

BRADFIELD PARISH COUNCIL
PARISH COUNCIL MEETING
Minutes October 2019

**Minutes of the Parish Council Meeting held on Tuesday 1st October 2019 at The Methodist Hall,
Bradfield, Manningtree, Essex commencing at 7.30pm.**

Present: Cllr Mrs K Wynn (Chairman), Cllr Mrs K Burton (Vice Chairman), Cllr R Scott and Cllr A Coley

Also Present: Jeanette Sands (Clerk) and two members of the public

There are 4 vacant seats on the Parish Council

095/19

Apologies for Absence.

Apologies were received from Cllr Osborne

096/19

Declarations of Interest

No declarations of interest were made

097/19

The Minutes of the Meeting held on 3rd September 2019

It was **RESOLVED** to accept the Minutes as a true record, and these were signed by the Chairman

Proposed: Cllr Mrs Burton

Seconded: Cllr Scott

098/19

Public Speaking

There was no public speaking.

099/19

Clerks Report

Storage and GDPR Audit – The Clerk advised that some of the older files should be destroyed. The volume to be destroyed is too much for a domestic shredder so the Clerk suggested using a company who will take away and shred the documents. It was **RESOLVED** that the Clerk should look into this.

Special Expenses – these have now been returned to TDC.

Corbeau Seats Rally – the request for more signs advising of road closures and diversions to be displayed as early as possible, has been sent to the rally organisers.

Streetlight – the streetlight on King Street (9012) has been reported as not working. A & J Lighting have been contacted.

Fly tipping – the bag of garden waste and plastic container left by the recycling bins at the Village Hall have been reported

Meeting Venue – It has been confirmed that the December meeting is to be held at the Village Hall due to a prior booking at the Methodist Hall

100/19

Councillor/Working Party Brief Reports

BVA – Cllr Mrs Burton reported that she had attended a meeting of the BVA but was unable to report back

Planters at Cansey Lane Bus Shelter – The planters have been delivered to Cllr Wynn's house and Cllr Burton is waiting to hear from Flowers by Toni.

Office 365 – Cllr Scott advised this is still ongoing and that he has tidied up the website.

Bus Shelters – these have now been installed and many favorable comments have been received.

Village Gates – The question of how Mistley's new 'village gates' were funded had been asked of Tom Eng from Essex Highways, he informed us that this had not been via the Tendring LHP, but that there was a high possibility that these works would have been delivered via a Section 278 agreement by a developer. He will inform us of any more information as it comes to light.

Library Party – Cllr Mrs Wynn reported that the recent library party in Manningtree had been well attended which included many Bradfield Residents

Refuse Collection – Cllr Coley agreed to his email regarding refuse and recycling collections being made public. The email advises residents to put out refuse and recycling on the advertised day and if it is not collected on that day to leave out and it will be collected on a subsequent day.

Dog Bins - it was **RESOLVED** that the Clerk should look into the invoices received by the Parish Council for emptying the dog bins as payment may have been made when the bins had not been emptied.

101/19

Planning

19/01198/LBC – St Lawrence Church, Harwich Road, Bradfield.

Proposed addition of two cast iron rainwater pipes with hoppers onto the North elevation of the church tower.

It was **RESOLVED** to support this application

Proposed: Cllr Coley

Seconded: Cllr Scott

102/19

Finance Report

The RFO advised that as of October 1st the current account balance was £12785.21 and the savings account balance £57617.27 giving a total of £70402.48. Expenditure for October is £9855.14 and the proposed expenditure for November is £1418.34. The November figures are an estimate as other invoices may be received. A request to transfer £2500 to the current account was made to allow a buffer should any urgent items require paying. A breakdown of the finance report can be found at the end of the Minutes – Appendix A

ICO – the Parish Council is now registered with the ICO and a direct debit form was signed by the Chairman.

By paying through a direct debit the Parish Council saves £5 per year and allows automatic renewal.

External Audit – this will be completed by mid-November.

Grant for defibrillator – the date for the panel meeting has been moved from September to 25th October

103/19

Grounds Maintenance

It was reported that Councillors had not been receiving the playground inspection reports. Cllr Scott has put an online reporting system together and this is to be given a trial run. This system will allow the reports to be sent electronically directly to Councillors and the Clerk.

The silver pedestrian gate will be rehung once a new gate post has been purchased and installed, the gate is to have the addition of a spring closer. Taylor's Engineering is to be asked to quote for this.

The Clerk will contact NGF Play about the damaged chain cover on the zip wire seat so that this can be repaired as soon as possible; the Handyman has gaffer taped the split as a temporary measure.

The Clerk will also contact Proludic about the replacement gyro-spiral seat.

104/19

Litter Pick

Pickers, hoops and bags have been booked from TDC for use on Saturday the 9th November. We will meet at the Village Hall at 9.30am for a 10.00am start. Due to the amount of litter on Cansey and Shore Lanes it was felt that a vehicle would be needed to collect the filled bags, Cllr Mrs Burton will arrange for their collection.

Advertising for the event has already been put in the Grapevine, Cllr Scott will design a poster go onto the noticeboards, around the village and on Bradfield Buzz. Cllr Mrs Wynn will contact Bradfield Primary School to ask if they would like to help.

105/19

Councillor Vacancies

The Parish Council currently has four vacancies. Cllr Mrs Burton has offered to design a flyer that she will deliver to the new homes in the village.

106/19

Debit/Credit Card for the Clerk

Members considered whether the Clerk should have a credit card to use when upfront payments are requested. This would save Councillors or the Clerk having to use their own debit/credit cards and claiming back the costs. It was **RESOLVED** that the Clerk should be issued with a debit or credit card. The Clerk will contact the bank and discuss possible options.

Proposed: Cllr Coley

Seconded: Cllr Scott

107/19

Items for the next Agenda

A new printer/scanner for the Clerk

Litter pick – routes and streets

108/19

Date and Time of Next Meeting

Tuesday 5th November at 7.30 in the Methodist Church Hall

109/19

Exclusion of the Press and Public

Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the press and public for the transaction of the under mentioned business.

A discussion regarding contractual duties in which confidential information could be disclosed.

The meeting closed at 8.15

Signed Chairman Date

Current Account balance - 1st October 2019	£12,785.21
Income to Current Account	£0.00
Transfer from Savings	£2,500.00
Total Income for October - Current Account	£15,285.21

Expenditure - October	
Staff Costs	£569.40
Gardening & Landscape Svs - village maintenance	£560.00
Realise Futures	£7,879.20
Eon * approx cost waiting for invoice	£173.94
Hill Farm - Grass Cutting	£600.00
RCCE renewal of membership	£72.60
Total expenditure	£9,855.14
Total in Current Account end of October 2019	£5,430.07

Saving Account balance - 1st October 2019	£57,617.27
Income into Savings Account	£0.00
Outgoings from Savings Account	£2,500.00
Total in Savings Account end of October 2019	£55,117.27

Overall total in Current and Savings account	£60,547.34
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Proposed Expenditure for November	
Staff Costs	£569.40
Gardening & Landscape Svs - village maintenance	£640.00
EON - approx cost	£173.94
ICO D/D	£35.00
Total Proposed Expenditure	£1,418.34

