



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 October 2021 at 7.30 p.m.

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

In Attendance: 5 members of the public L. Djuve-Wood (Clerk)

There is currently one vacant seat on the Parish Council.

60/21 Apologies for Absence

Apologies for absence were received from Cllr. Osborne.

61/21 Declarations of Interest

Cllrs. Gunter and Burton declared an interest in agenda item 10 c) (minute ref 69/21 c)), Planning application 20/01556/FUL, Proposed change of use of land to a mixed use of touring caravans/tents and permanent static caravans (28 static caravan pitches and 21 touring caravan/tent pitches), Strangers Home Touring Caravan and Camping Site, The Street, Bradfield, CO11 2US, both being acquaintances of the applicants.

62/21 Minutes of the Previous Meeting

RESOLVED that the minutes of the Full Council meeting held on the 7th September 2021 be approved as a correct record and signed by the Chairman.

63/21 Public Participation

There were five members of the public present, including the applicant for agenda item 10 c) (minute ref 69/21 c)), Planning application 20/01556/FUL, Proposed change of use of land to a mixed use of touring caravans/tents and permanent static caravans (28 static caravan pitches and 21 touring caravan/tent pitches), Strangers Home Touring Caravan and Camping Site, The Street, Bradfield, CO11 2US. The applicant stated that with significant investments The Strangers Home had greatly improved over the past four years and that their aim is to enhance it further without causing any upset to of their neighbours. It was noted as an example that they've planted trees and hedges around the camp site and once mature these will be kept smart and trimmed.

A member of the public asked how long anyone would be able to occupy one the 28 static caravan pitches. The applicant replied that these can only be occupied for a maximum of 8 months of the year and only in 28 day intervals.

Cllr. Coley added that he knows the premises well and that he is impressed with what the applicant has achieved.

64/21 District and County Councillor Reports

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

Cllr. Wynn highlighted the main items of each report. The county report included information on the online Women's Safety Partnership conference organised through Essex Partners and the County Council's Safety Advisory Group which took place on the 30th September; body worn cameras to be trialled at several school crossing patrol sites in Essex; a new strategy published that encourages Essex residents to cut out short car journeys and walk instead; an invitation from Essex County Council to Essex residents to two virtual Job and Careers Fairs; and free Samsung Galaxy devices which are to be offered to voluntary and community groups across Essex. The district report provided updates on the latest coronavirus figures, various funding sources, a summary of recent local planning applications and various TDC news releases including the Women's Tour event on 8th October.

Members of the public can access full district and county reports via the Parish Council's website www.bradfieldparishcouncil.org.uk/news-reports/district---county-reports

65/21 Clerk's Report

The clerk had circulated the clerk's report in advance. She noted that the Council had been informed that they will need to re-enroll with the Pensions Regulator by the 22nd March 2022; that a grant request had been received from Essex and Herts Air Ambulance and that she was still awaiting a reply to her site meeting request with Essex Highways and County Cllr. Guglielmi regarding the proposed new information lectern at Shore Lane. The AONB had requested a mid-year report on the lectern project to be submitted no later than the 29th October and had advised that they are aware of the situation with the landowner regarding the siting of the lectern.

66/21 To receive councillor / working party brief reports

Cllr. Gunter advised that he had completed his training with Speedwatch and that he is awaiting information from the police on carrying out physical training in how to use speed camera guns. He noted that any location the Council wishes to carry out speed monitoring will need to be risk assessed and that volunteers will always have to operate in pairs. Once qualified the Council is free to carry out speed monitoring activity whenever and wherever they would like within Bradfield.

Various recent highways matters were noted, including the drainage of the sunken manhole cover outside Bradfield Primary School which had finally been carried out, the state of the large pothole at Mill Lane as well as a lack of notification of road closures, related diversion routes and signage. It was proposed that an item be added to the November agenda discussing the various on-going highways issues.

67/21 Highways/Environment

a) To discuss final preparations for the 9th October litter pick

The clerk noted that she had arranged to collect 20 litter picks and hoops from TDC in time for the litter pick and that all filled litter bags would be collected by TDC from the Recreation Ground following the event.

68/21 Amenities

a) To consider installing CCTV at the Recreation Ground car park and playground

Cllr. Scott had sought a couple of quotes for installing CCTV at the Recreation Ground, both of which had come in at over £3,000. In addition there would be on-going costs for monitoring as well as having to install broadband at the Bradfield Village Hall. It was

RESOLVED that the Council will not pursue the matter further due to the costs involved and the low level of reported vandalism incidents over the past five years.

b) To discuss preparations for hedge planting at new cemetery land and Recreation Ground

The clerk was asked to contact Hill Farm Landscapes to request a date for when they will be carrying out the land clearance of the new cemetery land and to ask that they clear the entire site, including preparing the area where the hedge is to be planted. The clerk was also asked to request that HFL cut the grass and remove the turf along the Rectory Garden fenced boundary in readiness for the hedge planting at the Recreation Ground.

c) To consider applying for grant funding from the East of England Co-op Community Cares Fund towards an accessible wheelspin at the Recreation Ground playground

Cllr. Wynn noted that the guidelines for the East of England Community Cares Fund stated that organisations who offer grant funding to other third party organisations are not eligible, as such it was **RESOLVED** to not pursue this further.

