



BRADFELD 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 1st September 2020 at 7.30 p.m.

Present:	Cllr. K. Wynn (Chairman)	Cllr. K. Burton (Vice Chairman)
	Cllr. A Coley	Cllr. R. Scott
	Cllr. A. Mackrill	Cllr. S. Gunter
In Attendance:	Mr. R. Mitcham (Co-option candidate)	
	Mrs. L. Djuve-Wood (Clerk)	

There is currently one vacant seat on the Parish Council.

39/20 Apologies for Absence.

Apologies for absence were received from Cllr. V. Osborne.

40/20 Declarations of Interest

There were no declarations of interest.

41/20 Minutes of the Previous Meeting

RESOLVED that the minutes of the Council meeting held on the 7th July 2020 be approved as a correct record and be signed by the Chairman.

42/20 Public Participation

There was one member of the public present for co-option on to the Council.

43/20 District and County Councillor Reports

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

Cllr. Wynn noted ECC's scheme for county councillors to get a direct say on pothole repairs. Cllr. Coley noted that there are areas along Windmill Road that has eroded due to traffic, causing some very deep potholes. The clerk was asked to contact County Cllr. Guglielmi requesting that he consider adding Windmill Road to his pothole repair list.

44/20 Clerk's Report

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

- **176/19 c) S106 Fencing Project Playground:** The request to release S106 monies is currently with the TDC finance manager awaiting final sign off.
- **177/19 LHP scheme for HGV 7.5 tonnes weight limit sign:** The clerk had chased Tom Eng who had responded stating that the scheme is still in the LHP validation process and that unfortunately due to the covid-19 restrictions he has been unable to order speed and volume surveys, which will be required before the scheme can be considered. He has recently been informed that surveys can now resume and once he has received the survey information he will share it with the Parish Council and County Cllr. Guglielmi.
- **196/19 c) Annual Play Inspection:** Safeplay has attended to all their allocated repairs. NGF will attend once schools have returned. HFL is hopeful they will be able to attend within the next two weeks.

- **13/20 d) Village hall insurance claim:** Evander (Aviva's chosen contractor) is due to attend the site on the 25th September repairing the guttering and replacing three windowpanes. The council will need to pay the £125 excess before they will go ahead.

45/20 To receive councillor / working party brief reports

There were no working party updates. Cllr. Wynn noted that more historic council papers had been located in a previous councillor's garage, as well as a box of silver cups which may go on display at Bradfield Village Hall. Cllr. Wynn will pass the papers on to the clerk.

46/20 To consider candidates for co-option

RESOLVED that Mr Roger Mitcham be co-opted on to the Council. The clerk noted that she would e-mail Mr. Mitcham all forms for completion including the Declaration of Acceptance of Office and the Register of Interest as well as the Code of Conduct.

47/20 Highways/Environment

a) To discuss letter of complaint regarding this year's Sale Trail

Cllr. Wynn noted that she had received a letter of complaint from a local resident regarding this year's Sale Trail. In particular, concerns had been expressed about poor timing and overcrowding in the midst of a pandemic. Councillors also pointed out that a lack of traffic management and no road closures had caused health and safety issues. It was **RESOLVED** that the clerk write a letter to the organiser notifying them of the complaint, requesting that they apply for road closures for future events and offering them the use of the Bradfield Village Hall car park to limit congestion from cars parking along the road.

b) To discuss signage issues at the top of Shore Lane and Ship Lane

Cllr. Wynn explained that both Shore Lane and Ship Lane have been plagued by poor parking, littering and anti-social behaviour during lockdown and that both lanes are single track with no turning or parking facilities. Cllr. Wynn had consulted with Simon Amstutz, Manager at Suffolk Coasts and Heaths AONB, who had explained that other areas had experienced similar problems during lockdown. It was **RESOLVED** that the clerk put a request in to ECC for a "no turning / no parking facilities" sign to be placed at the top of both Shore Lane and Ship Lane.

c) To consider communication from Motorsport UK regarding the Corbeau Seats Rally Tendring & Clacton 2021

The clerk had received an e-mail from Motorsport UK notifying the Council that Chelmsford Motor Club has applied for next year's Corbeau Seats Rally Tendring & Clacton to take place on 24th & 25th April 2021. The clerk noted that she had received confirmation from the organiser that should the rally go ahead in 2021, they will be happy to honour all commitments made for this year's rally, including carbon offsetting measurements.

