

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

4 June 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 09 June 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 09 June 2025, in
Bradwell Village Hall, Church Road, Bradwell at 7.30pm**

[illegible]

		<p>iii. ESS/39/23/BTE/51b/01 – Rivenhall Airfield, Coggeshall Road (A120), Braintree, CO5 9DF</p> <p>Details pursuant to partial discharge of condition 51b (Dust management) of planning permission ESS/39/23/BTE. ESS/39/23/BTE is a variation of the planning permission for the Rivenhall Integrated Waste Management Facility Rivenhall Airfield, Coggeshall Road (A120), Braintree, CO5 9DF</p> <p>GRANTED – 30/05/2025</p>	
25-6/067	Chair/Cllr. Kinder	<p>PLAYING FIELD</p> <p>i. Due to Cllr. Kinder's Absence from the May Meeting to confirm that she is still happy to remain the Playing Field Officer.</p> <p>ii. To receive monthly report and consider any necessary actions.</p>	DECISION/ INFORMATION /DISCUSSION
25-6/068	Footpaths' Officer	<p>FOOTPATHS</p> <p>To receive a report from the Footpaths' Officer.</p>	INFORMATION
25-6/069	Cllr. Harding	<p>VILLAGE INFRASTRUCTURE</p> <p>To report from Cllr. Harding</p>	INFORMATION / DISCUSSION
25-6/070	Clerk	<p>LINKS SOLAR FARM</p> <p>To receive an update from the Clerk on the outstanding Community Benefit Deed and consider next steps.</p>	DISCUSSION / DECISION
25-6/071	Cllr. Turner	<p>VILLAGE SIGNS</p> <p>To receive an update from Cllr Turner.</p>	DISCUSSION / DECISION
25-6/072	Cllr. Turner	<p>BRADWELL INFORMATION WEBSITE AND SUBSCRIPTION</p> <p>To consider a Bradwell Information website and subscription service.</p>	DISCUSSION / DECISION
25-6/073	Chair	<p>NEIGHBOURHOOD WATCH</p> <p>i. To consider the establishment of a Neighbourhood Watch scheme within the parish, noting that one resident has expressed interest in volunteering.</p> <p>ii. To discuss possible support from the Parish Council in promoting the scheme and encouraging wider community participation.</p>	INFORMATION / DISCUSSION/ DECISION
25-6/074	Chair	<p>NEIGHBOURHOOD PLAN REVIEW UPDATE</p> <p>To receive an update from Cllr Dunn – report to read out in Cllr. Dunn's absence</p>	INFORMATION
25-6/075	Clerk	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-25</p> <p>i. To receive the Internal Auditor's Report and agree the recommendations.</p> <p>ii. Section 1 AGAR – To review and agree the Annual Governance Statement 2024-25. Clerk and Chair to sign.</p> <p>iii. Section 2 AGAR – To review and agree the Accounting Statement 2024-25, which has been signed by the Responsible Financial Officer. Chair to sign.</p> <p>iv. To receive and agree the Explanation of Variances for the Accounting Statement.</p> <p>v. To note the dates for the public rights notice as 11th June to 22nd July.</p>	INFORMATION / DECISION / ACTION
25-6/076	Chair	<p>EMPLOYMENT COMMITTEE TERMS OF REFERENCE</p> <p>To approve the Terms of Reference for the Employment Committee as shared via email ahead of the meeting.</p>	ACTION

25-6/077	FINANCE i. To receive and approve financial statements to 31 May 2025. a. Bank Reconciliation to 31 May 2025 – Two Councillors to sign b. Budget v Actual – Two Councillors to sign c. Budget Report June – Councillors to confirm accurately represents budget agreed in January 2025 and sign. ii. Authorisation of payments to: <table><tr><td></td><td>Net</td><td>VAT</td><td>Gross</td><td></td></tr><tr><td>Theresa Trotzer Wilson</td><td>£613.98</td><td></td><td>£613.98</td><td>Clerk Salary – May 13 to June 9</td></tr><tr><td>Theresa Trotzer Wilson</td><td>£49.31</td><td>£1.00</td><td>£50.31</td><td>Clerk Expenses – May 13 to June 9</td></tr><tr><td>Theresa Trotzer Wilson</td><td>£26.00</td><td>-</td><td>£26.00</td><td>Work from Home Allowance</td></tr><tr><td>E H Countryside Inv.1044</td><td>£496.32</td><td>-</td><td>£496.32</td><td>Grass Cutting at Church and Playing Fields – 07/05/2025</td></tr><tr><td>E H Countryside Inv.1045</td><td>£496.32</td><td>-</td><td>£496.32</td><td>Grass Cutting at Church and Playing Fields – 30/05/2025</td></tr><tr><td>Holly Blackwell Inv. 905</td><td>£120.00</td><td>-</td><td>£120.00</td><td>Internal Audit and Report for 2024-25</td></tr><tr><td>Bradwell Village Hall</td><td>£250.00</td><td>-</td><td>£250.00</td><td>Hall Hire 2025-26</td></tr></table> Two councillors to sign schedule of payments sheet. iii. To discuss the current limitations of access to the council's Metro Bank account and to consider the potential benefits of moving to Unity Trust Bank, including appropriate access for the Responsible Financial Officer and Clerk. A decision may be made on whether to initiate the process of switching banks, to open a savings account and deposit account and who to add as signatories to the account.					Net	VAT	Gross		Theresa Trotzer Wilson	£613.98		£613.98	Clerk Salary – May 13 to June 9	Theresa Trotzer Wilson	£49.31	£1.00	£50.31	Clerk Expenses – May 13 to June 9	Theresa Trotzer Wilson	£26.00	-	£26.00	Work from Home Allowance	E H Countryside Inv.1044	£496.32	-	£496.32	Grass Cutting at Church and Playing Fields – 07/05/2025	E H Countryside Inv.1045	£496.32	-	£496.32	Grass Cutting at Church and Playing Fields – 30/05/2025	Holly Blackwell Inv. 905	£120.00	-	£120.00	Internal Audit and Report for 2024-25	Bradwell Village Hall	£250.00	-	£250.00	Hall Hire 2025-26
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25-6/078	Chair	INFORMATION EXCHANGE & AGENDA ITEMS FOR THE NEXT MEETING To receive and consider future Agenda items.		INFORMATION																																								
25-6/079	Chair	NEXT PARISH COUNCIL MEETING i. The next Parish Meeting will be held on Monday 14 July 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 27 June 2025.		INFORMATION / ACTION																																								
CLOSE MEETING																																												

THIS NOTICE WAS ISSUED on 4 June 2025, by Mrs Theresa Trotzer Wilson, Clerk & RFO Bradwell with Pattiswick Parish Council
Tel: 07934 214971 | e-mail: clerktohppc@outlook.com

Parish Council Meetings 2025:

13 January
10 February
10 March
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