



BRADFELD PARISH COUNCIL

Clerk to the Council: Mrs Marie Snell

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Members of the Council are hereby summoned to attend the Parish Council Meeting to be held at St Lawrence Church, The Street, Bradfield, CO11 2US on Tuesday 2nd December 2025 at 7:30 pm or at the rise of the Finance Committee meeting, whichever is the later.

Please note that meetings may be recorded for minute taking purposes. Parish Council Minutes are a record of decisions made by the council, and are not a verbatim account of discussions held.

Agenda

1. Apologies for Absence

To receive and approve any apologies for absence

2. Members' Declaration of Interests

To receive members' declaration of interests regarding items that appear on the agenda

3. Minutes

To receive the Minutes (*circulated separately*) of the Parish Council meeting held on the 4th November 2025, to be approved as correct records and signed by the Chairman.

4. Public Open Forum (Maximum 15 minutes)

Questions pursuant to Standing Order 3.

5. Town Planning

- To consider the below schedule of applications as per the schedule issued by Tendring District Council:

25/01610/FULHH	Householder Planning Application - Like-for-like reinstatement of fire damaged dwelling, using matching materials and construction methods to restore its previous form, appearance and layout.	7 The Street Bradfield
25/01644/FULHH	Householder Planning Application - Two car cart lodge.	The Brambles Wix Road Bradfield
25/01693/FULHH	Householder Planning Application - Single storey front extension.	St Anselm Barrack Street Bradfield
25/01701/COUNOT	Prior Approval Application under Part 3, Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for change of use of building part of established agricultural unit to one dwelling.	Barn Farm Wix Road Bradfield

6. Councillor Resignation

To receive written resignation from Cllr Tracey Weal.

7. District and County Councillor reports

To note reports from Cllrs Guglielmi and Ferguson.

8. Clerk's Report

To receive the Clerk's Report for information.

9. Working Group Reports

To receive updates from the following working groups:

- a. Bradfield Byelaws working group
- b. Highways Scheme working Group
- c. Ongoing Communications Working Group

10. Amenities

- To receive update noting any maintenance carried out
- To agree any necessary works to be carried out by reputable contractor
- To agree the usage of the council owned car park at BVH for St Lawrence Church on Saturday 7th March 2026 at 6.30pm owing to a concert event.

11. Bradfield Village Hall Communications

To receive report from Bradfield Village Hall.

12. Finance

- To receive the financial report and to approve accounts for payment as per the schedule (*circulated separately*).
- To approve payment of invoices received in accordance with the 2025/2026 budget.
- To note the emergency expenditure by the clerk, Chairman and Vice-Chairman as specified in Financial Regulations Section 4.
- To note the clerk's automatic progression through the salary scale to point 28 in accordance with the adopted employment contract.
- To appoint member of the council as bank signatory owing to the resignation of Cllr Weal.

13. Policy Statement of Employer Discretions

To agree the mandatory conditions of the Employer Discretions Policy under the Local Government Pension Scheme Regulations to submit to Essex Pension Fund.

14. Internal Audit

To appoint Internal Auditor for the 2025-2026 financial year, to additionally complete page 3 of the Annual Governance and Accountability Return.

15. Items from councillors to be added to the next agenda

16. Date of Next Meeting

The next meeting of the council to be held on **Tuesday 6th January 2026 at 7.30pm at St Lawrence Church Room, The Street, Bradfield, CO11 2US.**



Mrs Marie Snell
Clerk to the Council

25th November 2025