



# BRADFIELD PARISH COUNCIL

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

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## Minutes of the Full Council Meeting held in Bradfield Village Hall, The Street, Bradfield, CO11 2UU on Tuesday 5<sup>th</sup> August 2025 at 7.30pm.

<b>Present:</b>	Councillors Coley, Cunningham, Osbourne, Points, Scott, Weal and Webb.
<b>In the Chair:</b>	Cllr Burton (Chairman)
<b>Clerk:</b>	Mrs Marie Snell
<b>Also present:</b>	40 members of the public, 0 member of the press, Essex County Councillor Representative Cllr Guglielmi

### 66/25 Apologies for Absence

None

### 67/25 Members' Declaration of Interests

Cllrs Burton, Points and Weal declared a shared interest regarding items 13 and 14 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 will take those agenda items

### 68/25 Minutes

Members received the Minutes of the Parish Council meetings held on the 1<sup>st</sup> July and 16<sup>th</sup> July 2025, and **RESOLVED** to approve as a correct record, signed by the Chairman and Vice-Chairman (16<sup>th</sup> July 2025).

### 69/25 Public Open Forum (Maximum 15 minutes)

A resident read verbatim from a report regarding their views, and speaking of disappointment over the perceived relationship between Bradfield Rovers Football Club and the parish council. The resident queried the hire charge increases made by Bradfield Village Hall and the Bradfield Allotment and Recreation Ground Charity, though not relevant to BPC, BPC is a sole trustee of the council BARGC. The Chairman advised the meeting that any matters raised with regards to BVH or the charity are to be raised directly with the relevant organisation and will not be addressed by the parish council. A believed member of BRFC handed the chairman a petition report, the chairman gave thanks and advised the meeting of the council's ongoing wishes to maintain a positive relationship with the football club, has never asked for them to leave or cease an agreement of usage.

Another resident gave thanks to the council regarding previous help with a planning application, and raised a question regarding the village war memorial restoration, Cllr Coley advised this has paused momentarily with options remaining open. The resident suggested he did not wish for the memorial to deteriorate and was advised of the council's agreement that it is also not the view of the council or the church, advised by Cllr Osbourne.

A resident raised a query regarding financial transparency and the clerk offered direction of legislation in which the council meticulously follows. Payment Schedules are published in accordance with Transparency Code 2015 and further practices can be followed to ensure further transparency should members of the council feel this would be beneficial to parishioners.

### 70/25 Town Planning Applications as per Schedule Issued by Tendring District Council

To consider the below schedule of applications:

<a href="#">25/01056/FUL</a> 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 advised that this planning application is believed to fall under Mistley PC's jurisdiction, the clerk advised she would clarify.
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Cllr Coley offered of his recent attendance at the Planning Committee meeting through speaking on behalf of BPC, application 24/01734/OUT, the council previously objected as statutory consultees. Cllr Coley advised following the meeting that this application was refused.

### 71/25 Matters received in the post

- Members received full correspondence sent by the Honorary Secretary on behalf of Bradfield Rovers Football Club. The clerk advised that emails in excess of 20 have been received from BRFC during July with regards to various subject matters, and ranging across various organisations. Cllr Coley advised that matters have been dealt with by the clerk and need no further response. Cllr Burton addressed the meeting that the council has been asked to consider a range of points raised under the following headings:
  - Financial Transparency
  - Internal Audit Recommendations
  - Procurement and Decision-Making Processes
  - Agendas and Closed Sessions, Governance and Oversight
  - Transparency Standards.

Cllr Burton offered thanks for the extent of the queries and expressed that the council should not be responding to any further correspondence pertaining of the same nature and deemed the correspondence vexatious. Cllr Webb offered that the correspondence is very complex and deals with a number of issues, which the clerk has replied to, it appears that advice being offered further results in wishes to continue with queries that have been replied to and felt it disappointing that there appears to be further animosity by a local organisation in light of this. Cllr Burton offered All of the issues and concerns raised in the letter have already been responded to in full, in writing by the Parish Clerk and Councillor Coley. These responses were detailed, transparent, and addressed each point raised. There is no legal requirement or procedural necessity for the full Council to re-discuss or formally re-open matters that have already been appropriately dealt with by the Clerk & Councillor Coley, particularly when no new or substantive evidence has been presented. All councillors have had access to the relevant communications and information provided to the Clerk & Councillor Coley, as well as the responses given. Cllr Burton advised the meeting that as a Council, we adhere to our standing orders and the legal framework under which we operate, including appropriate transparency and governance measures as required by our size and statutory obligations.

While it is respected it is of the right of any member of the public or organisation to raise concerns, the Council is not obliged to revisit resolved matters in formal session, especially where those concerns have been addressed in accordance with council policies.

While this letter has been included as requested on the agenda by Bradfield Rovers Committee & concerned parishioners, in the interests of transparency, the Council is of the view that no further discussion is required, as the matters raised have already been addressed in full and there is no new business requiring a resolution or further action at this time. In light of the volume and repetitive nature of recent correspondence, which is now considered to be vexatious, the Council will not be responding to any further communication on these matters. Should there be any additional concerns, they must be directed to external government organisations of which were made available.

