

## Bradwell with Pattiswick Parish Council

**Minutes of the Parish Council meeting held on Monday 8 September 2025 at 7:30pm in Bradwell Village Hall, Church Road, Bradwell.**

**Present:**

Cllr. Glenn Lockey (Chair)  
 Cllr. Adam Deighton (Vice Chair)  
 Cllr. Michael Turner  
 Cllr. Lesley Kinder  
 Cllr. Craig Evans  
 Cllr. Antony Harding

**In attendance:**

Mrs. Theresa Trotzer Wilson, Clerk & RFO  
 1 member of the public was in attendance

**25-6/099 WELCOME AND APOLOGIES**

The Chair declared the meeting open at 7:30pm and welcomed those present.  
 Apologies for absence were received and accepted from Cllr. Dunn, Cllr. Tom Walsh, and Cllr. Ross Playle.

**25-6/100 DECLARATION OF INTERESTS**

Members of the Council are subject to the LGA Model Councillor Code of Conduct 2020 (The Revised Code), adopted at the Annual Parish Council Meeting on 13 May 2024. Appendix B requires Councillors to register and disclose pecuniary and non-pecuniary interests. There were no declarations of interest.

**25-6/101 PUBLIC PARTICIPATION SESSION**

No Public Present at the time.

**25-6/102 COUNTY AND DISTRICT COUNCILLORS**

Both County and District Councillors gave their apologies and were not present.

**25-6/103 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14 JULY 2025**

Councillors received and considered the minutes of the Ordinary Parish Council Meeting held on 14 July 2025 and resolved to approve them as a true record.

The minutes were signed by the Chair.

**25-6/104 CLERKS REPORT**

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

**Certificate in Local Council Administration:** The Clerk passed and obtained her Certificate in Local Council Administration on 3<sup>rd</sup> September 2025.

**Links Solar Farm Update:** Construction has now been completed, and the commissioning phase has now started. This process which tests all the systems is expected to take between 4 – 6 weeks.

**External Audit:** The external audit was returned from PKF Little John and notice of the conclusion of the audit has been posted on the website and in the notice boards. The external audit and report will be formally received and accepted at next months Parish Council meeting.

**CCTV Update:** It was previously asked if the Clerk could look into privately owned cameras. With approval from the land owner, the council are able to look at PC owned dummy cameras, however many have reported while these initially work, they tend to be a waste of funds.

**Resident Enquiry – Indaver Contact:** At the last PC meeting, a resident suggested the Parish Council might consider coordinating a database of interested residents who want to be kept up to date with news and reports from INDAVER. While the Council is unable to collate a database the Clerk informed INDAVER that residents are interested in this as a means to stay up to date but as of yet there has been no response on whether they will implement this.

**Indaver Commissioning – Update:** INDAVER have collated a list of frequently asked questions and answered these via their website which can be accessed at <https://www.rivenhall-iwmf.co.uk/f-a-q/>

**A120 Cameras:** Nearly complete with installation. Road works updates continue to be posted online.

**SSE Streetlight Power:** A phone call with SSE on 8th September revealed that, in line with OFGEM regulations, the meters have been switched to Half Hourly. As a result, a new contract began on 1st August. Since the Parish was already fixed into a contract until 2027, it is unclear how this change occurred. The Clerk is investigating, but it appears the switch may have been made automatically due to the changeover process and the combining of MPAN numbers, with the new contract also expiring in 2027.

**Bench Installation:** Councillors briefly discussed the Bench installation on Church Road. A bench was purchased which initially was purchased for the Church ground, however, the bench that is currently still in the Church ground does not need to be replaced. Councillors agreed at a previous meeting that the newly purchased bench would be used to replace the deteriorated bench on Church Road.

#### 25-6/105 GENERAL POWER OF COMPETENCE

It was unanimously **resolved** that Bradwell with Pattiswick Parish Council meets the eligibility criteria to exercise the General Power of Competence and hereby adopts the General Power of Competence (Localism Act 2011, ss1–8).

#### 25-6/106 PLANNING MATTERS

**New Applications:**  
None received

**Applications determined:**

- i. **25/01536/PLD** – The House, The Street, Bradwell  
Application for Certificate of Lawfulness for a proposed development - Single storey rear extension alterations to existing fenestration and removal of garage door.  
**GRANTED – 05/08/2025**
- ii. **25/00565/FUL** – Church Farm House, Compasses Road, Pattiswick  
Proposed Agricultural Barn  
**REFUSED – 16/07/2025**
- iii. **25/01181/FUL** – Land at 30-38, Old Road, Bradwell, CM77 8BJ  
Retention for the siting of 12 No. metal storage containers and change of use of land from agricultural to Class B8 (storage) use as a rural diversification initiative.  
**REFUSED – 28/07/2025 – appeal lodged**

**For Information:**

- i. **ESS/12/20/BTE/45/01** - Bradwell Quarry, Church Road, Bradwell, CM77 8EP, and land south of Cuthedge Lane.  
Details pursuant to condition 45 (Completion of archaeological field work – Phases 1 to 3) of ESS/12/20/BTE. ESS/12/20/BTE was for “Extraction of 6.5 million tonnes of sand and gravel (from Site A7 as identified in the Essex Minerals Local Plan 2014) including the retention of the existing access onto the

A120, the processing plant (including sand and gravel washing plant), office and weighbridge, ready mix concrete plant, bagging unit, DSM plant, water and silt management systems. In addition, extension of the internal haul road into Site A7 and access for private and support vehicles to the Site A7 contractors' compound via Woodhouse Lane and Cuthedge Lane. Restoration of Site A7 to agriculture and biodiversity (species rich grassland and wetland)."

