



BRADFIELD PARISH COUNCIL

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Minutes of the Full Council Meeting held in Bradfield Village Hall, The Street, Bradfield, CO11 2UU on Tuesday 2nd September 2025 at 7.30pm.

Present:	Councillors Coley, Cunningham, Osbourne, Points, Scott, Weal and Webb.
In the Chair:	Cllr Burton (Chairman)
Clerk:	Mrs Marie Snell
Also present:	14 members of the public, 0 member of the press, Essex County Councillor Representative Cllr Guglielmi

Prior to the commencement of the meeting, Cllr Burton expressed of the council's sincere sympathy to those affected by the two recent house fires in Bradfield. Sadly, both households have now been left homeless and can only imagine how devastating this must be for them. BPC would also like to place on record the heartfelt thanks to the emergency services for the swift and professional response and to those members of our community who stepped forward to offer help and support on such a distressing day. Cllr Burton concluded that thoughts remain with the families as they face the difficult days ahead.

84/25 Apologies for Absence

None

85/25 Members' Declaration of Interests

Cllrs Burton, Points and Weal declared a shared interest regarding items 11 and 12 on the agenda in their reference to their roles as Trustees of Bradfield Village Hall Committee and would abstain from any voting required of the council. Cllr Coley confirmed to chair these agenda items.

86/25 Minutes

Members received the Minutes of the Parish Council meetings held on the 5th August 2025, and **RESOLVED** to approve as a correct record, signed by the Chairman. **TW/VO**

87/25 Public Open Forum (Maximum 15 minutes)

A representative raised concerns on behalf of Bradfield Rovers Football Club regarding the ongoing relationship between the football club and the parish council. Concerns regarding the hire of the recreation ground hire pitch (Bradfield Allotments and Recreation Ground Charity) were raised. It was asked why the petition handed to the council was not mentioned. Questions regarding item 6 of the agenda were raised by the representative and expressed it is not guaranteed that BRFC will still be playing in this area in the future. It was asked if the hire policy (BARGC) will apply to all users of the area and questioned why anyone should be charged to use this area. The BRFC representative expressed that the government and TDC have grassroots funding, and the parish council do not appear to have the same ideas and questioned if the council will help the football club rather than putting financial charges in place, and what exactly has the football club apparently done wrong, having played here since 1986 and felt the relationship is worse now than before. Cllr Burton expressed that all users are to be treated the same who request exclusive use of the recreation ground. It was requested that the number of the people within the petition be published by BPC, which read at 695 signatures.

Another resident raised questions regarding the distance width and conditions of the footpath within the area. Cllr Coley expressed this is a Essex Highways issue and the resident asked that a footpath inspector should attend the area. Cllr Guglielmi offered for details to be emailed to be able to take it further for being addressed by Essex Highways. A resident mentioned the footpaths within the area are difficult to navigate and the widths appear to vary within the village, some issues with overgrown hedges but with many pavement users needing wide spaces it makes it difficult.

Two members of the public left the meeting at 7.44pm.

88/25 Town Planning Applications as per Schedule Issued by Tendring District Council

To consider the below schedule of applications:

25/01056/FUL Land North of A120 Horsley Cross Essex	Application for Full Planning - Solar Farm and Battery Energy Storage System (BESS) with associated substation, access tracks and equipment.	Cllr Coley felt there could be potential financial benefits to the parish council upon completion, clerk to query.
25/01127/FULHH Brock and Brewses Farm The Street Bradfield	Householder Planning Application - New vehicular access and parking at front.	No comment

89/25 Matters received in the post

- Members received correspondence from John Barrow on behalf of St Lawrence Church regarding the maintenance of the seating forming the churchyard wall in The Street, suitable repair is to be explored with relevant permissions to seek from Tendring District Council owing to its placement within Conservation Area. A resident confirmed estimates and specification has been received and this is moving forward positively.
- Members received extensive correspondence from Bradfield Rovers Football Club with further concerns regarding BPC's role as sole trustee of the Bradfield Allotment and Recreation Ground Charity. The clerk advised members that they should bear in mind they are present within this meeting as parish councillors. Cllr Webb offered that the stated figure of the charges by BRFC equating to £624 which assumes the pitch hire is £12 per use which is not accurate, owing to the use of the area being assumed no longer than 3hours, therefore the charge would be £6 for such use, not £12. Cllr Burton advised that exclusive use of the recreation ground would see chargers to users. A representative on behalf of Harwich Runners offered that they train on the recreation ground, would they be expected to be charged for use, Cllr Webb offered that should a club request exclusive use, then this would be relevant for hire. It was expressed of concerns of a necessity to have such charges, with concerns during a believed national mens' mental health crisis whether these charges are appropriate.