- Members received anonymous letter regarding hedge trimming within Bradfield which the clerk advised has been actioned and this area is now more visible for road users.

#### **72/25 Bradfield Allotment and Recreation Ground Charity**

As sole trustees of BARGC, members were made aware of queries raised regarding hire charges for use of the Bradfield Recreation Ground agreed at the recent meeting, reference hire charges of the Recreation Ground. Members **RESOLVED** for the charity to meet again on Wednesday 13<sup>th</sup> August at 6.00pm.

#### **73/25 District and County Councillor reports**

Members noted July and August reports from Cllr Guglielmi who verbally offered that the options for LGR is now clear, with Colchester, Braintree and Uttlesford being the unitary council, the government has agreed the mayoral election will take place in May 2026, county council elections will take place at a date to be agreed.

#### **74/25 Clerk's Report**

Members noted the Clerk's Report which was read out to the meeting.

#### **75/25 Chairman's Report**

Members received the Chairman's verbal report. Cllr Burton reported following a TDALC meeting, an overview was given regarding Essex Highways' processes, EALC have now moved to Feering, near Kelvedon and are now fully operational. Some QR Codes in car parks in Tendring have been tampered with and has been advised not to use QR Codes and utilise the payment apps or payment machines.

#### **76/25 Working Group Reports**

Members received updates from the following working groups:

- a. Recreation Ground Benches working group- Cllr Webb offered the concept that some picnic benches within the play area be replaced with plastic benches which are more sustainable. Sourcing multiple quotes is proving difficult but looking for benches for various capabilities and ages. Spoken with users of the play area and is collating thoughts of users to obtain the best possible options for users
- b. Bradfield Byelaws working group – No further update at this time.
- c. Highways Scheme Working Group – Update at future meeting with a group to be formed, Cllr Gulglielmi advised he would be happy to assist with the council's pursuance of highways improvements within the village.

#### **77/25 Amenities**

- Members received update noting the following maintenance carried out:
  - Telephone Box Lightbulb Repair
  - Mill Lane Cemetery Weed Clearance
  - Recreation Ground Play Area – broken piece of wood is being sourced, owing to precise specification, to be installed upon delivery by Dave Childs.
- Members agreed works to be carried out:
  - Village Bus Stops clean
  - Rectory Close hedges
- Members received update from Cllr Weal regarding Bradfield Book Exchange that she will no longer be maintaining this. Clerk to contact Grapevine regarding this.

#### **78/25 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:

- Thursday 4<sup>th</sup> September 2025 (evening) – Eat Greek Evening

- Saturday 29<sup>th</sup> November 2025 (day time) – Christmas Fayre  
Cllrs Burton, Points and Weal abstained.

### 79/25 Bradfield Village Hall Communications

Cllr Coley requested a standing agenda item for a brief monthly written report provided by Bradfield Village Hall Committee. This in pursuance of maintaining positive ongoing communications between village organisations which members **RESOLVED** to approve. Clerk to write to Bradfield Village Hall Committee of this ongoing communication request. Cllrs Burton, Points and Weal abstained.

### 80/14 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. This includes £99.05 of 5 hours additional overtime, owing to extensive additional workload within the month of July.
- Members noted the emergency expenditure by the clerk, Chairman and Vice-Chairman as specified in Financial Regulations Section 4, repair of the village hall car park height barrier.
- Minute Reference 54/25, the clerk provided update on council savings account with Redwood Bank that £80,000 has been transferred.
- Members received report from Cllr Cunningham following an independent review of the accounts that all is in good order with no discrepancies or errors to report.
- Clerk advised members that the National Joint Council have agreed the local council pay award for 2025/26. The pay award is backdated to 1st April 2025 which has been included in August's payroll noting a 61p per hour increase.

Cllr Burton felt it necessary to advise the meeting that the parish clerk is fully qualified in Certificate in Local Council Administration (CiLCA) and FiLCA. These qualifications are recognised across England and Wales as the key qualification for clerks and enables the council to deliver General Power of Competence which is considered in contributing towards a Gold standard in councils. Cllr Burton also advised the meeting that Finance Committee meetings are held throughout the year yet these are never attended by members of the public who are welcome to do so.

### 81/25 Council Policies

- Members **RESOLVED** to adopt the council ICT Policy following guidance update from Joint Panel on Accountability and Governance (JPAG).
- Members considered revising Financial Regulations 6.8 following advice from Internal Audit in relation to Transparency Code 2015 and **RESOLVED** to publish payment schedule monthly on the website as opposed to an appendix to the minutes of the meetings.
- Members **RESOLVED** to adopt Bradfield Village Hall Car Park Policy. Cllr Burton raised concerns regarding ongoing unsafe users of the car park, clerk to investigate.

### 82/25 Items from councillors to be added to the next agenda

- Cllr Cunningham felt it disappointing of the most recent edition of the Grapevine in criticising the parish council in support of BRFC, and suggested it was sad that the council was not approached regarding this and queried if a meeting could be held with the editor of the Grapevine.
- Cllr Webb asked if the parish council could pay for an extension to the water supply from BVH to the boundary of the area in pursuance of tree watering.

### 83/25 Date of Next Meeting

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

The Chairman closed the public part of the meeting at 8.17pm.

Signed

Dated