

Bradwell with Pattiswick Parish Council

Clerk to the Council – Mrs. Theresa Trotzer Wilson
Bradwell Village Hall, Church Road, Bradwell
Braintree, Essex, CM77 8EP
Tel: 07934 214971 | Email: clerktohppc@outlook.com

6 October 2025

Dear Councillors,

I hereby give notice that you are summoned to attend the Parish Council meeting of the Bradwell & Pattiswick Parish Council.

This will take place on **Monday 13th October 2025, in the Village Hall, Church Road, Bradwell at 7.30pm** for the purpose of transacting the business shown on the agenda.

The public and press are welcome to be present.

Yours Sincerely,

Theresa Trotzer Wilson

Mrs Theresa Trotzer Wilson
Clerk & RFO to Bradwell with Pattiswick Parish Council

Distribution: Members of Bradwell with Pattiswick Parish Council as follows:

Councillors G Lockley, A Deighton, T Dunn, A Harding, C Evans, L Kinder, and M Turner.

Braintree District Councillors T Walsh and D Abram

Essex County Councillor R Playle

AGENDA

**For the Parish Council meeting of the Bradwell with Pattiswick Parish Council on Monday 13th October 2025, in
Bradwell Village Hall, Church Road, Bradwell at 7.30pm**

ITEM	PRESENTER	SUBJECT	STATUS
25-6/118	Chair	WELCOME AND APOLOGIES To receive and accept any apologies for absence.	INFORMATION
25-6/119	All Members	DECLARATION OF INTERESTS To receive any disclosable pecuniary interests or non-pecuniary interests, or interests relating to items on the agenda.	INFORMATION
25-6/120	Chair	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST	INFORMATION
25-6/121	County & District Councillors	COUNTY AND DISTRICT COUNCILLORS i. To receive a report from Witham Northern's County Councillor Ross Playle ii. To receive reports from District Councillors, Tom Walsh & Dennis Abram	INFORMATION
25-6/122 	Chair	MINUTES OF THE MEETING HELD ON 8 SEPTEMBER 2025 To receive and confirm the minutes of the Parish Council meeting held on 8 September 2025. Minutes to be signed by the Chair.	DECISION / RESOLUTION / ACTION
25-6/123	Clerk	CLERKS REPORT AND CORRESPONDENCE To receive the Clerk's report and actions carried out between meetings.	INFORMATION
25-6/124	PLANNING MATTERS Members to consider any new applications received below or between the date of the agenda and meeting: New Applications: None received Applications determined: None For Information: i. ESS/39/23/BTE/17/01 - Rivenhall Airfield, Coggeshall Road, Braintree, C05 9DF Details pursuant to partial discharge of condition 17 (Plume Abatement Plan for the Commissioning Phase of the Combined Heat and Power Plant) of planning permission ESS/39/23/BTE. ESS/39/23/BTE is extant planning permission for the Rivenhall Integrated Waste Management Facility		
25-6/125 	Chair/Cllr. Kinder	PLAYING FIELD i. To discuss and consider the signage the Clerk has sourced for the play area as required by RoSPA. ii. To receive monthly report and consider any necessary actions.	DECISION/ INFORMATION/ DISCUSSION
25-6/126	Chair	FOOTPATHS To note that the Council is still actively seeking a Parish Footpaths Officer.	INFORMATION
25-6/127	Cllr. Harding/ Chair	VILLAGE INFRASTRUCTURE i. To receive a report from Cllr. Harding. ii. To receive an update from the Clerk relating to the grant application for replacing the streetlights.	INFORMATION / DISCUSSION
25-6/128	Cllr. Turner	VILLAGE SIGNS	DISCUSSION / DECISION