**GRANTED – 11/07/2025**

- ii. **ESS/39/23/BTE/NMA17**- Land at Rivenhall Airfield, Coggeshall Road, Braintree, CO5 9DF  
Non-Material Amendment to the wording of condition 63 of planning permission ESS/39/23/BTE to allow revised layout of the private access road south of Church Road. ESS/39/23/BTE is a varied planning permission for an Integrated Waste Management Facility.

**GRANTED – 21/08/2025**

- iii. **ESS/39/23/BTE/NMA18** – Land at Rivenhall Airfield, Coggeshall Road, Braintree, CO5 9DF  
Non-Material Amendment to the wording of condition 17 of planning permission ESS/39/23/BTE (Integrated Waste Management Facility) to facilitate the submission of a Plume Management Plan for the commissioning and calibrating period of the plume abatement system

**GRANTED – 20/08/2025**

- iv. **ESS/12/20/BTE/22/07** – Bradwell Quarry, Church Road, Bradwell, CM77 8EP, and land south of Cuthedge Lane.

Details pursuant to condition 22 (Noise monitoring – May 2025) of planning permission ESS/12/20/BTE. ESS/12/20/BTE was for "Extraction of 6.5 million tonnes of sand and gravel (from Site A7 as identified in the Essex Minerals Local Plan 2014) including the retention of the existing access onto the A120, the processing plant (including sand and gravel washing plant), office and weighbridge, ready mix concrete plant, bagging unit, DSM plant, water and silt management systems. In addition, extension of the internal haul road into Site A7 and access for private and support vehicles to the Site A7 contractors' compound via Woodhouse Lane and Cuthedge Lane. Restoration of Site A7 to agriculture and biodiversity (species rich grassland and wetland)."

**GRANTED – 22/08/2025**

- v. **ESS/39/23/BTE/70/01**- Rivenhall Airfield, Coggeshall Road (A120), Braintree, CO5 9DF  
Details pursuant to discharge of condition 70 (Noise monitoring of steam blow outs) of planning permission ESS/39/23/BTE. ESS/39/23/BTE is extant planning permission for the Rivenhall Integrated Waste Management Facility.

**GRANTED – 13/08/2025**

#### **25-6/107 COUNCILLOR ELIGIBILITY – CONFIRMATION OF CONTINUATION IN OFFICE**

It was **resolved** that the Parish Council notes confirmation of Cllr Dunn's eligibility from Braintree District Council's Electoral Officer and formally agrees to his continuation in office until 2027.

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

#### **25-6/108 PLAYING FIELD**

- i. The RoSPA Play Safety report for the Playing field that was carried out in June by an inspector was received. The councillors received and reviewed this document along with the table of necessary actions prepared by the Clerk. It was discussed that the Clerk would look for the signage required but other remedial work was okay and did not need to be dealt with immediately.

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

In relation to the Playing Fields, all councillors extended their thanks to E H Countryside for their honesty and flexibility with the grass cutting which has helped support parish council funds.

- ii. Cllr. Kinder provided an update on the Playing Field. The field is checked daily; the only issue noted was some litter, which is picked up each day.

#### **25-6/109 FOOTPATHS**

It was noted that the Parish Council is seeking a new Footpaths Officer, following the resignation of the previous officer. The Council recorded its thanks to previous Footpath Officer for their time and valued support of the community. No expressions of interest so far. Clerk will continue to advertise position.

#### 25-6/110 VILLAGE INFRASTRUCTURE

- i. Cllr. Harding provided a report on the following:  
Church Rd UK Power Networks – looking further into the reason for their presence.
- ii. It was noted that the Clerk has submitted a grant application to Braintree District Council as part of the Community Grant to replace all the remaining older style Streetlights in Bradwell with LED lights. Next steps are dependent on if this is successful. The Street Lighting Team at Essex Highways are taking down a number of LED's and have put these aside for Parish Councils. They are non-dimmable and will require rewiring and a photocell but have a residual life of 10 years. There are no guarantees on this product, and it is recommended that a HERS registered contractor installs them.