Cllr Burton expressed that it appears a resolution is elusive to any query raised by BRFC. Sir Bernard Jenkin MP and Monitoring Officer Tendring District Council have received correspondence on behalf of BRFC, the clerk was contacted by Sir Bernard Jenkin MP for context and understanding which has been provided. It is believed that the Football Club has been advised by Senior Caseworker and Communications Officer (Leah Stanford), the office

of Sir Bernard Jenkin that the matters raised have been considered fully and that the final decision of the council has been reached. As Cllr Burton advised BRFC at the meeting of the 5th August 2025, Leah Stanford confirmed to the clerk she would advise BRFC that Local Government and Social Care Ombudsman may be contacted if they still believe a resolution has not been reached. This information to be relayed by the clerk to BRFC in conclusion to their enquiries raised. Cllr Scott expressed the council's grant funding scheme has been advised to BRFC and projects can be funded by the parish council.

90/25 District and County Councillor reports

Members noted the September report received yet from Cllr Guglielmi who also verbally offered the options for LGR with potential for 3 unitary councils. The Local Plan consultation response has been examined with hopes of preferred sites to be published in October, with four potential sites named as Weeley, Thorpe le Soken, Horsely Cross and Frating. From January 2026 the new housing target will begin. Essex Highways have raised objection to the solar farm at Horsley Cross [25/01056/FUL](#) with concerns over traffic management within the area. Energy Switch has been relaunched and is popular within the County Council choosing the best option for the benefit of the area. Cllr Burton read on behalf of Cllr Tanya Ferguson of Tendring District Council of her apologies to not be able to attend the meeting, that she is very much at the disposal of the village should she be required, and that the Local Government Reform submission is on 26th September 2025.

91/25 Clerk's Report

Members noted the Clerk's September Report.

92/25 Working Group Reports

Members received updates from the following working groups:

- a. Recreation Ground Benches working group – Following research, Cllr Webb confirmed final quotations to be collected and reported at the next meeting.
- b. Bradfield Byelaws working group – No further update at this time.
- c. Highways Scheme Working Group – Cllr Osbourne to head the working group and explore this further.

93/25 Amenities

- Members received update noting the following maintenance carried out:
 - Recreation Ground Play Area – broken piece of wood has now been sourced and will be repaired on 6th September 2025.
- Members **RESOLVED** to agree the following works to be carried out:
 - Cansey Lane lamp post repair at cost of £930 +VAT by A&J Lighting.
- Members discussed the cleaning works of the War Memorial at St Lawrence Church, the clerk is still awaiting a further quote with one received. To defer this item until next meeting pending further quotation.

94/25 Bradfield Village Hall Communications

Members noted the BVH report lead by Cllr Coley. Clerk to publish on the council website. Cllr Osbourne asked if the report could be read out to the meeting with potential heating expenses forecast.

95/25 Bradfield Village Hall Car Park Request

Members considered the request received from Bradfield Village Hall for the use of the car park for upcoming events and **RESOLVED** to approve the following:

- Sunday 7th September regarding potential usage of car park (agenda read 27th September which was a clerical error).
- Saturday 20th September between 1130 and 1330hrs for a wedding within the village.

96/25 Finance

- Members received the financial report and **RESOLVED** to approve accounts for payment as per the schedule (*previously circulated*).
- Members **RESOLVED** to approve payment of invoices received in accordance with the 2025/2026 budget.
- Members noted no emergency expenditure by the clerk, Chairman and Vice-Chairman as specified in Financial Regulations Section 4.

97/25 Notice of Conclusion of Audit 2024/25

Members noted receipt of the conclusion of the External Audit for year ended 31st March 2025. On the basis of the review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in the opinion that the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to the External Auditor's attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The clerk confirmed that there were no matters to address this year and therefore no plan of action was required.

98/25 Council Emergency Plan

Members considered the Emergency Plan drafted by the clerk. Cllr Cunningham offered there should be a paper version for those that do not use modern technology. Cllr Scott suggested putting an abbreviated version within Grapevine and take a hard copy to local establishments within the village and members **RESOLVED** to accept. Clerk to publish document for public viewing to the council website and circulate confidential document with relevant personal councillor and personnel information.

99/25 Council Policies

- Following review, members **RESOLVED** to readopt the council Cemetery Fees and Regulations.
- Members **RESOLVED** to readopt the council Memorial Management and Safety Policy.

100/25 Items from councillors to be added to the next agenda

- Clerk System of Internal Control following Internal Audit Report 2024-2025 which advised some amendments.
- Cllr Coley – Public Rights of Way

101/25 Date of Next Meeting

The next meeting of the council to be held on **Tuesday 4th October 2025 at 7.30pm** at **St Lawrence Church, The Street, Bradfield, CO11 2US.**

The Chairman closed the meeting at 8.21pm.

Signed

Dated