



# BRADFIELD PARISH COUNCIL

*Clerk to the Council: Mrs Line Djuve-Wood*

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## Minutes of the Full Parish Council Meeting held virtually via Microsoft Teams on Tuesday 6th October 2020 at 7.30 p.m.

### Present:

Cllr. K. Wynn (Chairman)

Cllr. K. Burton (Vice Chairman)

Cllr. A. Coley

Cllr. R. Scott

Cllr. V. Osborne

Cllr. S. Gunter

Cllr. R. Mitcham

### In Attendance:

Mrs. L. Djuve-Wood (Clerk)

There is currently one vacant seat on the Parish Council.

### 64/20 Apologies for Absence.

Apologies for absence were received from Cllr. A. Mackrill.

### 65/20 Declarations of Interest

There were no declarations of interest.

### 66/20 Minutes of the Previous Meeting

**RESOLVED** that the minutes of the Extraordinary Council meeting held on the 28th September 2020 be approved as a correct record and signed by the Chairman.

### 67/20 Visit from Age Concern Colchester and North East Essex

Cllr. Wynn brought item 8 on the agenda forward and welcomed Ms. C. Horn and Ms. N. Cailes from Age Concern to the meeting. Ms. Cailes provided the Council with a presentation on the services offered by their organisation, which included emotional support, a befriending service, a welfare, advice and support service and dementia support through the Tendring Dementia Action Alliance group (TDAA). Ms. Horn, Chairman of TDAA, explained that they are hoping local councils will help the group increase awareness of dementia across the district. Supportive actions would include attending TDAA meetings, acting as a voice for local residents, attend and host 'dementia friend' awareness sessions and putting together an action plan demonstrating how the council will help promote dementia friendly measures within the parish. It was agreed that Cllr. Burton take the lead on this project on behalf of the parish council. She is to make contact with Ms. Horn and Ms. Cailes.

### 68/20 Public Participation

There were no members of the public present.

### 69/20 District and County Councillor Reports

District and County reports had been received from TDC and ECC and circulated to all councillors.

Cllr. Wynn noted that the district report gave an excellent synopsis of the Government's White Paper consultation "Planning for the Future", which was on the agenda for discussion.

### 70/20 Clerk's Report

The clerk had circulated the clerk's report in advance. Cllr. Wynn and the clerk noted the following updates since circulation:

- **47/16 Mill Lane Land Purchase:** Ellisons had informed the clerk that this had been completed.

- **112/18 BT Kiosk:** Cllr. Wynn thanked Cllr. Mitcham for completing the plans for the shelves. Cllr. Coley had sought further advice from TDC and had been informed that there would be no need for a planning application if the book shelves were free standing or the holes that were originally in place in the telephone box could be utilised for fixing in place the new shelves. It was confirmed that the shelves had been designed to be free standing apart from fixing them to the ground. The Council determined the ground does not form part of the structure and therefore no planning application will be needed.
- **73/19 Defibrillator:** The BVH had been given the go ahead to move the Methodist Church defibrillator to the village hall by the Harwich Fellowship for the Sick. They are organising for an electrician to install a fused spur socket in the hall then arranging for it to be taken down and refitted at the hall. The council will need to start thinking about an alternative place for the new defibrillator from the Manningtree First Responders.
- **201/19 a) Laptop:** Cllr. Wynn requested that Cllr. Scott go ahead and source a new laptop for the clerk as previously agreed.
- **13/20 d) Insurance claim BVH:** Evander, Aviva's contractor, had sourced the wrong parts for the village hall repairs and are currently awaiting the go ahead from Aviva to allow them to order the correct parts.
- **47/20 b) Signage Shore Lane/Ship Lane Scheme:** Cllr. Guglielmi had confirmed that he is supportive of the scheme and this is now with Tom Eng for processing.
- **47/20 f) H-bar:** The clerk had tried applying online for the H-bar but has to contact NEPP to clarify the process as the online application form only supports private properties.

#### **71/20 To receive councillor / working party brief reports**

There were no working party updates. Cllr. Wynn noted that a new bus stop sign and post had finally been installed at the Cansey Lane bus stop.

#### **72/20 Highways/Environment**

##### **a) To discuss quotations received for the installation of four village gates**

Quotes had been received by four contractors, varying in price from £4,615 to £8,760. The clerk was asked to contact the contractor offering the cheaper quote requesting examples of previous work and asking them to clarify whether the quoted price includes permit fees and cost of speed and village name signs. She was also asked to contact Essex Highways requesting details of the process involved when using an external contractor. It was **RESOLVED** that the item be deferred to the November meeting.

