



BRADFIELD PARISH COUNCIL

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Minutes of the Full Council Meeting held in St Lawrence Church, The Street, Bradfield, CO11 2US on Tuesday 7th October 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:	18 members of the public 0 member of the press Tendring District Councillor Representative Cllr Ferguson Rural Community Council of Essex representative Laura Atkinson

106/25 Apologies for Absence

None

107/25 Members' Declaration of Interests

Cllrs Burton, Points and Weal declared a shared interest regarding item 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 confirmed to chair these agenda items.

108/25 Minutes

Members received the Minutes and the Confidential Minutes of the Parish Council meetings held on the 2nd and 3rd September 2025 and **RESOLVED** to approve as a correct record, signed by the Chairman.

109/25 Public Open Forum (Maximum 15 minutes)

Three members of the public spoke separately mentioning thanks to Cllr Scott for his efforts in mediation between the football club and the Bradfield Village Hall. Comments made regarding communications with parishioners, councillors and the clerk in pursuit of transparency. Question asked regarding the council's intent on council reserve allocation and the necessity to charge BRFC for the use of the Recreation Ground. The chairman advised the latter question be discussed under its appropriate agenda item (15).

110/25 Town Planning Applications as per Schedule Issued by Tendring District Council

To consider the below schedule of applications:

25/01295/NMA Glendoveer Wix Road Bradfield	Non Material Amendment to 25/00377/FULHH - Revision to fenestration.	No Comment
25/01324/VOC Emsworth House Station Road Bradfield	Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 1 (Approved Plans) and Condition 2 (Manufacturer and types and colours of the external facing and roofing materials) of application 23/00074/VOC to enable/allow replacing the approved Plater Claiborne drawings with the attached set.	No Comment

25/01375/FULHH Sedbergh Straight Road Bradfield	Householder Planning Application - Sun Lounge to rear garden	No Comment
25/01439/FULHH Truro Steam Mill Road Bradfield	Householder Planning Application - Single storey infill front extension	No Comment

- Members received an appeal in relation to planning application 24/01734/OUT - *Erection of 3 dwellings* - West Manston, Windmill Road, Bradfield. Members **RESOLVED** to make no further comment on this application following previous submission made and recent representation to the Planning Authority.
- Members received correspondence from Planning Authority regarding the updated conservation area appraisals (May 2022) – Manningtree and Mistley, and **RESOLVED** not to make further comment.

111/25 Housing Needs Survey Results

Members received the results from a recent survey conducted in Bradfield. Laura Atkinson, Senior Rural Housing Enabler and Community Led Housing Advisor of Rural Community Council of Essex. Laura stated that earlier in the year BPC approached RCCE to conduct a housing needs survey (which will be published on the council website), 26% responded to the survey, with 20-30% expected. 17 households stated they had a need to change their housing needs within the next 5 years, of those 17 households the majority were looking to downsize but identified a need for new home owners. There can be a low stock of smaller homes in rural areas with more restrictions, affordable housing can be difficult to generate. Two bedroom properties were evident as the most desired property size, those stating they had a housing need highlighted 6 households with a need for alternative accommodation, encouraging people to stay in the village and being able to offer such housing is desirable. Recommendation to update the survey every 5 years with small parishes likely to see great benefits from such housing surveys. Full report to be published on council website.

112/25 Bradfield Rovers Football Club

- Members received communications regarding BRFC mediation meeting offer that a member of the community has extended to act as mediator. Cllr Scott requested that such mediator to be agreed be a neutral person, whom has not taken part in the petition initiated by BRFC, members discussed that council can cover a cost should that be required. Clerk to explore options and report to councillors at another meeting.
- Members received and noted the petition of 695 signatures recently submitted by members of BRFC. Cllr Coley thanked BRFC for submitting the petition and the time that this must have taken.

113/25 District and County Councillor reports

Members noted the October report received from Cllr Guglielmi. Cllr Ferguson offered TDC is working towards the LGR on 26th September and awaiting for the Central Government to make decisions regarding proposals. Parish Councils will be extremely important to carry out services for their parishes, and the proposed devolution will inevitably fall towards parish councils, this driven by Central Government. Cllr Ferguson wished to offer her apologies that she has missed the last couple of meetings and introduced herself to the members of the public.

114/25 Clerk's Report

Members noted the Clerk's October Report (*previously circulated*).

