



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mrs Marie Snell

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

E-mail: clerk@bradfieldparishcouncil.org.uk

Bradfield Parish Council Action Plan April 2025 – March 2028

This action plan was approved at Full Council on the 1st July 2025

Bradfield Parish Council aims to:

- To provide an effective and accountable authority for Bradfield.
- In the above, to enable residents to be involved in the community and the future of the parish.
- To represent the parish, its residents, and local businesses in its monumental strive to improve the parish in a manner of areas.
- To understand and communicate the views and needs of Bradfield, its inhabitants, and businesses.
- To encourage and support tourism to the parish.
- To support opportunities for recreation, leisure, and education, and considering these in response to Planning Applications within the area.

Covering a 3-year period, this action plan is established in considering the size and complexity of the projects that BPC are planning to undertake some of which remain ongoing. The plan also includes the ongoing general maintenance work that BPC undertakes as well as less financially demanding projects which endeavor to enhancing Bradfield's environment.

The plan is reviewed on an annual basis at Full Council meeting and amended accordingly.

Cemetery					
Action	Date	Progress Needed	Person Responsible	Cost	Status
<p>Continue to meet all operational duties for Mill Lane Cemetery.</p> <p>Ensure a good working relationship with funeral directors and memorial masons.</p> <p>Keep regulations up to date and ICCM membership active.</p>	Ongoing	To meet legal requirements and to ensure a full, comprehensive effective and satisfactory service is offered to members of the public.	Clerk's training to be completed 2025	Within training budget	Ongoing

Communications					
Action	Date	Progress Needed	Person Responsible	Cost	Status
To publish informative and useful news within the local magazine.	Ongoing	Regular submission to magazine organiser	Chairman	n/a – BPC donated funds to Grapevine as part of Local Government Act S142	Ongoing
To continue to review and improve BPC's social media to increase awareness of BPC's works and services.	Ongoing	Clerk to liaise with Cllr Scott reference their management of the social media page (Facebook)	Clerk	Within IT budget	Ongoing

Continue to utilise council email addresses and consider prospect of adopting .gov.uk emails following recent guidance.	Ongoing	Enquire to IT contractor for BPC as to possibilities	Clerk	Within IT budget	Ongoing
---	---------	--	-------	------------------	---------

Community					
Action	Date	Progress Needed	Person Responsible	Cost	Status
Partnership with neighbouring parishes	Ongoing	To ensure cross border practices that will benefit residents of Bradfield and vice versa	Clerk / Council	n/a	Ongoing
Bradfield Village Hall partnership	On-going	To increase community well-being and relevant compliance	Clerk / Council BVH	n/a	Ongoing

Environment					
Action	Date	Progress Needed	Person Responsible	Cost	Status
Arrange regular litter picking sessions for the community, considering multiple sites for task.	Spring & Autumn	To keep the parish clean & tidy & foster a sense of community.	Clerk / Council	n/a	Ongoing
Take part in Essex Wildlife Trust Wilder Towns Wilder, Villages project	Ongoing	Action for wildlife and people to create bigger, better and crucially more connected spaces. Be a part of the Wilder Essex vision	Clerk / Council	As above	Ongoing

Setting a Bio-diversity Policy and action plan	Ongoing	To take responsibility for parish council owned areas' biodiversity measures	Clerk / council	Within budget	Ongoing
Set up a footpath clearance programme	By summer 2024	To keep the parish footpaths tidy and clean.	Working group reporting to full council	Within budget	Ongoing
Traffic, speed and noise measures / campaigns in conjunction with TDC, ECC and other organisations.	On-going	To contribute to community safety	Clerk / Council external organisations	For review	Ongoing – Public Consultation pending

Governance and Accountability					
Action	Date	Progress Needed	Person Responsible	Cost	Status
To continue financial prudence and budgetary management through monthly reporting and review.	Ongoing	Keep informed with regular monitoring from EALC and SLCC for training dates	Clerk	Within budget	Ongoing
To continue the annual internal audit and ensure value for money.	May 2025	Consider options in following guideline suggestions of when to instruct	RFO	Within budget	Ongoing
To ensure regular training for council members and staff on the latest financial legislation and employment law	Ongoing	Keep informed with regular monitoring from EALC and SLCC for training dates	Clerk	Within budget	Ongoing

Laws					
Action	Date	Progress Needed	Person Responsible	Cost	Status
Parish Byelaws	Ongoing	To implement Parish Byelaws within council owned open spaces to ensure the safety and utilisation of users.	Clerk / Working Group reporting to Council	To be researched	Ongoing

National Events					
Action	Date	Progress Needed	Person Responsible	Cost	Status
To organise a community event to mark the 80 th anniversary of the VE Day.	May 2025	Specific actions agreed periodically	Whole of Council (lead member and working party)	Within budget (consider relevant EMR virements)	Complete May 2025

Operations					
Action	Date	Progress Needed	Person Responsible	Cost	Status
Bradfield War Memorial restoration	Ongoing	Conservation and management of important historical feature	Clerk/Working Group reporting to Council	Ear Marked Reserve allocated within budget proposals	Project on hold following no further support from DAC
Bradfield Village Hall Car Park Extension	Ongoing	Line painting action taking place as initial steps for efficient utilisation of space	Clerk/Working group reporting to council	Within Small Projects budget	Complete June 2025, success to be monitored

Defibrillators – to maintain and arrange regular training for members of the public through Manningtree First Responders	Ongoing	To contribute to community health and wellbeing and receive advice from Manningtree First Responders	Clerk/Council Training biannually possibly annually	Within budget	Ongoing
S106 funded playground project	Project finalised April 2025	To contribute to community health and wellbeing	Working group reporting to full council	S106 funded	Complete Apr 2025
Play Equipment	Ongoing	i. Annual Play inspections ii. Identify highest priority repairs and replacements before 2026-2027 budget setting	To maintain a rolling programme of maintenance and future replacement	Within budget and possible EMR virements	Ongoing

Action Plan approved at Full Council meeting dated 1st July 2025 – Minute reference – 58/25