d) To discuss cost estimate received from Essex Highways for the installation of four village gates

A quote of £12,000 had been received from Essex Highways for design and implementation of the four village gates. With an amount of only £4,000 currently budgeted for this project it was **RESOLVED** that the scheme is too expensive to carry out in full via ECC at this point in time. The clerk was asked to try and locate companies that hold the required permits to carry out such work and request quotes for design and implementation for each individual gate.

e) To consider quote from A&J Lighting to replace corroded street light on Heath Road

The clerk noted that the cost for a new column and light is £1,950 with an additional cost of around £1,000 for the electricity supply to be transferred by UK Power Networks. Earmarked reserves of £25,000 is available to cover costs of emergency repairs. **RESOLVED** that the clerk instruct A&J to carry out the replacement.

f) To discuss studded crossing area near the village store on Heath Road

Cllr. Coley noted that the studded crossing and dropped kerb near the village shop on Heath Road is often obstructed by parked cars making it difficult for wheelchair users and people with pushchairs to cross the road. It was **RESOLVED** that the clerk contact the North Essex Parking Partnership requesting that a possible inspection be carried out and asking for advice on the painting of a H-Bar to solve the issue.

g) To discuss the upcoming litter pick on the 3rd October

Cllr. Scott offered to create a poster advertising the litter pick. It was agreed that no tea or coffee be served due to COVID-19. All participants are to meet at the Bradfield Village Hall car park. Cllr. Coley offered to collect the litter picks and hoops on loan from TDC and Cllr. Wynn offered to return them after the event. Whereas TDC will supply a roll of black bin bags, the clerk was asked to purchase some additional ones.

h) To discuss County Cllr. Guglielmi's response to the Council's request for judicious verge cutting

The clerk noted that Cllr. Guglielmi had asked for a list of all verges the Council would like to be included in their request. It was **RESOLVED** that Cllrs. Wynn, Scott and Gunter do a tour of the village inspecting all verges and provide the Council with a list.

48/20 Amenities

a) To discuss next steps for the rewriting of the lease between the BVH and the Bradfield Allotment and Recreation Ground Charity

Cllr. Wynn stated that the working party for this project had met to try and write the new lease but that it had been decided that the task was too technical. The clerk had since spoken to Setfords, the BVH's solicitor, who highly recommended the council hire their own solicitor to draft the new lease and send it on to him to review on his client's behalf.

The clerk had sought estimates from three separate solicitors. It was **RESOLVED** that the Council is to instruct Sparlings in Manningtree who provided an estimate of between £600 - £1,200, possibly a bit more, depending on findings. They had offered to cap costs once they have seen all the paperwork and consulted with Setfords.

b) To note correspondence and quote received from BVH for the installation of the outside tap at the village hall

Cllr. Wynn had received an e-mail from the BVH notifying her that they have instructed the plumber to go ahead and install the required pipework and tap which will hopefully happen next week. A cover plate has already been fitted and a copy of the padlock key given to Cllr. Wynn.

c) To consider design and installation suggestions for obelisk stone for VE / VJ Day anniversary memorial

Cllrs. Wynn, Coley and Osborne suggested deferring this item as the current drawings provided had proved unsatisfactory. A meeting will be arranged with Andrew Wood from Wood for Stone as soon as possible.

d) To consider putting in a request to TDC for another refuse bin at the Mill Lane cemetery

It was **RESOLVED** that the Council ask TDC to install a second bin at the Mill Lane cemetery as the current bin keeps overflowing. Cllr. Wynn suggested it be placed near the cemetery gates for easy collection by TDC. The clerk had contacted TDC regarding costs involved but had not yet received a response. The Council has budgeted £1,000 for litter bin emptying for this year.

e) To consider completing a planning application for the change of use of the adopted telephone kiosk

The clerk noted that TDC has confirmed that the phone box is listed and will need listed building consent. The fee for the planning application will be £231. It was **RESOLVED** that the clerk complete the planning application, liaising with TDC and Historic England regarding any supporting paperwork required. Cllr. Mitcham offered to assist in the sourcing of any drawings required. It was agreed that he will liaise with Cllr. Osborne.

