

Bradwell with Pattiswick Parish Council

Minutes of the Parish Council meeting held on Monday 11th May 2026 after the conclusion of the Annual Parish Meeting which began at 7:00pm in Bradwell Village Hall, Church Road, Bradwell.

Present:

Cllr. Glenn Lockey
 Cllr. Adam Deighton
 Cllr. Tony Dunn
 Cllr. Athony Harding
 Cllr. Michael Turner
 Cllr. Craig Evans

In attendance:

Mrs. Theresa Trotzer Wilson, Clerk & RFO
 Cllr. Ross Playle, Essex County Council Councillor
 7 members of the public were in attendance.

26-7/019 ELECTION OF THE CHAIR

- i. Glenn Lockey was unanimously **elected** as Chairman of the Council for the 2026/27 civic year.
- ii. Cllr. Lockey **signed** the Chairman's Declaration of Office and the Parish Clerk countersigned as the Proper Officer of the Council.

26-7/020 ELECTION OF THE VICE-CHAIR

- i. Adam Deighton was unanimously **elected** as Vice-Chair for the Council for the 2026/27 civic year.
- ii. Cllr. Deighton **signed** the Vice-Chairman's Declaration of Office and the Parish Clerk countersigned as the Proper Officer of the Council.

26-7/021 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from District Cllr. Nathan Robins and Councillor Lesley Kinder.

26-7/022 DECLARATION OF INTERESTS

Members of the Council are subject to the LGA Model Councillor Code of Conduct 2020 (The Revised Code). Appendix B required Councillors to register and disclose pecuniary and non-pecuniary interest. No interests were declared.

26-7/023 REGISTER OF MEMBERS' INTERESTS

- i. All Members present **confirmed** they have no further amendments to their Declarations of Interest since the last review.
- ii. It was **noted** that absent Members must confirm any updates to the Clerk.

26-7/024 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13 APRIL 2026

- i. The following changes made to the draft April Minutes were **noted**:
 - Minute reference has been changed to line up with the financial year.
 - Councillor Kinder's declaration of interests was added.
- ii. Councillors received and considered the minutes of the Parish Council meeting held on 13th April 2026 and **resolved** to approve them as a true record The minutes were **signed** by the Chair.
(Proposed by Cllr. Lockey – Seconded by Cllr. Dunn – Unanimous)

26-7/025 GENERAL POWER OF COMPETENCE

It was **resolved** that the Council meets the criteria for eligibility (two-thirds elected members and a qualified Clerk) and to adopt the General Power of Competence.

26-7/026 PUBLIC PARTICIPATION SESSION

A resident raised concerns with the number of potholes in Hollies Road. Due to the sheer number and size it is impossible to report them all individually to ECC. Resident enquired if the council could highlight to ECC that the entire road needs to be resurfaced. Cllr. Harding stated he had already reported the largest of the potholes. Clerk will raise the issue with new County Cllr. Paul Thorogood.

ACTION: CLERK**26-7/027 COUNTY AND DISTRICT COUNCILLORS**

i. The following report from County Councillor Ross Playle was received:

Boundary Changes: Following recent elections, it was noted that BPPC and rural parishes no longer fall under the previous representative's jurisdiction; CC Paul Thorogood is now the new County Cllr for the area.

Unitary Authority Transition: As part of ongoing government reorganization, Essex County Council (ECC) and District Councils are set to be abolished. Elections will take place next May for the new Unitary Councils. Braintree will be set to join with Colchester City and Tendring. Joint preparatory work between existing councils has already commenced.

Funding Increase: An additional **£5 million** has been allocated to the highways budget to accelerate pothole repairs.

Member-Led Schemes: Both the Members-Led Scheme and the Locality Budget have been renewed. The latter will reopen for new applications on **12 June**, allowing County Councillors to direct resources to specific community needs.

Incinerator Site: The DNR Committee has approved "greenhouse proposals" for the incinerator site, including carbon capture initiatives.

