to assist stewards on duty on the day.

- Mr. Graham suggested stalls be set up locally on the day to help generate income for local businesses. Cllr. Gunter noted that the BVH has a list of local businesses who may be interested and will liaise with them accordingly.
- Cllr. Coley requested further information on their calculation of how much carbon is produced from the event and what is being done to offset it. Mr. Graham noted that carbon production is being calculated. To help offset this they offer grant funding through Essex Forest where schools and councils can put forward projects. They are also happy to consider funding projects directly where the council contacts them providing them with cost details.
- Cllr. Scott suggested using electrical vehicles for their support cars.

112/22 Public Participation

No matters were raised.

113/22 District and County Councillor Reports

District and County reports had not 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

114/22 Clerk's Report

The clerk had circulated the clerk's report in advance. She noted that an e-mail had been received from the manufacturer of the newly installed defibrillator stating that it may require a software update. Having contacted the Manningtree District First Responders she had received confirmation that the defibrillator has the latest software version.

Cllr. Wynn added that in terms of the previously reported Mill Lane flooding, the adjacent field has had drains installed which should help alleviate any further flooding. She also thanked the clerk for all her work on the village gates which is now with Essex Highways' legal team for final approval.

115/22 To receive councillor / working party brief reports

There were no updates.

116/22 Highways Environment

a) To discuss Steam Mill Road tree planting project

The clerk was waiting to hear back from the adjacent landowner. It was **RESOLVED** that a working party be created consisting of Cllrs. Wynn, Welsh, Coley and Mitcham to explore tree varieties and locations.

b) To consider creating a working party for the Essex Wildlife Trust Wilder Towns Wilder Villages project and accept meeting invite from Essex Wildlife Trust representative

It was **RESOLVED** that a working party be created consisting of Cllrs. Gunter and Scott to meet with the Essex Wildlife Trust representative via Microsoft Teams. The clerk is to arrange accordingly.

c) To consider putting forward a proposal to Essex Highways to give Cansey Lane and Mill Lane 'Quiet Lane' status

It was **RESOLVED** that the clerk contact County Cllr. Guglielmi asking his view on whether or not putting forward an LHP scheme request to Essex Highways for quiet lanes to be considered is likely to be successful or not.

117/22 Amenities

a) To consider projects at the Recreation Ground for currently available S106 funding

Cllr. Wynn thanked Cllr. Coley for having contacted TDC requesting an update on available S106 funding for Bradfield which currently is a total of £27,096.05, all reserved for improvements and projects at the recreation ground. It was proposed that the funding be spent on removing the very tired looking Proludic Climbing Wall, along with the A-Climber and Sit-up Station, replacing them with a new perspex climbing wall and new surfacing. It was also suggested that an accessible pathway be installed from the nearby access gate, connecting it to the new surfacing and leading up to the Accessible Wheelspin. It was **RESOLVED** that a working party be created consisting of Cllrs. Wynn and Coley to explore this option further.

b) To consider location for new Recreation Ground litter bin and to consider quotations for concrete base for installation purposes

Three quotations had been sought and two received ranging between £160 and £250. It was **RESOLVED** that the Council hire R&S Builders to carry out the installation of the new concrete base and litterbin.

c) To consider putting together a playground maintenance schedule based on manufacturer recommendations

It was **RESOLVED** that the clerk contact Playquip asking for their advice on routine maintenance for play equipment, including dismantling of the zip wire and treatment of wooden equipment, and HFL for bench maintenance.

d) Cllr. Wynn to provide update on County Broadband fibre optic underground cable

Cllr. Wynn noted that she had suggested an alternative path to County Broadband for the fibre optic underground cable, as their original suggestion involved digging up parts of the football pitch. The new path will run parallel to the hedge on the recreation ground side. County Broadband are asking the council for a £1,500 contribution towards the cost of the installation, which is a £500 reduction on the original costing already agreed by the Council.

e) To reconsider location for the Boules pitch

It was **RESOLVED** that Cllrs. Wynn and Coley look at the positioning of the boules pitch again, staking out the actual size of the pitch, at the same time as they explore the S106 playground proposal.

f) 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. One of the zip wire handles had started to fray a little exposing some minor metal wiring inside. This has been taped up as a temporary measure. The clerk was asked to request advice from Playquip regarding the handle, as well as for Cllr. Scott's suggested options for the replacement seat and chain.

118/22 Planning Applications - To consider commenting on the following planning applications

- a) 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 CO11 2QY**

It was **RESOLVED** that the clerk contact District Cllr. Fairley passing on the following comments from the Council:

Bradfield Parish Council objects to this application and asks that our District Councillor 'calls-in' the application, so that the decision is made by the full Planning Committee.

The care home, known as Meadowcroft is a converted domestic bungalow, bordered on both sides by other domestic dwellings. There are currently ten self-contained rooms for residents in Meadowcroft, which is now a commercial establishment.

This application seeks approval to build a second storey above both the existing ground floor building and another area already under construction. The application therefore proposes to increase the number of self-contained rooms to twenty.

If approved, the creation of the additional floor would result in overlooking the neighbouring home, resulting in a total loss of privacy and a reduction in light.

