

# Bradwell with Pattiswick Parish Council

Clerk to the Council – Mrs. Theresa Trotzer Wilson

Bradwell Village Hall, Church Road, Bradwell

Braintree, Essex, CM77 8EP

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1<sup>st</sup> May 2026

Dear Councillor,

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

This will take place on **Monday 11<sup>th</sup> May 2026, in the Village Hall, Church Road, Bradwell after the conclusion of the Annual Parish Meeting which starts at 7:00pm** 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 Lockey, A Deighton, T Dunn, A Harding, C Evans, L Kinder, and M Turner.

District Councillor N Robins, D Abram


Essex County Councillor R Playle







*Background Paper included*

## AGENDA

**For the Annual Parish Council meeting of the Bradwell with Pattiswick Parish Council on Monday 11<sup>th</sup> May 2026, in Bradwell Village Hall, Church Road, Bradwell after the conclusion of the Annual Parish Meeting which starts at 7.00pm**

ITEM	SUBJECT
26-7/019	<p><b>ELECTION OF THE CHAIR</b></p> <p>i. To <b>receive</b> nominations and <b>elect</b> the Chairman of the Council for the 2026/27 civic year.</p> <p>ii. Elected Chair to <b>sign</b> the Chairman’s Declaration of Office and the Parish Clerk to counter <b>sign</b> as the Proper Officer of the Council.</p>
26-7/020	<p><b>ELECTION OF THE VICE-CHAIR</b></p> <p>i. To <b>receive</b> nominations and to <b>elect</b> a Vice-Chair for the Parish Council for the forthcoming year.</p> <p>ii. Elected Vice-Chair to <b>sign</b> the Vice-Chairman’s Declaration of Office and the Parish Clerk to counter <b>sign</b> as the Proper Officer of the Council.</p>
26-7/021	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To <b>receive</b> and <b>accept</b> any apologies for absence.</p>
26-7/022	<p><b>DECLARATION OF INTERESTS</b></p> <p>To <b>receive</b> any disclosable pecuniary interests or non-pecuniary interests, or interests relating to items on the agenda. Members of the council are subject to the Local Authorities Code of Conduct as adopted by the Parish Council.</p>
26-7/023	<p><b>REGISTER OF MEMBERS’ INTERESTS</b></p> <p>i. To <b>confirm</b> all Members present have no further amendments to their Declarations of Interest since the last review.</p> <p>ii. To <b>note</b> that absent Members must confirm any updates to the Clerk.</p>
26-7/024	<p> <b>MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13 APRIL 2026</b></p> <p>i. To <b>note</b> the changes made to the draft April Minutes:</p> <ul style="list-style-type: none"> <li>- Minute reference has been changed to line up with the financial year.</li> <li>- Councillor Kinder’s declaration of interests was added.</li> </ul> <p>ii. To <b>receive</b> and <b>confirm</b> the minutes of the Parish Council meeting held on 13<sup>th</sup> April 2026. Minutes to be <b>signed</b> by the Chair.</p>
26-7/025	<p><b>GENERAL POWER OF COMPETENCE</b></p> <p>To <b>resolve</b> that the Council meets the criteria for eligibility (two-thirds elected members and a qualified Clerk) and to adopt the General Power of Competence.</p>
26-7/026	<p><b>PUBLIC PARTICIPATION SESSION</b></p> <p>With respect to items on the agenda and other matters that are of mutual interest.</p>
26-7/027	<p><b>COUNTY AND DISTRICT COUNCILLORS</b></p> <p>i. To <b>receive</b> a report from Witham Northern’s County Councillor Ross Playle</p> <p>ii. To <b>receive</b> a report from District Councillors Dennis Abram and Nathan Robins.</p>
26-7/028	<p><b>PLANNING</b></p> <p>To <b>consider</b> any application received between the date of the agenda and the date of the meeting.</p> <p><b>New Applications:</b></p> <p>a. <b>26/00807/FUL</b> – <i>Land South Of Bridge Hall Barn Hollies Road Bradwell Essex</i>  <a href="#">Construction of 5 no. dwellings together with associated infrastructure and landscaping.</a>  <i>Comments due by 19<sup>th</sup> May 2026</i></p> <p>b. <b>26/00810/VAR</b> – <i>Rectory Farm Rectory Meadow Bradwell Essex CM77 8EX</i>  <a href="#">Variation of Condition 4 (Investigation &amp; risk management) &amp; 5 (Remediation &amp; 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.</a></p>