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

The clerk reported that no current maintenance recommendations had been received from HFL following their recent inspections. Cllr. Scott noted that one of the bolts have fallen out of one of the swings and that he is looking at sourcing longer bolts to secure it. The swing is currently tied up until such time it can be repaired. The clerk was asked to contact HFL requesting that they check all the bolts on the swings.

g) To discuss planting of bulbs at the recreation ground

Cllr. Wynn suggested planting a variety of bulbs at the recreation ground in late October when the ground is softer. It was **RESOLVED** that Cllrs. Wynn, Coley and Osborne meet at the recreation ground to decide where and what to plant. Cllr. Wynn is to order the bulbs on behalf of the Council at an estimated cost of £200 to £300.

49/20 Planning Applications

a) To note objection comment submitted to The Planning Inspectorate for appeal made in relation to the refusal of planning application 19/00738/FUL, Land rear of 1 & 2 The Paddocks, Windmill Road, Bradfield

The following objection had been passed on to The Planning Inspectorate via the online portal and via e-mail:

Bradfield Parish Council request that you reject this application for the following reasons:

- The proposal is a back-land development and is outside the Settlement Development Boundaries (SDB);
- In 2013 the SDB was tightened up, the reason for the change as per the 2013 policies change map: "To address concerns from local residents about the inclusion of the large area of open land to the rear of properties in Straight Road and Windmill Road, which could result in development over what is considered fair and proportionate for Bradfield";
- The SDB is slowly being expanded to allow the creation of cul-de-sacs that are predominantly bungalow lined, changing the nature of a rural village characterized by its ribbon development with street facing houses of all styles and long gardens into a suburb of what is fast becoming the conurbation of Manningtree, Lawford and Mistley;
- There is no identified local need for this additional development in the parish;
- In the last five years, there have been 51 new builds, 27 of which are bungalows;
- The type of dwelling proposed does not meet the affordable homes requirement of the parish;
- This development, together with the other small developments in the parish have contributed nothing in terms of Section 106 provision;
- Road access is inadequate and restrictive causing potential problems for emergency access;
- The parish council is concerned about the poor highways sightlines;
- The access road enters onto Windmill Road on a slight bend, at its narrowest point. There are four buses per hour down this road, plus delivery vans and cars that cut through from Mistley. All the roads through Bradfield are very narrow and with parked cars become single lane. At all times of the year there are tractors and other large agricultural traffic vying with

buses, delivery vans and trucks to get past each other. When two large vehicles meet, one or both have to pull into driveways or mount pavements to pass. Where are the visitors of this development expected to park;

- 5.4 on the planning statement states that solicitors acting for the developers of the neighbouring site (2 The Paddocks), “have confirmed that the intervening fence will be reduced in height” – The owners of No.2 The Paddocks, have previously confirmed that the fence in question belongs to them and that they have no intention of reducing its height. The owners have suffered sleepless nights worrying about their loss of privacy and the disturbance that they will suffer with an access road running the entire length of their property, carrying all the associated traffic of resident’s cars, post, delivery vehicles, visitors and dust carts;
- Invasion of privacy will also affect the occupants of Kingswood on the opposite side of Windmill Road to the access road, caused by car drivers looking straight ahead and headlights shining into a home that is entirely glass fronted;
- The dust cart is also an issue. The access road will surely be too narrow and the turning head difficult for the lorry to manoeuvre, meaning that all five bins will have to be dragged to Windmill Road. If this is the case, then where will five wheelie bins and five lots of recycling and food caddies be left for collection;
- Bradfield Primary school is currently at capacity;
- Finally, there is a restrictive covenant from 1972 on the land on which 1 and 2 The Paddocks and this proposed development stand that states that no more than two houses will be erected on the site. This covenant is being blatantly ignored by the developer.

b) 20/00964/FUL, Insertion of window into flank wall and erection of single storey rear extension, Evenlode, Straight Road, Bradfield

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

50/20 To consider accessibility statement for the new website

The clerk noted that she is in the process of uploading the new photos sourced for the website. Once the photos have been uploaded the site will need to be tested and an accessibility statement uploaded to the website, ideally by the 23rd September. It was **RESOLVED** that Cllr. Scott will assist the clerk with testing of the site.

