



# BRADFIELD PARISH COUNCIL

Bradfield Village Hall, The Street, Bradfield, Essex, CO11 2UU. Tel: 07851 760264

Email: [clerk@bradfieldparishcouncil.org.uk](mailto:clerk@bradfieldparishcouncil.org.uk)

## Minutes of the Full Council Meeting held in Bradfield Village Hall, The Street, Bradfield, CO11 2UU on Tuesday 1<sup>st</sup> July 2025 at 7:30 pm.

|                      |                                                                 |
|----------------------|-----------------------------------------------------------------|
| <b>Present:</b>      | Councillors Coley, Cunningham, Osbourne, Points, Weal and Webb. |
| <b>In the Chair:</b> | Cllr Burton (Chairman)                                          |
| <b>Clerk:</b>        | Mrs Marie Snell                                                 |
| <b>Also present:</b> | 5 members of the public, 0 member of the press                  |

### 43/25 Apologies for Absence

Members **RESOLVED** to accept apologies from Cllr Scott.

### 44/25 Members' Declaration of Interests

None

### 45/25 Minutes

Members **RESOLVED** that the Minutes and the Confidential Minutes of the Parish Council meeting held on the 3<sup>rd</sup> June 2025 were approved as a correct record and signed by the Chairman.

### 46/25 Public Participation

A member of Bradfield Rovers Football Club spoke on behalf of the club and offered that though there were many friendly matches booked for the summer months, these have been reviewed by the committee and as such a reduction rather than the initial 24 to be held in Bradfield. It was noted that the First Team, Reserves Team and Sunday Side all won the 'fair play' awards with significant efforts put into teams in representing Bradfield with pride that these awards have been won. Local newspapers are keen to interview the club on their efforts of the season. The Chairman thanked the football club for this update.

### 47/25 Town Planning Applications as per Schedule Issued by Tendring District Council

Members considered the below schedule of applications:

|                                                                                                       |                                                                                                  |                   |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------|
| <a href="#">25/00824/FULHH</a><br>Pond Cottage<br>Heath Road<br>Bradfield                             | Householder Planning Application - Single storey side extension and erection of detached gazebo. | <b>No comment</b> |
| <a href="#">25/00912/NMA</a><br><b>For information only</b><br>Street Farm<br>Heath Road<br>Bradfield | Non Material Amendment to 24/01503/FULHH - Addition of porch to approved scheme.                 | <b>Noted</b>      |

### Determinations

Members noted the approval the Planning application for 25/0137/FULHH – Grasmere, The Street, Bradfield.

#### **48/25 District and County Councillor Reports**

Members were advised there was no July report from Cllr Guglielmi and this will be circulated. Members received no updates from Cllr Ferguson.

#### **49/25 Clerk's Report**

Members noted the clerk's report. The Chairman congratulated the clerk on her successful completion of her FiLCA training.

#### **50/25 Working Group Reports**

Members received updates from the following working groups:

- a. **War Memorial Working Group** – Cllr Coley advised this project of around 5 years has come to an end, no further support is to be offered from this, Cllr Coley asked for information to be published in the Grapevine Magazine. With the Chairman's discretion, John Barrow (St Lawrence Church) advised that it has been deemed an expensive project and not in keeping with conservation and has not been recommended for further works by the Dias Advisory Committee. Cllr Coley offered without the support of the advisory committee, this project cannot progress. Cllr Cunningham felt that this decision will see ancient monuments fall to disrepair, and Cllr Osbourne stated because the monument stands within the church grounds, the church has the final say. John Barrow offered it is still possible for minor works to take place, for example to clean it, attach a QR code for reference to those engraved. A professional clean can be explored at a later time to restore it in a way that is appropriate which led to members to **RESOLVE** to close the working group and explore further plans at another time.
- b. **Village Hall Carpark Working Group** – Following the line painting works completed in the car park members agreed to monitor the conditions of the car parking amenity and to discuss further conditions as required. Members **RESOLVED** to close the working group.
- c. **Recreation Ground Benches Working Group** - Cllr Webb offered no update and this will be deferred to the next meeting.
- d. **Bradfield Byelaws Working Group** - Initial research has taken place together with the clerk and Cllr Coley offered this is a long and complicated process, updates will be provided as necessary and required.