115/25 Chairman's Report

Members noted the Chairman's October Report for information (*previously circulated*).

116/25 Working Group Reports

Members received updates from the following working groups:

- a. Recreation Ground Benches working group – No further update, the clerk expressed she can explore further options.
- b. Bradfield Byelaws working group – No further update.
- c. Highways Scheme Working Group – No further update.

117/25 Public Rights of Way

Cllr Coley offered suggestion for councillors to walk pathways within the area in the pursuit of identifying clearance required, where appropriate such pathways are to be reported to the relevant authority. Parishioners should alert the clerk if they find pathways not passable who can report for clearance.

118/25 Amenities

- Members received update noting maintenance carried out that two trees along the street planted by BPC have been re-staked by Ian Allston.
- Members **RESOLVED** to agree the expenditure for routine play inspection with Playquip at £190+VAT.
- Members **RESOLVED** to agree the expenditure for annual play inspection (to be carried out in December) with Sovereign at cost of £290+VAT.
- Members **RESOLVED** to agree below works to be carried out by reputable local contractor
 - Multiple quotations sourced for the play area Child Swing replacement with PlayQuip at cost of £335 +VAT, including installation.
- Cllr Scott suggested communications between PCC and BPC is appropriate regarding the requirements. Cllr Ferguson offered for the clerk to approach CGCC regarding required materials for cleaning process of war memorials. Cllr Coley offered there is a considerable amount in Ear Marked Reserves for the considered works required for the war memorial with these funds to be directed elsewhere and wished for the war memorial to be professionally cleaned with PCC within the decision making. A meeting of such to be arranged with Cllrs Coley and Osbourne.
- Members **RESOLVED** to agree a date for community litter pick to be Saturday 25th October 2025 at 1000hrs at Bradfield Village Hall.
- Members discussed the forward plan for the biodiversity area within the Recreation Ground and **RESOLVED** to leave the area undeveloped and explore wildflowers to be planted. Clerk to contact Essex Wildlife Trust for further advice.

119/25 Bradfield Village Hall Communications

Members noted the BVH report lead by Cllr Coley (*previously circulated*). Clerk to publish on the council website. Cllr Coley offered that grant funding is to be explored, BPC owns the building and offered a suggestion that BVH are invited to submit a grant application for works required. A resident offered the suggestion of an outdoor water tap for refilling of water bottles. Clerk to write to BVH Committee.

120/25 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 (*previously circulated*).
- Members noted no emergency expenditure by the clerk, Chairman and Vice-Chairman as specified in Financial Regulations Section 4.
- Members noted the reduction in interest rate with Unity Bank from 2.25% to 2.10%.
- Members discussed possible virements of Ear Marked Reserves, Cllr Coley suggested to discuss further pending discussions required with PCC regarding the war memorial.

121/25 Grant Application

Members considered grant application on behalf of Manningtree Rotary Club for £250 in pursuit of the Manningtree Christmas Market 2025 and **RESOLVED** to award the grant.

122/25 Council Policies

Following Internal Auditor's (2024-2025) Report, members received and reviewed the council's System of Internal Control Procedure (*previously circulated*) and **RESOLVED** to adopt new policy with integrated check list to be completed quarterly by the clerk.

123/25 Items from councillors to be added to the next agenda

Cllr Scott – Working Group set up with BRFC, BVH and BPC to improve communications.

Cllr Scott – Suggested amendments of BARGC Recreation Ground Hiring Policy to be presented to the charity and request that the BARGC hold more meetings during the year.

Cllr Coley – Discuss RCCE Housing Needs Survey Results

Cllr Osbourne – RBL Donation discussion

124/25 Date of Next Meeting

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

125/25 Exclusion of Public and Press

Pursuant to Sub-section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED**: that the meeting was closed to the press and public for the transaction of the under-mentioned business:

- **Personnel – Clerk's Pension**

The Chairman closed the public part of the meeting at 8.21pm.

127/25 Clerk Pension

Following discussion in closed session (confidential minute reference 126/25), members formally agreed to recommence public session at 8.27pm in order to record any decision to be made.

Members **RESOLVED** that owing to the clerk's eligibility for enrolment onto Local Government Pension Scheme and as such agreed to be transfer to at LGPS Essex Pension Fund at total running cost of payroll and pension return administration of £342 to DM Payroll Services. Employer's contribution to increase to 24.8%.

The Chairman closed the meeting at 8.28pm.

Signed

Dated