Safer Speeds Strategy: A consultation has concluded on the first major update to the road safety strategy since 2010. The revised policy aims to streamline the implementation of local safety measures, such as 20mph zones, to better reflect evolving public interest and improve local highways safety.

ii. No reports were received from District Councillors.

26-7/028 PLANNING**New Applications:**

a. **26/00807/FUL** – *Land South Of Bridge Hall Barn Hollies Road Bradwell Essex*

Construction of 5 no. dwellings together with associated infrastructure and landscaping.

Councillors reviewed the draft response previously circulated via email. It was **resolved** to approve and submit the formal objection response.

(Proposed by Cllr. Lockey – Seconded by Cllr. Evans – Unanimous)

ACTION: CLERK

b. **26/00810/VAR** – *Rectory Farm Rectory Meadow Bradwell Essex CM77 8EX*

Variation of Condition 4 (Investigation & risk management) & 5 (Remediation & unexpected contamination) of approved application 20/01897/OUT granted 16.04.21 for :Outline application with all matters reserved, except access and scale, for demolition of existing commercial buildings and erection of 3 two-storey dwellinghouses. Variation would allow Re-wording of conditions 4 and 5 of 20/01897/OUT to allow for site clearance and demolition prior to the submission of details pertaining to contamination and site remediation being submitted to the Local Planning Authority.

Councillors expressed significant concern regarding the presence of asbestos and other noxious chemicals identified in existing reports. It was noted that work has already commenced on-site; consequently, Braintree District Council Enforcement has been requested to investigate. The Council maintained that remediation details must be approved prior to any disturbance of the site to ensure public safety. It was **resolved** to approve the previously circulated objection response.

(Proposed by Cllr. Lockey – Seconded by Cllr. Turner – Unanimous)

ACTION: CLERK**Applications Determined:**

None.

For Information:

a. **ESS/39/23/BTE/41/03** - *Land at Rivenhall Airfield, Coggeshall Road, Braintree, CO5 9DF*

Details pursuant to partial discharge of condition 41 (Noise monitoring February 2026) of planning permission ref. ESS/39/23/BTE. ESS/39/23/BTE is the extant planning permission for the Rivenhall Integrated Waste Management Facility

PARTIAL DISCHARGE - noise monitoring is required at 3 monthly intervals, the next being required on or near the 9th/10th May 2026

Residents present reported significant noise and vibration issues on Hollies Road due to the high volume of 40-tonne HGVs using the A120 to access the incinerator site. Concerns included the frequency of movements and the influx of waste from outside the district. Clerk to contact CC Paul Thorogood to clarify permitted vehicle numbers and investigate a recent consultation letter reported by residents regarding site operations

ACTION: CLERK

26-7/029 STATUTORY CONSULTATIONS / HIGHWAYS

Proposed Stopping Up of Footpath 51 (Ref: NATTRAN/E/S247/6297)

The Council considered a response to the Department for Transport regarding the permanent closure of sections of Footpath 51 at Rectory Meadow, Bradwell, in light of the 11 June deadline however decided to provide no comments.

26-7/030 CLERKS REPORT

The Clerk's report was received and an update provided on the following:

- i. Internal Audit was carried out and completed by Shelley Boydell from BB Business Associates.
- ii. The council formed a response to the Local Plan together with Coggeshall PC, Marks Tey PC, Stisted PC and Great Tey PC. This was sent in on the 17 April 2026. Responses to the Local plan are due to be published on the BDC website however due to the volume received, it is expected this task will not be completed until July 2026.
- iii. Insurance renewal is due and this is to be discussed at the appropriate agenda item.
- iv. Hollies Road is due to be closed for one day on 27th May 2026 due to tree trimming.
- v. Crank Up 2026 Event – Monday 25th May 2026 at Woodhouse Farm from 10am to 4:30pm.
- vi. Planning Breach Report – was submitted to BDC in relation to the activity taking place on Rectory Meadow Farm.
- vii. Coggeshall Open Gardens – 7 June from 1pm to 6pm. Tickets £5. For more info go to www.coggeshallopengardens.org.uk

26-7/031 REPORTS FROM COMMITTEES AND COUNCILLORS

- i. Cllr. Turner provided an update on the Noticeboard and confirmed that the noticeboard was now complete and ready for collection. Councillors will get together and install the noticeboard following appropriate safety and care. Invoice to be received upon collection.