#### 25-6/111 .GOV.UK Website and Emails

- i. The new parish council website domain is live and running under [www.bradwellwithpattiswick-pc.gov.uk](http://www.bradwellwithpattiswick-pc.gov.uk). The official clerk email for the council is now [clerk@bradwellwithpattiswick-pc.gov.uk](mailto:clerk@bradwellwithpattiswick-pc.gov.uk). All councillors confirmed that they now have access to their official .gov.uk emails but some are still having difficulties getting set up on mobile devices.

#### 25-6/112 VILLAGE SIGNS

An update was received from Cllr Turner regarding the Village Sign. It has now been put up on the previous post. It was agreed previously from the contact that a new post and the refurbishment would cost £100. However, a new post was unable to be sourced but due to the high-quality work of the refurbishment the parish council are still willing to pay £100 for the work. It was resolved to pay this.

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

Councillors also wished to extend their many thanks to Crossing Temple Community Shed (CTCS) for the fantastic refurbishment.

The noticeboard was briefly discussed, and it was suggested to reach out to CTCS for a quote and proforma that can be submitted to INDAVER to see if they would be willing to contribute towards a replacement.

#### 25-6/113 IT POLICY

It was **resolved** to adopt the IT Policy for the Council in accordance with the new requirement set out in the 2025 edition of the Practitioner's Guide (Assertion 10, paragraph 1.54). Change training to guidance

#### 25-6/114 REPLACEMENT LAPTOP

Councillors reviewed the background paper prepared by the Clerk. The current parish council laptop is over 10 years old and cannot support Windows 11. As such, a replacement laptop is required to enable the efficient running of parish council business.

It was **resolved** to purchase a Lenovo IdeaPad Flex 5i 14" from Currys for £548.97. The funds for this are possible due to the savings within the grass cutting budget due to the dry summer.

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

#### 25-6/115 FINANCE

- i. The following financial statements to 31 August 2025 were agreed and signed by two councillors:
 

a. Bank Reconciliation to 31 July 2025 and 31 August 2025	d. Payments over £100
b. Budget v Actual	e. Deposit Accounts x2
c. Budget Report September	f. VAT Return
- ii. It was noted that the following payments/transfers were made between in August between meetings in accordance with Financial Regulations 5.15:

Payee	Net	VAT	Gross	Description
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Mrs. T Trotzer Wilson	£684.53	-	£684.53	Staff Salary July 15 – Aug 11 & Backpay
	£98.77	-	£98.77	Overtime previous month
	£101.84	£1.00	£102.84	Expenses
Bradwell with Pattiswick PC	£12,804.22	-	£12,804.22	Internal Transfer to new Unity Trust A/C
Mrs. N A Watkins	£26.06	-	£26.06	Backpay to April for previous Clerk
HMRC	£79.34	-	£79.34	Employer NICs
EH Countryside	£496.32	-	£496.32	Grass cutting
SSE Energy Supply	£92.54	£4.65	£97.59	Streetlight Power Supply

iii. The following payments were authorised and the payment scheduled signed:

Payee	Net	VAT	Gross	Description
Payee	Net	VAT	Gross	Description
Theresa Trotzer Wilson	£633.97	-	£633.97	Staff Wages – Aug 12 to Sep 8
	£50.58	-	£50.58	Staff overtime from previous month
	£54.81	£1.00	£55.81	Expenses
HMRC	£40.13	-	£40.13	Employer NICs
PKF Little John	£210.00	£42.00	£252.00	External Audit Fees
Crossing Temple Community Shed	£100.00	-	£100.00	Refurbished Village Sign

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

iv. It was noted that the remainder of the funds in the Metro Bank Accounts totalling £12,804.22 were transferred via cheque to the Unity Trust Current Account. £11,800 was then subsequently transferred into the Unity Trust Savings Account. Following the transfer, there was still an additional £1.78 in interest in the Metro Bank Account which will have to be transferred out via cheque. Once complete the Metro Bank will be closed.

## 25-6/116 INFORMATION EXCHANGE & AGENDA ITEMS FOR THE NEXT MEETING

Name change of Ash Lane/Keepers Lane

Cllr Turner explained that there was discrepancies between Google Maps, Apple Maps and Highways on the name of Ash Lane, which is called Hollies Road on some maps and Ash Lane on others.

Meanwhile Cllr Turner was under the assumption the road was called Keepers Lane.

Neighbourhood Plan Update

BDC have delayed progressing the Bradwell Parish Council Neighbourhood Plan (Reg. 15) until after the Call for Sites. All Bradwell sites were rejected, and the plan must align with the updated Braintree Local Plan and policy framework. Further documentation, including basic conditions, is required.

Grants are no longer available. DAC Planning will submit a quote of £1,000–£1,500 for updating the plan

Notice Board

External Audit

Grant for Streetlights

Signs at Playing Fields

## 25-6/117 NEXT PARISH COUNCIL MEETING

i. The next **Parish Meeting** will be held on **Monday 13 October 2025** at 7.30pm in the Village Hall, Bradwell. Items for inclusion in the July agenda to be sent to the Clerk no later than 12 noon on **Friday 3 October 2025**.

The meeting closed at 20:57.