##### **b) To consider requesting the replacement of the finger post direction marker in front of Strangers Home**

Cllr. Wynn provided the Council with examples of two variations of the suggested wooden replacement finger post. It was suggested the clerk contact County Cllr. Guglielmi requesting a site meeting between himself, parish councillors and the Strangers Home.

##### **c) To consider carrying out maintenance work to the mile marker opposite Strangers Home and note request from Ramsey & Parkeston Parish Council**

It was noted that a request had been received from Ramsey and Parkeston Parish Council for the Tendring Rangers to carry out maintenance work to all mile markers in the district. It was **RESOLVED** that the clerk notify them that the parish council would welcome the Tendring Rangers carrying out maintenance work to the Bradfield mile marker.

#### **73/20 Amenities**

##### **a) To consider replacing dying trees at the recreation ground**

Cllr. Wynn noted that following a visit to the recreation ground four trees had been identified as needing replacing, including a copper beech, an oak, an apple tree in the orchard and a cherry at the south end of the street verge. The clerk was asked to inform HFL to order the trees, asking for confirmation that there will be no labour charge on top of the cost of the new trees as per previous correspondence.

**b) To consider labour costs of planting bulbs at recreation ground**

Two estimates had been sought. It was **RESOLVED** that the Council instruct Environmental Design at a cost of 10p per bulb. The clerk was asked to arrange a site visit before planting takes place.

**c) To discuss lease details between Bradfield Village Hall and the Bradfield Allotment and Recreation Ground Charity**

It was **RESOLVED** to set the length of the lease to 35 years with all other lease criteria staying the same. Cllr. Wynn noted that Mr. Smith, BVH secretary, had located the playing field deeds and other associated paperwork which would be delivered to Cllr. Wynn and passed on to the clerk.

**d) To consider quotations for additional safety mats / rubberised mulch at the recreation ground play area**

Four quotes had been sourced for replacement grass mats and three for rubberised mulch. It was **RESOLVED** that the Council would like to go ahead with Safeplay's quote of £10,828 plus VAT for rubberised mulch to be laid under the climbing frame and the two multi-play frames, to be financed partially by remaining S106 funds and partially by general reserves.

**e) To discuss Bradfield Village Hall car park gate closures**

Cllr. Wynn noted that a resident had offered to open and close the gates as per the times on the sign as they had observed trysts taking place in the village hall car park during the evening. As no further complaints had been received it was **RESOLVED** to keep the village hall car park gate unlocked.

**f) To discuss signs outside Bradfield Village Hall**

Cllr. Wynn noted that the playground sign outside the village hall is badly corroded at the base of the pole and should be replaced along with the remnants of the recycling sign underneath. The clerk was asked to request that ECC Highways replace these. It was noted that the 'Bradfield Community Centre' sign is also suffering corrosion. Cllr. Wynn agreed to consult with the BVH as to whether or not they would like this sign replaced and if so whether they would like the new sign to be titled 'Bradfield Village Hall.'

**g) To consider repainting the village sign**

The clerk had received an estimate from Bakers of Danbury Heritage Ltd of £1,770 plus VAT to collect the sign, carry out full decoration works and reinstate the sign. The contractor had stated they would carry out a site visit should the council wish to proceed with a formal quote request. **RESOLVED** that the clerk request a formal quote to be provided in time for the November meeting.

**h) To consider removing the clothing recycling bin by Bradfield Village Hall**

**RESOLVED** that due to the clothing recycling bin not being emptied on a regular basis, the clerk is to request that TDC arrange for its removal.

**i) To consider quote from A&J Lighting to repair telephone kiosk light**

The clerk had received a quote of £120 plus VAT and standard call-out charge to carry out repairs to the telephone kiosk light. **RESOLVED** that the clerk instruct A&J to carry out the repairs.

Cllr. Osborne added that Cllr. Mitcham had sought quotes for timber for the new shelves, which he had been able to source at a trade price of £108.55. In addition, wood stain to treat the timber would be required. It was **RESOLVED** to spend up to £150 plus VAT on wood and wood stain for the kiosk shelves.