		To receive an update from Cllr Turner regarding the replacement of the Notice Board and consider any quotes sourced.																																																								
25-6/129	Chair	REWILDING AREA To discuss and consider the next steps in the re-wilding project. To note that £84.18 is left to spend by 30 March 2026.																																																								
25-6/130 	Chair/Clerk	NEIGHBOURHOOD PLAN To discuss and consider the Basic Condition Statement that is now required by Braintree District Council (BDC) and any quotes for this work to be conducted.	DISCUSSION / DECISION																																																							
25-6/131	Chair/Clerk	REMEMBRANCE DAY To consider any action/purchase or donation for Remembrance Day on 9 November 2025.	DISCUSSION/ DECISION																																																							
25-6/132 	Clerk	EXTERNAL AUDIT To receive the External Auditor’s Report and Certificate (AGAR Part 3) for the financial year ended 31 March 2025, and to note the auditor’s comments regarding the reporting of fixed assets.	DISCUSSION/ INFORMATION																																																							
25-6/133 	FINANCE i. To receive and approve financial statements to 30 September 2025 and for two councillors to sign. a. Bank Reconciliation to 30 August 2025 d. Payments over £100 b. Budget v Actual e. Deposit Accounts x2 c. Budget Report October f. VAT Return ii. To note the following payments/transfers were made in September: <table><thead><tr><th>Payee</th><th>Net</th><th>VAT</th><th>Gross</th><th>Description</th></tr></thead><tbody><tr><td>Mrs. T Trotzer Wilson</td><td>£739.36</td><td>£1.00</td><td>£740.36</td><td>Staff Salary</td></tr><tr><td>Currys Group LTD</td><td>£441.65</td><td>£88.33</td><td>£529.98</td><td>Lenovo Laptop</td></tr><tr><td>PKF Littlejohn</td><td>£210.00</td><td>£42.00</td><td>£252.00</td><td>External Audit</td></tr><tr><td>Unity Trust</td><td>£6.00</td><td>-</td><td>£6.00</td><td>Monthly Service Charge</td></tr><tr><td>HMRC</td><td>£40.13</td><td>-</td><td>£40.13</td><td>Employer NICs</td></tr><tr><td>Cressing Temple Community Shed</td><td>£100.00</td><td>-</td><td>£100.00</td><td>Village Sign Refurb</td></tr></tbody></table> iii. Authorisation of payments to: <table><thead><tr><th>Payee</th><th>Net</th><th>VAT</th><th>Gross</th><th>Description</th></tr></thead><tbody><tr><td>Theresa Trotzer Wilson</td><td>£742.50</td><td>£1.00</td><td>£743.50</td><td>Staff Wages – Sep 9 to Oct 13</td></tr><tr><td>HMRC</td><td>£46.23</td><td>-</td><td>£46.23</td><td>Employer NICs</td></tr><tr><td>RCCE</td><td>£35.00</td><td>-</td><td>£35.00</td><td>Nature and Biodiversity Event attended</td></tr></tbody></table> Two councillors to sign schedule of payments sheet. iii. To consider setting up a direct debit to HMRC to take National Insurance Contributions.			Payee	Net	VAT	Gross	Description	Mrs. T Trotzer Wilson	£739.36	£1.00	£740.36	Staff Salary	Currys Group LTD	£441.65	£88.33	£529.98	Lenovo Laptop	PKF Littlejohn	£210.00	£42.00	£252.00	External Audit	Unity Trust	£6.00	-	£6.00	Monthly Service Charge	HMRC	£40.13	-	£40.13	Employer NICs	Cressing Temple Community Shed	£100.00	-	£100.00	Village Sign Refurb	Payee	Net	VAT	Gross	Description	Theresa Trotzer Wilson	£742.50	£1.00	£743.50	Staff Wages – Sep 9 to Oct 13	HMRC	£46.23	-	£46.23	Employer NICs	RCCE	£35.00	-	£35.00	Nature and Biodiversity Event attended
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25-6/134	Chair	INFORMATION EXCHANGE & AGENDA ITEMS FOR THE NEXT MEETING To receive and consider future Agenda items.	INFORMATION																																																							
25-6/135	Chair	NEXT PARISH COUNCIL MEETING i. The next Parish Meeting will be held on Monday 10 November 2025 at 7.30pm in the Village Hall, Bradwell ii. Items for inclusion in the July agenda to be sent to the Clerk no later than 12 noon on Friday 31 October 2025.	INFORMATION /ACTION																																																							
CLOSE MEETING																																																										

THIS NOTICE WAS ISSUED on 6th October 2025, by Mrs Theresa Trotzer Wilson, Clerk & RFO Bradwell with Pattiswick Parish Council

Tel: 07934 214971 | e-mail: clerk@bradwellwithpattiswick-pc.gov.uk

Parish Council Meetings April 2025 to March 2026:

Agenda 8 September 2025

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14 April
12 May – Annual Parish Meeting, Annual Parish Council Meeting, Parish Council Meeting
09 June
14 July
August – No Meeting
08 September

13 October
10 November

08 December
January
February
March



Background Paper included