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

Cllr. Wynn noted that there had been no new issues reported. The clerk stated that she had attended a playground inspection course with the EALC and that the Council needs to carry out risk assessments of both the recreation ground as a whole and the playground. Such a risk assessment is a legal requirement and should in turn dictate how often regular visual playground inspections are carried out. The clerk had also been informed that the Council should be carrying out three quarterly operational inspections in addition to the annual inspection. It was **RESOLVED** that the above should be added as an item on the November agenda.

69/21 Planning Applications - To consider commenting on the following planning applications

a) 21/01535/FULHH, Proposed two-storey side and rear extensions, single-storey side extension and a new front porch, Cartref, Straight Road, Bradfield, CO11 2RA

It was **RESOLVED** that the Council have no comment on this planning application.

b) 21/01513/TCA, 1 No. Lime - raise the lower crown to approximately 5.2m, 1 No. Plum - raise the lower crown to approximately 4m and prune back the side by approximately 1.5-2m, 1 Rectory Gardens, Bradfield, CO11 2UW

It was **RESOLVED** that the Clerk contact Clive Dawson regarding the Council's ownership of one of the trees in question, noting the applicant's requirement to contact the Council should they need to access Council owned land to carry out the tree work and ensuring proper safety measures are in place.

c) 20/01556/FUL, Proposed change of use of land to a mixed use of touring caravans/tents and permanent static caravans (28 static caravan pitches and 21 touring caravan/tent pitches), Strangers Home Touring Caravan and Camping Site The Street Bradfield Essex CO11 2US

Following discussions during the Public Participation session, it was **RESOLVED** that that the Council have no comment on this planning application.

70/21 To discuss arrangements for councillor photos for the website

Cllr. Gunter offered to take all councillor photos for the website and will contact councillors individually to make arrangements.

71/21 To consider commissioning the manufacture of a beacon for the Queen's Platinum Jubilee

It was **RESOLVED** that the Council would like to commission the manufacture of a beacon for the Queen's Platinum Jubilee. The clerk was asked to source three quotes to be considered at the November meeting.

It was agreed that the working party would arrange its first meeting during the week commencing 11th October. All councillors were asked to e-mail the clerk with their availability.

72/21 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 £3,882.60 as at the 30th September 2021 and the savings account £71,108.16. It was **RESOLVED** that the bank reconciliation be approved.

b) To consider moving surplus earmarked reserves for completed fingerpost project to general reserves

It was **RESOLVED** that the council move surplus earmarked reserves of £945.01 for the completed fingerpost project to general reserves.

c) To consider reallocating a portion of new cemetery land earmarked reserves to other projects

It was **RESOLVED** to move £15,000 from the remaining £19,877 earmarked reserves for the new cemetery land to earmarked reserves for the restoration of the war memorial.

d) To appoint a new member to serve on the Council's Finance Committee

It was **RESOLVED** that Cllr. Gunter be appointed as a member of the Finance Committee.

e) To consider appointment of internal auditor for the 2021/22 financial year

It was **RESOLVED** that V. Pretty be reappointed as internal auditor for the 2021/22 financial year.

f) To note the successful completion of the 2020/21 external audit

The clerk noted that the 2020/21 external audit had been completed by PKF Littlejohn and that no issues had been raised.

g) To consider a grant request from the Bradfield Scout Group

Cllr. Wynn had been informed that discussions are currently taking place between the BVH and the Bradfield Scout Group to attempt coming to an agreement regarding

storage. It was **RESOLVED** that the applicant's grant request be deferred until the outcome of those discussions are known. The clerk is to inform the applicant that should they wish to apply for other funding they will need to submit a new application.

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

It was **RESOLVED** that an S137 donation of £50 be given to the Royal British Legion Poppy Appeal.

i) To consider purchasing and displaying a Tommy for Remembrance Sunday

It was **RESOLVED** that the Council will not purchase a Tommy for Remembrance Sunday.

j) To approve payment of invoices received in accordance with the 2021/22 budget and to note payments made under delegated authority in August 2021

RESOLVED that the following payments be approved:

Payee	Net £	VAT £	Gross £
EON (Paid)	171.18	8.56	179.74
Barclaycard (Various)	70.31	0.00	70.31
Webfactory (Website hosting)	14.99	3.00	17.99
Hill Farm Landscapes (Maintenance)	940.00	188.00	1,128.00
RCCE (Annual Subscription)	60.50	12.10	72.60
PKF Littlejohn (External audit)	300.00	60.00	360.00
L Djuve-Wood (Salary)	1,026.90	0.00	1,026.90
HMRC (Tax/Ni)	326.73	0.00	326.73
NEST (Pension)	55.06	0.00	55.06
RBL Poppy Appeal (S137 donation)	50.00	0.00	50.00
Total:	3,015.67	271.66	3,287.33

73/21 Items from councillors to be added to the next agenda

- a) To discuss highways issues, including potholes, road closures, diversion routes and signage
- b) To consider quotes for the manufacture of a beacon for the Queen's Platinum Jubilee
- c) To consider risk assessments for the Recreation Ground / Playground and discuss regular inspection regime

74/21 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change

It was noted that both hedge planting and litter picking has a positive impact on the environment.

75/21 To note the date and time of the next meeting

The next Full Council meeting is scheduled for Tuesday 2nd November 2021 at 7:30 p.m.

There being no further business the Chairman closed the meeting at 8.46 p.m.

Signed Chairman

Dated