26-7/032 CONSENT FORMS

- i. It was **confirmed** that Members present are content to receive Summons, Agenda, and all other communications electronically and **signed** the consent forms.
- ii. It was **confirmed** that any Member not present will be able to sign the consent form outside of this meeting.

26-7/033 COMMITTEES

It was **resolved** to appoint the following committees and their members. The terms of reference for the committees were also accepted.

- i. Employment Committee – *Terms of reference attached*
 - a. Membership includes Cllr. Turner, Cllr. Dunn, Cllr. Lockey

26-7/034 SUBSCRIPTIONS

It was **resolved** to renew membership to the Essex Association of Local Councils and **approve** the payment of the 2026/27 affiliation fees for EALC (£167.70) and NALC (£37.75)
(Proposed by Cllr. Lockey – Seconded by Cllr. Dunn – Unanimous)

26-7/035 REPRESENTATIVES

It was **resolved** to elect the following representatives for the following external meetings/bodies:

- i. Rural Community Council of Essex – **Cllr. Turner**

- ii. Village Hall Officer – **Cllr. Turner**
- iii. Integrated Waste Management Site Liaison Group – **Cllr. Turner, Cllr. Deighton and Cllr. Dunn**
- iv. Highways (Local Highways Panel and Highways Agency) – **Cllr. Harding**
- v. Transport – **Cllr. Harding**
- vi. Holy Trinity Church – **Cllr. Evans**
- vii. Parish Magazine – **Cllr. Turner**

26-7/036 POLICIES AND STATEMENTS

- i. It was **resolved** to accept the NALC Standing Orders 2025. *No Changes*
- ii. It was **resolved** to accept NALC Financial Regulations 2025. *Updated to change Metro Bank to Unity Trust Bank.*
- iii. It was **resolved** to accept the Code of Conduct from Braintree District Council. *No Changes*
- iv. It was **resolved** to accept the Accessibility Statement.
- v. It was **resolved** to accept the following policies:
 - Communications
 - Community Engagement and social media
 - Complaints
 - Co-option of Councillors
 - Data Protection
 - Equality and Diversity
 - Expenses
 - Freedom of Information and Publication Scheme
 - Grant Funding
 - Health and Safety
 - IT
 - Training

(Proposed by Cllr. Lockey – Seconded by Cllr. Deighton – Unanimous)

26-7/037 INSURANCE

The Council's Inventory of Land and Assets was reviewed, and it was **resolved** to renew the annual insurance policy at a cost of £431.78 for the 2026/27 period.

It was noted that while the Council's policy covers core liabilities, Clause 3(4) of the 1997 Lease requires the Village Hall building to be insured in the joint names of the Lessor (Diocese), the Council (PCC), and the Lessee (Parish Council). A review of the current VHMC policy showed the Parish Council is not currently named as a joint insured party.

It was **resolved** that the Council representative to the VHMC is requested to instruct the VHMC's broker to add "Bradwell with Pattiswick Parish Council" as a Joint Insured party to policy ACY2443603 (Ansvr) to ensure compliance with the lease and protect the Council's interest as Lessee.

In accordance with Paragraph 5.116 of the Practitioners' Guide, the Council **resolved** to identify the Village Hall on the Asset Register as a 'charity asset held by the authority as custodian trustee,' with its value excluded from the Council's total asset figure.

