



BRADFELD 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 4th October 2022 at 7.30 p.m.

Present: Cllr. K. Wynn (Chair) Cllr. K. Burton (Vice Chair)
Cllr. V. Osborne Cllr. T. Weal
Cllr. A. Coley Cllr. J. Welsh

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

84/22 Apologies for Absence

Apologies for absence were received from Cllrs. Gunter, Mitcham and Scott.

85/22 Declarations of Interest

Declarations of interest were received from Cllr. Burton for agenda item 9b (To consider purchasing a new noticeboard for BVH use outside the recreation ground and consider installation quotations) and 9c (To discuss feedback from BHV solicitor regarding new village hall lease) (minute reference 92/22b and 92/22c respectively), being a member of the Bradfield Village Hall committee.

86/22 Minutes of the Previous Meeting

It was **RESOLVED** that the minutes of the Full Council meeting held on the 6th September 2022 be approved as a correct record and signed by the Chair.

87/22 Public Participation

There was one member of the public present. No matters were raised.

88/22 District and County Councillor Reports

The latest 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

89/22 Clerk's Report

The Chair thanked the clerk for the amount of complex and at times challenging work she had undertaken recently, stating that she was impressed with her ability to keep smiling in the face of adversity.

The clerk had circulated the clerk's report in advance. She noted that she had received an e-mail from County Cllr. Guglielmi regarding the barriers at Brickman's Hill, explaining that he had chased this once again and queried the length of time it has taken with no progress being made.

90/22 To receive councillor / working party brief reports

There were no updates.

91/22 Highways Environment

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

Whereas the working party had not yet had an opportunity to meet, Cllr. Coley had circulated a brief report listing signs in need of attention. The next step will be to identify which authority is responsible for each individual sign. Cllr. Coley suggested that it may be possible to get volunteer groups to carry out sign cleaning and to use the Highways Rangers Service to cut back overgrown hedges which are obscuring visibility.

b) To discuss Steam Mill Road tree planting project

It was **RESOLVED** that this item be deferred to the November meeting.

92/22 Amenities

a) To consider quotations for moving the recreation ground field gate

Quotations had been received from three companies ranging from £204 to £560. It was **RESOLVED** that the Council instruct Tigerlily Landscapes to carry out the work.

b) To consider purchasing a new noticeboard for BVH use outside the recreation ground and consider installation quotations

Quotations had been received from three companies ranging from £114 to £320. It was **RESOLVED** that the Council instruct Tigerlily Landscapes to carry out the work. It was also agreed that whereas Tigerlily is to remove the old wooden noticeboard, the Council will dispose of it themselves.

c) To discuss feedback from BVH solicitor regarding the new village hall lease

It was **RESOLVED** that in terms of responsibility for insuring the hall, car park and access road maintenance; and services to the hall, the Council would like to keep the original clauses from the old lease.

d) 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. At the last weekly inspection point, Playquip were in attendance completing all maintenance and repair tasks outsourced to them.

93/22 Planning Applications - To consider commenting on the following planning applications

a) 22/01379/FUL, Proposed window material change to sash windows to former church hall, demolition of existing boundary wall and the erection of 1.8m feather edge timber boundary fence, Bradfield Methodist Church, Heath Road, Bradfield.

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

b) 22/01446/FULHH, Proposed demolition of front porch, rear porch and dining room. Construct front porch, rear extension two floors, renew windows, re roof side extension, render ground floor with cladding to first floor on exterior walls, The Owlets, Straight Road, Bradfield.

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

94/22 Constitution

a) To consider and approve Internal Control document

It was **RESOLVED** that this item be deferred to the November meeting.

b) To consider and approve new Training Policy

It was **RESOLVED** that the training policy be approved.

c) To discuss the Council's current Risk Management Process and Policy

It was **RESOLVED** that the clerk update the current risk management scheme adding a risk schedule at the end of the document. Whereas the current risk management scheme is compliant with guidelines issued by national local council bodies, the clerk is to investigate available training opportunities through NALC and SLCC for Councils wishing to improve their risk management arrangements further. Attending further training would also assist the clerk in obtaining CPD points required for the NALC Local Council Award Scheme. Cllr. Welsh offered to run a risk management workshop free of charge for councillors should they wish to attend.

95/22 To discuss Council website content

It was **RESOLVED** that the Clerk contact Webfactory requesting a quote to remove the councillor photo boxes linked to the homepage. It was also agreed to improve the FAQ, history and useful links sections.

96/22 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 £574.35 as at the 30th September 2022 and the savings account £86,000.14. The September Barclaycard statement had a balance of £413.42 payable at this meeting. It was **RESOLVED** that the bank reconciliation be approved.

b) To note the successful completion of the 2021/22 external audit

It was noted that PKF Littlejohn had completed their external audit of the Council's accounts, concluding that Sections 1 and 2 of the AGAR is in accordance with Proper Practices and that no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

c) To consider moving surplus amounts from the Queen's Jubilee celebrations and Queen's Jubilee Beacon cost codes to the Play Equipment Repairs cost code

It was **RESOLVED** to move surplus amounts of £2,081 and £4,000 respectively from the Queen's Jubilee Celebrations and Queen's Jubilee Beacon cost codes to the Play Equipment Repairs cost code.

d) To consider request for S137 donation from Essex & Herts Air Ambulance

It was **RESOLVED** to grant a £500 S137 donation to the Essex & Herts Air Ambulance, payable at this meeting.

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

It was **RESOLVED** to grant a £50 S137 donation to the Royal British Legion Poppy Appeal in return for a wreath. The clerk will order a 17" wreath with a Council badge directly from RBL's website.

f) 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 27.09.22 by DD))	206.99	10.35	217.34
Defibshop (Replacement defibrillator cabinet, village hall (PAID 26.09.22))	495.00	99.00	594.00
Defibshop (Replacement defibrillator, village hall (PAID 26.09.22))	995.00	199.00	1,194.00
Barclaycard (Microsoft Office 365, Replacement bin, condolence book HM The Queen)	413.32	0.00	413.32
Webfactory (Webhosting)	14.99	3.00	17.99
Hill Farm Landscapes (Grass cutting and maintenance)	940.00	188.00	1,128.00
Information Commissioner's Office (ICO) (Annual fee)	35.00	0.00	35.00
Playquip (Playground repairs and maintenance)	8,078.00	1615.60	9,693.60
PKF Littlejohn (External audit 2021/22)	300.00	60.00	360.00
Rose Builders (Village gates and signs)	4,680.00	936.00	5,616.00
L Djuve-Wood (Salary including 11 hours overtime during August and September)	1,506.90	0.00	1,506.90
HMRC (Tax/NI)	413.13	0.00	413.13
NEST (Pension)	90.51	0.00	90.51
Essex and Herts Air Ambulance (S137 Donation)	£500.00	0.00	£500.00
Total:	18,668.84	3,110.95	21,779.79

97/22 Items from councillors to be added to the next agenda

- To consider purchasing and installing a veteran-made Tommy Statue.
- To consider putting together a working party for HM the King's Coronation celebrations scheduled to take place on Saturday the 6th May 2023.
- To consider putting together a playground maintenance schedule based on manufacturer recommendations.

It was also agreed to invite A&J to the November meeting to provide the Council with a street light presentation.

98/22 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change

There were none.

99/22 To note the date and time of the next meeting

The next Full Council meeting is scheduled for Tuesday 1st November 2022 at 7:30 p.m.

There being no further business the Chair closed the meeting at 8:41 p.m.

Signed Chair Dated