**j) To consider replacing signs at top of telephone kiosk**

**RESOLVED** that the clerk order 3 x transfers from X2Connect at £15.20 each.

**k) To consider working group for new land at Mill Lane**

**RESOLVED** that Cllrs. Wynn, Coley, Osborne and Mitcham join the working group for the new land at Mill Lane.

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

Several issues were reported by HFL. The 'No' Dogs Allowed' sign near the village hall entrance needs replacing. Cllr. Scott agreed to source a new one. The tower climber framework needs to be resecured. The clerk was asked to contact HFL to seek clarification as to what exactly needs resecuring. The swing basket shackles need replacing. The clerk was asked to check if this was on the list of maintenance items recently carried out. In addition, the 5-A-Side goal needs to be resprayed.

**74/20 Planning Applications - To consider the following planning applications**

**a) 20/01260/FUL, Proposed detached garage / cartlodge, 9 Wix Road, Bradfield, CO11 2UX**

**RESOLVED** that the Council has no comment on this planning application.

**75/20 To consider additional accessibility features for the new website and approve final accessibility statement**

The clerk noted that there were certain accessibility requirements which, whereas they could be considered a disproportionate burden for the Council to carry out, the Council should consider implementing, including adding a Skip to Content button, an increase/decrease text button as well as improving the contrast on site buttons and link text. Webfactory had quoted £156 plus VAT to carry out this work. **RESOLVED** that the clerk instruct Webfactory to carry out the work and that the accessibility statement be approved.

**76/20 Consultations:**

**a) To consider commenting on the Government's White Paper Consultation - Planning for the Future**

Cllr. Coley stated that the current proposals will see an erosion of local input. He proposed that the Council put in a formal response stating that they would like to see a strengthening of the statutory consultee system, with parish councils considered statutory consultees and, along with locally affected people, can have their views heard and considered in a meaningful way. This in turn will ensure strengthening of input and consideration of grassroots democracy. **RESOLVED** that the clerk respond accordingly.

**77/20 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 £1,015.09 as at 30th September 2020 and the savings account £81,734.72. **RESOLVED** that the bank reconciliation be approved.

**b) To consider appointment of internal auditor for the 2020/21 financial year**

**RESOLVED** that Ms. Valerie Pretty be appointed as internal auditor for 2020/21.

**c) To consider a grant request from Essex & Herts Air Ambulance**

**RESOLVED** that an S137 grant of £250 be given to the Essex & Herts Air Ambulance, payable at this meeting.

**d) To consider a grant request from Age Concern Colchester and North East Essex**  
RESOLVED that an S137 grant of £250 be given to Age Concern Colchester and North East Essex, payable at this meeting.

**e) To consider donation to the Royal British Legion Poppy Appeal for Remembrance Sunday Wreath**

RESOLVED that an S137 donation of £50 be given to the Royal British Legion Poppy Appeal for a Remembrance Day wreath, payable at this meeting.

**f) To approve payment of invoices received in accordance with the 2020/21 budget**

RESOLVED that the following payments be approved:

<b>Payee</b>	<b>Net £</b>	<b>VAT£</b>	<b>Gross £</b>
EON (PAID)	171.18	8.56	179.74
Webfactory (PAID)	14.99	3.00	17.99
Barclaycard (Microsoft)	36.00	7.20	43.20
Hill Farm Landscapes	940.00	188.00	1,128.00
A&J Lighting	1,398.00	279.60	1,677.60
NGF (playground maintenance)	695.26	139.05	834.31
Status Office Services	7.00	1.40	8.40
Wood for Stone	3,250.00	650.00	3,900.00
RBL Poppy Appeal	50.00	0.00	50.00
Essex & Herts Air Ambulance	250.00	0.00	250.00
Age Concern	250.00	0.00	250.00
L Djuve-Wood (working from home allowance)	125.00	0.00	125.00
L Djuve-Wood (Salary, including backdated)	1,286.39	0.00	1,286.39
HMRC (tax and NI)	523.98	0.00	523.98
NEST (pension)	84.14	0.00	84.14
<b>Totals</b>	<b>9,050.44</b>	<b>1,276.81</b>	<b>10,327.25</b>

**78/20 Items from councillors to be added to the next agenda**

- a) To consider community project ideas for the 2020 Estio Solar farm income
- b) To consider the restoration of the war memorial
- c) To consider ideas for hedges and tree planting at new land, Mill Lane

**79/20 To note the date and time of the next meeting**

The next full council meeting is scheduled for Tuesday 3rd November 2020 at 7:30 p.m. Venue is dependent on future COVID-19 regulations and is to be confirmed nearer the time.

There being no further business the Chairman closed the meeting at 9:46 p.m.

Signed ..... Chairman Dated .....