(Proposed by Cllr. Deighton – Seconded by Cllr. Evans – Unanimous)

26-7/038 ANNUAL GOVERNANCE AND ACCOUNTABILITY REPORT 2025/26

- i. The Internal Audit was completed.
- ii. The Internal Auditor's Report was received. All targets were met however it was only noted that for good practice the council should consider insurance renewal as a separate agenda item and that all policies are reviewed at the Annual Parish Council meeting.
- iii. Section 1 AGAR – The Clerk/RFO read out each individual statement, and they were agreed on unanimously. A discussion was had around Assertion 10 as the clerk queried the council's custodian trustee role, however as the AGAR states 'sole managing trustee', which the council is not, it was decided N/A was the appropriate box. It was **RESOLVED** for the Chairman and Clerk to sign the 2025/26 Annual Governance Statement.

(Proposed by Cllr. Lockey – Seconded by Cllr. Dunn – Unanimous)

- iv. Section 2 AGAR – It was **RESOLVED** that the Accounting Statement for 2025/26 be approved. Section 2 was duly signed by the Chairman.

(Proposed by Cllr. Lockey – Seconded by Cllr. Evans – Unanimous)

- v. The Explanation of Variances for the Accounting Statement was received, and it was **RESOLVED** to agree the statement.
- vi. The dates for the public rights notice as 3rd June – 14th July were noted.

26-7/039 FINANCE

- i. The list of variable Direct Debits for the 2026/27 financial year were **reviewed** and their continued use was **authorised** in accordance with Financial Regulation 6.7.

Service Provider	Purpose	Frequency
Information Commissioner (ICO)	Data Protection Registration Fee	Annual
Unity Trust Bank	Monthly Bank Account Service Charge	Monthly
HMRC	PAYE & National Insurance Contributions	Quarterly

(Proposed by Cllr. Lockey - Seconded by Cllr. Harding – Unanimous)

- ii. It was **confirmed** that the Bank Signatories are to remain Cllrs. Turner, Deighton and Lockey and to continue banking with Unity Trust Bank.
- iii. The financial statements to 30 April 2026 were **approved** and signed by two councillors.
- a. Bank Reconciliation to 30 April 2026 b. Monthly Budget Monitoring Report
- iv. The following payments/transfers were made in April were noted:

Payee	Gross	Description
Mrs. Trotzer Wilson	£702.65	Staff Wages – Mar 10 to April 13
SSE	£80.36	Streetlight Power for March 2026
HMRC <i>Direct Debit</i>	£101.52	Employer NICs Jan – March 2026
RCCE	£63.60	Subscription Renewal 26/27
<i>Internal Transfer</i>	<i>£10,000</i>	<i>Into Unity Trust Savings A/C</i>
TOTAL	£948.13	

- v. The income received in the month of April:

Income source	Amount(£)	Description
Braintree District Council	£9,210.00	Precept Part 1
TOTAL	£9,210.00	

- vi. It was **resolved** to authorise payments to:

Payee	Net	VAT	Gross	Description
Mrs. Trotzer Wilson	713.45	1.00	714.45	Staff Wages – April 14 to May 11
SSE	tbc	tbc	tbc	Streetlight Power to 30 April 2026
EALC	205.45	-	205.45	EALC and NALC Affiliation Fees 26/27
Clear Insurance	431.78	-	431.78	Council Insurance for 26/27
EH Countryside	496.32	-	496.32	Grass Cutting – 1 st cut
Michael Turner	55.00	11.00	66.00	Glass for Noticeboard
B.B Business Associates	220.00	-	220.00	Internal Audit 25-26
TOTAL	1408.55	12.00	1419.55	

(Proposed by Cllr. Lockey – Seconded by Cllr. Evans – Unanimous)

ACTION: CLERK TO CONFIRM SSE HAVE UPDATED INFO

26-7/040 INFORMATION EXCHANGE & AGENDA ITEMS FOR THE NEXT MEETING

Noticeboard Working Party to install noticeboard
Fly-tipping at Recycling Centre – look at CCTV monitoring again

26-7/041 NEXT PARISH COUNCIL MEETING

The next parish council meeting is due to be held on **Monday 8th June 2026 at 7.30pm in Bradwell Village Hall.**

The meeting closed at 20:43