**Bradwell with Pattiswick Parish Council**

**Minutes of the Parish Council meeting held at 7.30pm on Monday 8 July 2024 at Bradwell Village Hall, Church Road, Bradwell**

**Present:**

Cllr. Tony Dunn (Chair)

Cllr. Adam Deighton

Cllr. Craig Evans

Cllr. Antony Harding

Cllr. Lesley Kinder

**In attendance:**

Mrs. Nicki Watkins, Clerk & RFO

One member of the public

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| **24-5/090** | **WELCOME AND APOLOGIES**  The Chair declared the meeting open at 7.36pm and welcomed those present.  Apologies were received and accepted from Cllrs. Lockey and Turner. |
| **24-5/091** | **DECLARATIONS 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. |
| **24-5/092** | **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST**  One member of the public attended the meeting. There were no issues raised during this session. |
| **24-5/093** | **COUNTY & DISTRICT COUNCILLORS**  Apologies were received from **Cllr. Playle**. He had nothing to report other than he continued to be in discussion with Cllr. Harding regarding highways issues.  **Cllrs. Walsh and Abram** were unable to attend the meeting. |
| **24-5/094** | **MINUTES OF THE MEETING HELD ON 10 JUNE 2024 AND 24 JUNE 2024 RESPECTIVELY**  **– RESOLUTION**  Councillors received and considered the minutes of the Parish Council meeting held on 10 June 2024 and resolved to approve them as a true record.  The minutes were signed by the Chair.  **Proposed: Cllr. Deighton; Seconded: Cllr. Harding; All in favour, RESOLVED.**  Councillors received and considered the minutes of the Extraordinary Parish Council meeting held on 24 June 2024 and resolved to approve them as a true record.  The minutes were signed by the Vice Chair.  **Proposed: Cllr. Evans; Seconded: Cllr. Kinder; All in favour, RESOLVED.** |
| **24-5/095** | **FINANCIAL REPORTS**   1. Councillors received and approved the financial statements to 30 June 2024. There were no queries.   The Clerk had received notice from Metro Bank that monthly fees would be increasing to £8.00 with effect from 5 August 2024 for Business Bank Accounts where balances fell below £6,000. Although the Parish Council currently paid no charges on their business account, the Clerk suggested transferring some funds to the deposit account (currently at £5,773.63) which attracted interest and to ensure it remained above £6,000. Councillors resolved to approve that the Clerk instruct the Chair and one other signatory to instruct the Bank to make the transfer once she had revisited the accounts. The amount would be confirmed when the transfer made and recorded in the September minutes.  **Proposed: Cllr. Deighton; Seconded Cllr. Harding; All in favour, RESOLVED.**  **Action - Clerk**   1. Councillors approvedpayments for June and July 2024. As there would be no meeting in August, Councillors resolved to approve a post-dated cheque (04 August 2024) for £468.00 for the Clerk’s July salary. The Clerk also advised that she was expecting invoices from EH Countryside for the grass cutting contract and sought approval from Councillors to pay these during the break. Equally, whilst there was currently no outstanding balance on the system for SSE for the unmetered streetlights, approval was sought to pay any invoices received should they arrive for payment in August (the Clerk had previously noted that there were issues with SSE’s new on line billing system and that they had written to customers to that effect). The Clerk would present any invoices for signature at the September meeting.  **Proposed: Cllr. Evans; Seconded Cllr. Kinder; All in favour, RESOLVED.**   **Action - Clerk**   1. The Clerk confirmed the completed audit and Certificate of Exemption had been sent to the external auditors. As noted in the 24 June 2024 Minutes (**ref. 24-5/086 iii**), these had been audited and signed on the basis that the income and expenditure were overstated by £6,351.15 for the S106 Funds received for the new play equipment. The external auditor had subsequently requested the additional completed and signed AGAR forms, Explanation of Variances and Bank Reconciliation as of 31 March 2024, which were signed at the Extraordinary meeting, to undertake a basic level review. The Clerk would report back to Councillors once the Certificate of Completion had been received from the external auditor.   **Action - Clerk**   1. The Internal Auditor used by the Parish Council had advised she would no longer be undertaking internal audits. Councillors considered suggested auditors to undertake the next internal audit and unanimously agreed to appoint Ms. Holly Blackwell, FACCA. The Clerk would advise her accordingly. **Proposed: Cllr. Evans; Seconded Cllr. Harding; All in favour, RESOLVED.**   **Action – Clerk** |