	<p><i>Comments due by 14<sup>th</sup> May 2026</i></p> <p><b>Applications Determined:</b> None.</p> <p><b>For Information:</b></p> <p>a. <b>ESS/39/23/BTE/41/03 - Land at Rivenhall Airfield, Coggeshall Road, Braintree, CO5 9DF</b> 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 <b>PARTIAL DISCHARGE - noise monitoring is required at 3 monthly intervals, the next being require on or near the 9th/10th May 2026</b></p>
<p><b>26-7/029</b></p> 	<p><b>STATUTORY CONSULTATIONS / HIGHWAYS</b></p> <p>i. Proposed Stopping Up of Footpath 51 (Ref: NATTRAN/E/S247/6297) To <b>consider</b> and <b>resolve</b> the Council's response to the Department for Transport regarding the permanent closure of sections of Footpath 51 at Rectory Meadow, Bradwell, in light of the <b>11 June</b> deadline.</p>
<p><b>26-7/030</b></p>	<p><b>CLERKS REPORT</b> To <b>receive</b> the Clerk's report and actions carried out between meetings.</p>
<p><b>26-7/031</b></p>	<p><b>REPORTS FROM COMMITTEES AND COUNCILLORS</b> To <b>receive</b> reports from Councillors or Committees.</p>
<p><b>26-7/032</b></p>	<p><b>CONSENT FORMS</b></p> <p>i. To <b>confirm</b> that Members present are content to receive Summons, Agenda, and all other communications electronically and <b>sign</b> the consent form. ii. To <b>confirm</b> that any Member not present will be able to <b>sign</b> the consent form outside of this meeting.</p>
<p><b>26-7/033</b></p> 	<p><b>COMMITTEES</b> To <b>consider</b> the following committees and any additional ones that may be required and <b>appoint</b> members. i. Employment Committee – <i>Terms of reference attached</i></p>
<p><b>26-7/034</b></p> 	<p><b>SUBSCRIPTIONS</b> To <b>resolve</b> to renew membership to the Essex Association of Local Councils and <b>approve</b> the payment of the 2026/27 affiliation fees for EALC (£167.70) and NALC (£37.75).</p>
<p><b>26-7/035</b></p>	<p><b>REPRESENTATIVES</b> To elect representatives for the following external meetings/bodies:</p> <ol style="list-style-type: none"> <li>Rural Community Council of Essex</li> <li>Village Hall Officer</li> <li>Integrated Waste Management Site Liaison Group</li> <li>A120 Braintree Community Engagement Forum</li> <li>Highways (Local Highways Panel and Highways Agency)</li> <li>Transport</li> <li>Holy Trinity Church</li> </ol>
<p><b>26-7/036</b></p> 	<p><b>POLICIES AND STATEMENTS</b></p> <ol style="list-style-type: none"> <li>To <b>resolve</b> to accept the NALC Standing Orders 2025. <i>No Changes</i></li> <li>To <b>resolve</b> to accept NALC Financial Regulations 2025. <i>Updated to change Metro Bank to Unity Trust Bank.</i></li> <li>To <b>resolve</b> to accept the Code of Conduct from Braintree District Council. <i>No Changes</i></li> <li>To <b>resolve</b> to accept the Accessibility Statement.</li> <li>To <b>resolve</b> to accept the following policies: <ul style="list-style-type: none"> <li>• Communications</li> <li>• Community Engagement and Social Media</li> <li>• Complaints</li> <li>• Co-option of Councillors</li> <li>• Data Protection</li> <li>• Equality and Diversity</li> <li>• Expenses</li> <li>• Freedom of Information and Publication Scheme</li> <li>• Grant Funding</li> <li>• Health and Safety</li> <li>• IT</li> <li>• Training</li> </ul> </li> </ol>
<p><b>26-7/037</b></p>	<p><b>INSURANCE</b></p>

To **review** the Council's Inventory of Land and Assets and to **resolve** to renew the annual insurance policy at a cost of £431.78 for the 2026/27 period.

26-7/038



**ANNUAL GOVERNANCE AND ACCOUNTABILITY REPORT 2025/26**

- i. Clerk to provide an update on the Annual Governance and Accountability Report 2025/26 if internal auditor's report not yet received.
- ii. To **receive** the Internal Auditor's Report and **agree** the recommendations.
- iii. Section 1 AGAR – To **review** and **agree** the Annual Governance Statement 2025-26. **Clerk and Chair to sign.**
- iv. Section 2 AGAR – To **review** and **agree** the Accounting Statement 2025-26, which has been signed by the Responsible Financial Officer. **Chair to sign.**
- v. To **receive** and **agree** the Explanation of Variances for the Accounting Statement.
- vi. To note the dates for the public rights notice as 3<sup>rd</sup> June – 14<sup>th</sup> July.

26-7/039



**FINANCE**

- i. To **review** the list of variable Direct Debits for the 2026/27 financial year and to **authorise** their continued use 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	Monthly

- ii. To **confirm** Bank Signatories and to continue banking with Unity Trust Bank.
- iii. To **receive and approve** financial statements to 30 April 2026 and for two councillors to sign.
  - a. Bank Reconciliation to 30 April 2026
  - b. Monthly Budget Monitoring Report
- iv. To **note** the following payments/transfers were made in April:

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
<b>TOTAL</b>	<b>£948.13</b>	

- v. To **note** the income received in the month of April:

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

- vi. Authorisation of payments to:

Payee	Net	VAT	Gross	Description
Mrs. Trotzer Wilson*	tbc	1.00	tbc	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 <sup>st</sup> cut
Michael Turner***	Tbc	-	Tbc	Glass for Noticeboard
<b>TOTAL</b>	<b>£</b>	<b>£</b>	<b>£</b>	

\* Payroll not able to be carried out until after agenda released

\*\*Invoice not received until week of meeting

\*\*\*Invoice to be received at meeting

26-7/040

**INFORMATION EXCHANGE & AGENDA ITEMS FOR THE NEXT MEETING**

To **receive** future Agenda items.

26-7/041

**NEXT PARISH COUNCIL MEETING**

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

**CLOSE MEETING**

**THIS NOTICE WAS ISSUED** on 1<sup>st</sup> May 2026, by Mrs Theresa Trotzer Wilson, Clerk & RFO Bradwell with Pattiswick Parish Council.  
Tel: 07934 214971 | e-mail: [clerk@bradwellwithpattiswick-pc.gov.uk](mailto:clerk@bradwellwithpattiswick-pc.gov.uk)

**Parish Council Meetings April 2026 to March 2027:**

13 April

11 May – Annual Parish Meeting, Annual Parish Council Meeting

**08 June**

13 July

August – No Meeting

14 September

12 October

09 November

14 December

11 January

8 February

8 March