



BRADFIELD PARISH COUNCIL

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Minutes of the Full Council Meeting held in Church Room, St Lawrence Church, The Street, Bradfield, CO11 2US on Tuesday 3rd June 2025 at 7:30 pm.

Present:	Councillors Cunningham, Osbourne, Points, Scott, Weal and Webb.
In the Chair:	Cllr Burton (Chairman)
Clerk:	Mrs Marie Snell
Also present:	4 members of the public, 0 member of the press Cllr Guglielmi (Essex County Council), Cllr Ferguson (Tendring District Council) arrived at 7.35pm.

22/25 Apologies for Absence

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

23/25 Members' Declaration of Interests

Cllr Webb declared an interest in agenda item 3 that the applicant of 25/00676/VOC neighbours her property and thusly would abstain from voting in any resolution.

24/25 Minutes

Members **RESOLVED** that the Minutes of the Parish Council meeting held on the 6th May 2025 were approved as a correct record and signed by the Chairman.

25/25 Public Participation

None

26/25 Town Planning Applications as per Schedule Issued by Tendring District Council

Members considered the below schedule of applications:

25/00676/VOC Stour Lodge Cottage Station Road Bradfield	Application under Section 73 of the Town and Country Planning Act for variation of condition 2 (Approve plans) of 23/01208/FUL to cover non-material amendments during construction phase.	No comment
25/00715/FULHH Bluebell Barn Mill Lane Bradfield	Householder Planning Application - Erection of a ground array of fourteen solar panels.	No comment

27/25 District and County Councillor Reports

Members noted the June report from Cllr Guglielmi. Dairy House Farm issues have been resolved and requested Cllr Osbourne's assistance regarding parking outside the church in Bradfield. Officers are working on the feedback from Local Plan Review, apparent issues arisen regarding transport, health and education. There were 12 out of 27 parish councils responded, Bradfield being one of them and was highlighted within the responses. Evidence

is being sought regarding Strategic Housing Market Survey with an increase of 43% in over 65 housing by 2041. Further research is being carried out for traffic concerns within the district. Cllr Ferguson reported that the new Tendring District Council E-Newsletter is very informative with insight into the council's operations with focus on the Local Government Reform and the ongoing waste contract. Cllr Webb asked who is involved in the waste contract and Cllr Guglielmi advised this has not been considered yet with other steps required first.

28/25 Clerk's Report

Members noted the clerk's report. Cllr Burton advised that a representative is talking to the trustees of Bradfield Village Hall regarding the implementation of Martyn's Law, this meeting is taking place on Tuesday 10th June 2025.

29/25 Chairman's Report

Members received the Chairman's report including information from a recent TDALC meeting with the re-election of Frank Belgrove as chairman for 2025-2026. Update received reference Neighbourhood Poling with crime up by 5% in Tendring, deemed seasonal and hopes for a reduction in 6-12months. Essex Police have been given £4 million pounds to recruit 74 new Neighbourhood Officers with 7 coming to Tendring. They will be more visible in neighbourhoods, engaging with communities & investigating more crime.

They are closing the front desk in Clacton but it will still be operational 24 hours a day. The custody suites in Clacton & Basildon will be closing down as there will be more room being made at other stations to hold detainees. Designated Detention Officers will now be in place rather than Police Officers looking after detainees in cells. The old Police Station in Harwich which is over 100 years old will be closing and moving to a new location in Fronks Road in Harwich jointly with the Fire Brigade.

30/25 Working Group Reports

Members received updates from the following working groups:

- a. **War Memorial Working Group** – John Barrow of St Lawrence Church provided a positive update following a recent meeting. Since October 2024 meeting, the DAC are keen to consider the renovation of the memorial and have a meeting on Tuesday 10th June. John asked where the old panels will be placed following works which requires a decision. John asked for an informal meeting with members of the working group (to be arranged) to consider costings and specification including appointing a conservation advisor.
- b. **Village Hall Carpark Working Group** – Members considered three quotations for line painting in the village hall car park and **RESOLVED** to accept the cost of £1890.00 with Toppesfield.
- c. **VE-Day 80 Working Group** – Cllr Burton provided a debrief of the celebration evening held on Thursday 8th May 2025. A fantastic turnout of 400 attendees and dedicated volunteers helped decorate and set up the evening. Donations were given by the refreshment vendors and £100 has been donated by the parish council to SSAFA. Members **RESOLVED** that the working group has completed its task and the group is now closed.