| **24-5/096** | **PLANNING MATTERS**  **New Applications/Variances:**   1. **24/01214/HH - 64 Blackwater Cottages, Coggeshall Road, Bradwell** Retrospective application for the retention of cladding – Comments by 9 July 2024 – **No Objection** 2. **24/01220/HH (24/01221/LBC) - Woodhouse Farm Road Pattiswick Bradwell Essex CM77 8BB** Alterations at attic level and proposed new cart lodge – Comments by 9 July 2024 – **No Objection** 3. **24/00599/VAR - Land East Of Periwinkle Hall Links Road Perry Green Bradwell Essex** Variation of Condition 15 (Biodiversity Net Gain) of approved application 21/01878/FUL granted 23.12.2021 for: Construction and operation of a solar photovoltaic farm, with battery storage and other associated infrastructure, including inverters, security cameras, fencing, access tracks and landscaping. Variation would allow: The development to be carried out in accordance with the submitted Habitat Management & Monitoring Plan and Statutory Biodiversity Metric to facilitate the site to be registered as a habitat bank with Natural England. – Comments by 25 July 2025 – **No Objection** |
| **24-5/097** | **PLAYING FIELD**   1. Cllr. Kinder had no issues to report. 2. The RoSPA report had highlighted some repairs required for the gym equipment. Cllr. Evans had been in contact with Caloo who had installed the equipment and they had provided a quote for £888.00 to undertake the repairs. Councillors considered and accepted the quote on the basis that they would apply for Locality Funds to assist with funding this (see **Min. ref 24-5/106**) and that the quote could be held until the grant was approved.  **Proposed: Cllr. Evans; Seconded Cllr. Dunn; All in favour, RESOLVED.** |
| **24-5/098** | **FOOTPATHS** The Footpaths’ Officer reported the following path issues logged:  “June/July2024   * 03/07/2024 FP 18 Bradwell 2928794 A120 end of path that edges the river and takes you to the recreation ground, severely overgrown with nettles. Unpassable. * 03/07/2024 FB 18 Bradwell 2928796 Path from Church Road to Glazenwood needs mowing, high nettles, and grass. High nettles also around dog waste bin near Glazenwood Cottage. * 03/07/2024 FP 34 Bradwell 2928798 from edge of Glazenwood grounds to Fells Farm, overgrown footbridge and path, needs mowing. * 03/07/2024 FP 19 Bradwell and 47 Bradwell 2928799 Bridge needs repairing. * 03/07/2024 FP 33 Bradwell 2928800 Grass needs a good mow. * 03/07/2024 FP 32 Bradwell 2928801Overgrown grass along full length of path and Jubilee Wood hedge needs cutting back. * 03/07/2024 FP 56 Bradwell 2928803 Overgrown brambles on both sides. * 03/07/2024 FP 59 Bradwell 2928804 overgrown brambles on intersection with 56. * 03/07/2024 FP 22 Bradwell 2928805 Needs mowing again. * 03/07/2024 FP 33 Coggeshall 2928806 Overgrown brambles on both sides, needs cutting back.”   The Footpaths Officer had also emailed the PROW Officer to request all Bradwell paths be cut back but had been advised that these were all to be registered individually. It was noted that a worker from the council had been seen mowing the grass a few Sundays ago but that the grass was already growing back and, given the unprecedented rainfall this year, it was difficult to see what more she could do other than to keep reporting the issues.  She would be walking the full area of the quarry in the coming week and would report any issues and concerns to Cllr. Dunn in preparation for his meeting at the quarry on 16 July. |