The applicant states that, "...this forms part of the overall strategy of the Stour Valley Care Group". Whilst that may be the commercial aspiration of the applicant, there is no identified local need in Bradfield to increase the number of rooms in this establishment by 100%.

Bradfield Parish Council considers this application to be continued overdevelopment of the existing domestic bungalow which is out of keeping with the surrounding dwellings. Meadowcroft is already a House of Multiple Occupancy (HMO) doubling the number of self-contained dwelling rooms, with all the resulting support services and other disruption to neighbours, is unacceptable in this residential and predominantly rural area in which it is located.

119/22 Constitution

- a) To consider and approve Internal Control document**

It was **RESOLVED** that the Internal Control document be approved subject to the following amendment:

- Under Budgetary Controls heading add: Budgetary overspends are usually covered by general reserves which are monitored quarterly and budgeted for annually.

- b) To review and approve the updated Risk Management Scheme as per October resolution**

It was **RESOLVED** that the updated Risk Management Scheme be approved. New risk management software is to be considered at the December meeting.

- c) To consider and approve Media and Press policy**

The following amendments were agreed:

- Under Attendance of Media at Council Meetings heading: The Media are encouraged to give prior notice to the Clerk and Chairman when wishing to record Council proceedings.

- Under Facebook heading: The page will be created and managed by the Parish Council Clerk and two Councillors.

Questions were also asked about media representatives recording members of the public (whether via video or sound only) and if they need to request permission in advance to do so. The clerk was asked to contact the EALC requesting advice.

RESOLVED that the Media and Press Policy be deferred until the December meeting for final approval.

120/22 To consider putting together a working party for HM the King's Coronation celebrations scheduled to take place on Saturday the 6th May 2023.

It was **RESOLVED** that a working party be created consisting of all councillors to plan the upcoming celebrations for HM the King's Coronation. The working party are to invite members of the public along to their planning meetings which will be led by Cllr. Burton.

121/22 To consider quotation from Webfactory for Council website changes

It was noted that Webfactory had removed the councillor photo boxes free of charge and given the clerk instructions on how to delink the councillor information page from the home page, meaning a quotation was no longer required.

122/22 Consultations:

- a) **To consider commenting on Tendring District Council's Tendring Conservation Area Appraisal Consultation**

It was **RESOLVED** that the Council has no comment as the area in question does not impact Bradfield.

- b) **To consider commenting on North Falls Offshore Wind Farm Consultation**

It was **RESOLVED** that Cllr. Wynn respond on the Council's behalf as per the last consultation and that a link to the consultation is added to the Council's Facebook page and website for residents to respond.

- c) **To consider commenting on Essex Highways' User Survey 2022**

It was **RESOLVED** that Cllr. Wynn and the clerk respond on behalf of the Council as per last year's survey.

123/22 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 £3,326.08 as at the 31st October 2022 and the savings account £102,000.14. The second instalment of the Council's precept had been received in October as well as the annual income from Estio Solar. The October Barclaycard statement had a balance of £109.88 payable at this meeting. It was **RESOLVED** that the bank reconciliation be approved.

- b) **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 19.10.22 by DD)	216.73	10.84	227.57
Barclaycard (Microsoft Office 365, S137 Donation Poppy Appeal)	109.88	0.00	109.88
Webfactory (Webhosting)	14.99	3.00	17.99
Hill Farm Landscapes (Grass cutting and maintenance)	940.00	188.00	1,128.00
DT Engineering (Repairs rec ground barriers)	405.00	81.00	486.00
Noticeboards Online (BVH noticeboard)	906.00	181.20	1,087.20
Playquip (Operational inspection)	190.00	38.00	228.00
S. Scott Electrical (Defibrillator electrical connection)	90.00	18.00	108.00
R&S Builders (Replacement post for village sign)	480.00	0.00	480.00
Hill Farm Landscapes (Hedge cutting)	1,400.00	280.00	1,680.00
L Djuve-Wood (Salary incl. Overtime)	1,500.18	0.00	1,500.18
HMRC (Tax / NI)	378.59	0.00	378.59
NEST (Pension)	88.73	0.00	88.73
Total:	6,720.10	800.04	7,520.14

124/22 Items from councillors to be added to the next agenda

There were none.

125/22 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change

Tree planting along Steam Mill Road will have a positive environmental effect.

126/22 To note the date and time of the next meeting

The next Full Council meeting is scheduled for Tuesday 6th December 2022 at 7:30p.m. A Finance Committee meeting is also scheduled for Tuesday 15th November 2022 at 7:30p.m.

127/22 Exclusion of press and public - To resolve that the press and public be excluded from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, S. 1(2)

It was **RESOLVED** that the press and public be excluded from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, S. 1(2).

128/22 To receive and consider the bi-annually Mill Lane Cemetery inspection

It was **RESOLVED** that the clerk consult with the ICCM regarding policy on how to trace living relatives where older burial plots/memorials are in need of attention and also how to deal with plots where no living relatives can be found.

There being no further business the Chair closed the meeting at 9:12p.m.

Signed Chair Dated