31/25 Committee Meeting Minutes

Members received the minutes of the Finance and Personnel Committee meetings held on 20th Day 2025

32/25 Amenities

- The clerk confirmed the grass verge has been recently cut outside the Recreation Ground.

- Cllr Osbourne asked for the bus stop up by the Village Maid Pub needs some maintenance to avoid overgrowth.
- Cllr Webb advised that the existing recreation ground benches are quite old and suggestions have been made to replace the benches with recycled plastic benches, minimising impact by weather or splinter hazards for users. The existing benches have no base and so when they are sat at and the grass underneath is worn and can become very muddy in wet seasons. New benches could offer a concrete base and consequent ease to be trimmed around and easier ongoing maintenance. Members formed a working group to comprise of Cllrs Webb (lead member), Cunningham and Scott.
- Members deferred the biodiversity plans for the wild area on the Recreation Ground until the next meeting (July).

33/25 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 noted there was no emergency expenditure by the clerk, Chairman and Vice-Chairman as specified in Financial Regulations Section 4.
- Members received the year end internal audit report. The clerk confirmed some recommendations were made but that no formal action plan is required. Members **RESOLVED** to accept the audit report and agree that no further action is required. Members also reviewed the effectiveness of the Internal Audit. The clerk confirmed that the auditor satisfied the requirements to be competent and independent.
- Members received and **RESOLVED** to approve year end finance reports (2024-2025) as noted in the Finance Committee minutes and as reviewed by the Internal Auditor.
- Members considered the movement of financial reserves into savings or investment scheme for security of funds, options drafted by the clerk. Cllr Webb asked about existing savings of which the clerk advised does pay interest but is only covered up to £85,000. Members **RESOLVED** to transfer £80,000 to Alicia Banking at a rate of 4.15%.

34/25 Annual Governance and Accountability Return (AGAR) 2024-2025 – Annual Governance Statement

Members discussed the assertions in Section 1 of the 2024-25 AGAR and the requirements needed to provide a 'yes' response. **RESOLVED**: to approve the Annual Governance Statement at Section 1 for 2024-25.

35/25 Annual Governance and Accountability Return (AGAR) 2024-2025 – Accounting Statements

Members reviewed the final accounts for the year ended 31st March 2025 in conjunction with the Accounting Statements in Section 2 of the AGAR. Members **RESOLVED** to approve the accounts for year ending March 2025 and to approve the Accounting Statements in Section 2 of the AGAR. Members **FURTHER RESOLVED** to set the dates for the Exercise of Public Rights as 5th June to 16th July 2025

36/25 Council policies (Amendments)

- Members **RESOLVED** to agree the amendment of the following elements of Financial Regulations:
 - Procurement - 5.8 'For contracts greater than £3,000 and up to £60,000 including VAT the Clerk/RFO shall seek at least 3 fixed-price quotes'; to increase from £30,000 to £60,000.
- Members **RESOLVED** to agree the following amendment of the following elements of Standing Orders:
 - Financial Regulations and Procurement - 18a)v) 'whether contracts with an estimated value

below £60,000 including VAT due to special circumstances are exempt from a tendering process or procurement exercise'; to increase from £25,000 to £60,000, in keeping consistent with the council's Financial Regulations.

- Members **RESOLVED** to agree the amendment of the Internal Control Procedures to include bi-annual checklist and additional measures carried out.
- Members **RESOLVED** to adopt Grant Funding Evaluation Form following advice from the clerk for good practice.

37/25 Scheme of Delegation

Members **RESOLVED** to adopt council's Scheme of Delegation policy.

38/25 Byelaws

Members discussed for a necessity to implement byelaws within the parish, and **RESOLVED** to set up a working group to of Cllrs Coley (lead member), Cunningham and Osbourne.

39/25 Items from councillors to be added to the next agenda

Cllr Guglielmi asked the clerk about contacting a local dog warden.

40/25 Date of Next Meeting

The next meeting of the council is to be held on **Tuesday 1st July 2025 at 7.30pm** at **Bradfield Village Hall, The Street, Bradfield, CO11 2UU** and Cllr Ferguson offered her apologies.

41/25 Exclusion of public and press

Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to 4 Meetings) Act 1960 members **RESOLVED** to close the meeting to the press and public for the transaction of the under-mentioned business:

- Clerk's End of Probation
- Clerk's salary

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

Signed

Dated