| **24-5/099** | **LINKS SOLAR FARM**  The Clerk had received an e-mail response to her letter of 31 May 2024, commenting on all the points other than the Community Benefit Deed, which had been amended with Birketts suggestions and returned with the letter. The Clerk had subsequently requested further information on this, reminding Low Carbon that any delay finalising the Deed was no fault of the Parish Council.  The Chair requested the Clerk write to Ms Rodbard-Hedderwick at Low Carbon advising of the Parish Council’s Bank details and reminding them that this satisfied Clause 3.2[[1]](#footnote-1) of the Deed and that they were in a position to sign the Deed, providing the three points identified by the Parish Council’s solicitors had been answered. It was suggested that Low Carbon should be given fourteen days in which to respond, at which point if no satisfactory response was received, the Parish Council would engage their solicitors to take this forward. The Clerk was requested to also copy the correspondence to the CEO of Low Carbon.  Councillors discussed the delay in energising of modules which Low Carbon had said was due to the archaeology interests. The Clerk was asked to contact the County Archaeologist to ascertain whether anything of interest had been found and/or identified and whether this would be offered to local organisations who might have an interest. The Clerk would report back to Councillors at the September meeting.  **Action – Clerk** |
| **24-5/100** | **FLY-TIPPING IN BRADWELL VILLAGE**  The Clerk had liaised with the Steet Scene Protection Officer (SSPO) with regards to installing CCTV at the recycling bank on Church Road to stop the recent spate of fly-tipping. The site had been assessed by both Braintree District Council and the Data Protection Officer, who had approved the location of the camera pole and signage. As the landowners (Bradwell Estates) had given permission for the pole to be installed, and for the Parish Council to be given ownership for the pole and camera, the Clerk would liaise with the SSPO to progress this project.  With regards to additional signage along Church Road, the advice from the SSPO had been not to erect any additional signs away from the recycling site as it could “mislead that they relate to the highway and undermine the relevance/importance of the signage in the in the site.”  The Clerk noted that, at the last meeting Cllr. Turner had said he would be content to be the contact Councillor to assist the Clerk with installation of the pole. Cllrs. Deighton, Evans, and Harding were also available to assist.  **Action - Clerk** |
| **24-5/101** | **NEIGHBOURHOOD PLAN REFRESH**  Now that the election had taken place, the Parish Council would continue to undertake the refresh of its Neighbourhood Plan. Given his experience in compiling the last Neighbourhood Plan, the Chair was prepared to take the refresh forward and the Clerk gave delegated authority for him to undertake the process of applying for the Neighbourhood Plan Grant which was available to assist with funding the cost of the refresh. It was proposed that the funds would be used to provide a questionnaire for each household member to complete, as well as printing, postage, and distribution.  **Proposed: Cllr. Dunn; Seconded Cllr. Evans; All in favour, RESOLVED.**  Since issuing the agenda, the Clerk had received notice that Braintree District Council Local Plan Review 2041 was commencing, and Parish Council were invited to comment by 16 August 2024. Although there would be no Parish Council meeting in August, there would be other opportunities for the Parish Council to comment in the later stages and there was no requirement to hold another meeting before September. |
| **24-5/102** | **PARISH NEWSLETTER**  There was nothing further to report. |
| **24-5/103** | **GREAT BARDFIELD NEIGHBOURHOOD PLAN**  The Parish Council had been made aware of the Great Bardfield’s Neighbourhood Plan review and were invited to comment. The Councillors discussed the merits of commenting as a Parish Council and agreed to decline to comment.  **Proposed: Cllr. Dunn; Seconded Cllr. Evans; All in favour, RESOLVED.** |
| **24-5/104** | **WHITE GATES**  The Chair reminded Councillors that, several years ago National Highways had proposed to install white gates at the entrances to the village as part of a safety scheme. Now that the election had taken place, the Chair was able to contact National Highways to reconvene discussions, although it was noted that the Parish Council had previously been advised that no funds would be available until the next budget year. |