#### **51/25 Bradfield Recreation Ground Usage**

Members felt a fair agreement been achieved in Minute ref 46/25 and **RESOLVED** to approve the updated fixture of 6 friendly matches between July and August 2025.

#### **52/25 Highways Update**

Members received update from Cllr Coley following recent meeting with Essex Highways in discussion of congested junctions within the village. Highways Representative suggested options for plans to aid junction safety which would require public input. Exploring dynamics of resolving issues is for EH to action. Cllr Coley also suggested the possibility of junction protection which would a reduction in parking areas, public opinion is paramount to such works.

#### **53/25 Amenities**

- The clerk confirmed the a local contractor has been requested to repair a broken piece of the playground, to paint the fence and gate at Mill Lane Cemetery and to address the weed growth at the bus stop by The Village Maid Pub.
- Cllr Osbourne expressed the light in the telephone box (village library) is not working. Clerk to address.

- Cllr Coley expressed the bio-diversity area sees fruit trees which are growing well. Cllr Coley suggested if this is to be a wild flower area, to have seasonal wild flowers grow and restrict the cutting with a path through the middle. Cllr Webb offered query about the Essex Wildlife Trust and the clerk will explore this further.

#### **54/25 Finance**

- Members received the monthly finance reports including budget update and monthly bank reconciliation figures.
- Members **RESOLVED** to approve payment of invoices received in accordance with the 2025/2026 budget.
- Members **RESOLVED** to approve the delegated payment schedule for 2025/26.
- Members noted there was no emergency expenditure by the clerk, Chairman and Vice-Chairman as specified in Financial Regulations Section 4.
- Members considered the movement of financial reserves into savings or investment scheme for security of funds, options drafted by the clerk owing to previous decision at 3<sup>rd</sup> June 2025 meeting, minute reference 33/25 is not available to Parish Councils. Members **RESOLVED** to set up bank with Redwood Bank and transfer £80,000 at an interest rate of 4% variable (annual).

#### **55/25 Council Insurance**

Members **RESOLVED** to renew the Council's Insurance policy via Clear Councils Insurance with Ecclesiastical Insurance Office plc at cost of £1891.27. Members **FURTHER RESOLVED** to insure Bradfield Village Hall building.

#### **56/25 General Power of Competence**

Members considered the eligibility requirements to enable adoption of the GPC and the Clerk confirmed that the two criteria (a qualified clerk and 2/3 of members are elected) is met. Cllr Coley thanked the clerk for her advice regarding this power but queried if there is a need. Members then considered the merits of adopting and **RESOLVED** to adopt the GPC.

#### **57/25 Council Policies**

Members **RESOLVED** to adopt the council's Retention of Documents and Records Management Policy.

#### **58/25 Council Action Plan**

Cllr Weal asked if there could be a column added to mark completed projects. Members **RESOLVED** to adopt the council's Action Plan 2025-2028.

#### **59/25 Items from councillors to be added to the next agenda**

- Cllr Cunningham queried an area of land in Bradfield if it was owned by the church and the Chairman offered it does not belong to Bradfield Parish Council and that this is a church matter.
- Cllr Osbourne – The hedge cutting contract will be ending in July.
- Clerk – Independent review of the accounts will be required, by Cllr Cunningham.

#### **60/25 Date of Next Meeting**

The next meeting of the council is to be held on **Tuesday 5<sup>th</sup> August 2025 at 7.30pm** at **Bradfield Village Hall, The Street, Bradfield, CO11 2UU.**

**The Chairman closed the meeting at 8.09pm.**

**Signed**

**Dated**