51/20 To consider becoming a Dementia Friendly council through Age Concern North East Essex

The Council had received an e-mail from Age Concern North East Essex requesting Council support in helping Tendring become a dementia friendly community. In order to take part the Council would need to commit to an action plan showing that they are working towards becoming a dementia friendly organisation, attend Dementia Action Alliance (DAA) main group meetings when possible, attend local DAA sub group meetings, be a voice for people living with dementia and campaign for change in and around Tendring. Cllr. Burton said she may be willing and able to volunteer for this project but would like further information. It was **RESOLVED** that the clerk invite a representative from Age Concern North East Essex to a future council meeting.

52/20 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 £777.32 as at 28th August 2020 and the savings account £91,122.57. **RESOLVED** that the bank reconciliation be approved. Cllr. Wynn requested that the cost of the full PWLB loan repayment be moved from the PWLB Interest cost code to the Land Purchase cost code.

b) To receive and consider the completion statement for the Mill Lane land transfer

RESOLVED that the completion statement be approved.

c) To review the TDC Special Expense form for 2021/22

The Council reviewed the TDC special expense form for 2021/22. It was agreed that the "Power to incur reasonable expenditure to maintain, repair and protect any war memorial within a local authorities district" be added to the Council's list.

**d) To approve payment of invoices received in accordance with the 2020/21 budget
RESOLVED that the following payments be approved:**

Payee	Net £	VAT£	Gross £
EON (Paid via DD in July)	165.66	8.28	173.94
EON (Paid via DD in August)	171.18	8.56	179.74
Webfactory (Paid via DD in August)	14.99	3.00	17.99
Webfactory	14.99	3.00	17.99
Barclaycard (Microsoft 365)	3.00	0.60	3.60
R.Scott (Microsoft 365)	36.00	7.20	43.20
Hill Farm Landscapes (August)	940.00	188.00	1,128.00
Hill Farm Landscapes (September)	940.00	188.00	1,128.00
L Djuve-Wood (Webex)	12.50	2.50	15.00
L Djuve-Wood (Helping Hand)	252.10	50.42	302.52
A&J (Annual Inspection)	1,501.95	300.39	1,802.34
Safeplay (Playground Repairs)	1,040.00	208.00	1,248.00
RCCE (CIO Constitution)	350.00	70.00	420.00
Ellisons (Completion Statement)	1,563.30	Unknown	1,563.30
Evander (Insurance excess)	125.00	0.00	125.00
R. Scott (Serious Print Group)	66.31	13.26	79.57
RBL Poppy Appeal	18.50	0.00	18.50
L Djuve-Wood	844.39	0.00	844.39
HMRC	207.32	0.00	207.32
NEST	35.76	0.00	35.76
Total:	8,302.95	1,051.21	9,354.16

The Council queried the invoice from A&J Lighting following their annual inspection and the installation of 5 x replacement sox lamps. The Council was disappointed that A&J had not consulted with them prior to changing these light bulbs as they would have preferred the lights to be changed with LED instead. The clerk was asked to request if A&J would be willing to refund the cost of the sox lamps and if so instruct them to replace these five lights with LED.

Payments include an £18.50 S137 donation to the Royal British Legion Poppy Appeal for a VJ Day 75th Anniversary Wreath sourced prior to the meeting.

53/20 Items from councillors to be added to the next agenda

- To discuss Bradfield Village Hall car park gate closures
- To consider carrying out maintenance work to the mile marker opposite Strangers Home
- To consider carrying out maintenance work or replacement of the finger post direction marker in front of Strangers Home
- To consider repainting the village sign
- To consider removing the clothing recycling bin by Bradfield Village Hall

54/20 To note the date and time of the next meeting

The next full council meeting is scheduled for Tuesday 6th October 2020 at 7:30 p.m. Venue is dependent on future COVID-19 regulations and is to be confirmed nearer the time.

55/20 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)

RESOLVED that members of the public and press be excluded from the remainder of the meeting due to the confidential nature of the next agenda items.

56/20 To consider increasing the clerk's hours from 15 to 18 hours per week

RESOLVED that the clerk's hours be increased from 15 to 18 hours per week with immediate effect with a review to be carried out in six months.

57/20 To consider increasing the clerk's salary by one salary point

RESOLVED that the clerk's salary be increased by one salary point with a further review in January 2021.

There being no further business the Chairman closed the meeting at 9:31 p.m.

Signed Chairman

Dated