| **24-5/105** | **EH COUNTRYSIDE ANNUAL UPDATE**  The grass cutting contract with EH Countryside had been renewed for two years at the May 2024 meeting (**Min. ref 24-5/054**), on the proviso that an annual review of the service would be undertaken. Cllrs. Dunn and Lockey had met with the contractor on 28 June 2024 and Councillors had received the report from Cllr. Lockey. There were no further questions. |
| **24-5/106** | **GRANTS AND FUNDING FOR 2024/25**  Councillors were reminded that there was a Locality Fund (£300-£5,000 across all parishes) and Councillors Grant (£1,250 across three parishes) available to the Parish Council to contribute towards any projects that would benefit the Parish. Councillors discussed the repairs to the gym equipment, a replacement bench along Church Road, a salt bin for Hollies Road and improvements to the path leading to the Playing Field. The Clerk was asked to request £800 from the Locality Fund to fund the gym improvements and she would advise County Councillors that the Parish Council would like to request funds for a replacement bench once quotes had been considered at the next meeting in September.  The Clerk had invoiced Bradwell Estates for £500 for their contribution to the maintenance of the Playing Field. She awaited confirmation from Patrick Wigg at Blackwater Aggregates that they would continue to make their annual contribution of £2,000 towards the cost of maintenance of the Holy Trinity Church and the Playing Field. These grants contributed to the costs of employing EH Countryside.  She had also contacted Braintree District Council to enquire whether there would be any S106 funds available which could be used by the Parish Council during the current budget year but was yet to receive a response.  **Action – Clerk** |
| **24-5/107** | **VILLAGE INFRASTRUCTURE**  Cllr. Harding reported the following:   * The potholes on Hollies Road were getting worse. He would be pressing Cllr. Ross Playle on progressing the repair of these and other potholes in the area. * The Street would be closed from 13 – 23 August from 8pm-5am due to draining repairs along the A120, including the gullies. The A120 would remain open. * Sheepcotes Lane would have full closure from 15 – 25 July due to work being undertaken by UK Power Networks. Access would remain in place for residents.   Cllr. Kinder had received a complaint from the Village Hall Management Committee relating to the village notice board which was warped and rotting, therefore making access difficult. The Clerk concurred that these were not in good condition and that the doors were difficult to open, especially in the wet weather when the wood swelled. The Clerk had previously looked at when these were installed and last repaired but from her recollection this was some time ago and therefore unlikely to be covered by any warranty. It was hoped that the board could be replaced at some point and the Clerk would propose this should any additional grants or funds be made available. |
| **24-5/108** | **INFORMATION EXCHANGE & AGENDA ITEMS FOR THE NEXT MEETING**   * Parish Newsletter * Bus shelters in the Parish * VE Day 8 May 2025 – save the date and to note for 25/26 budget discussions. * 2025 Parish Council meeting dates |
| **24-5/109** | **RECTORY MEADOW**  The Chair updated Councillors on the Friends of Rectory Meadow Ltd, which was separate to the work of the Parish Council. There was nothing further to report other than Cllr. Evans had undertaken a further leaflet drop. |
| **24-5/110** | **NEXT PARISH COUNCIL MEETING**   1. The next monthly **Parish Council** meeting will be held on **Monday 9 September 2024**, at 7.30pm in the Village Hall, Bradwell 2. Items for inclusion in the June agenda to be sent to the Clerk no later than **12 noon on Friday 30 August 2024.**   **The meeting closed at 9.10pm.** |

1. “*The conditions referred to in clause 3.1.2 are that the Parish Council has notified the Developer of its bank account details for the purposes of transferring the Annual Community Benefit Contribution”* [↑](#footnote-ref-1)