

Bradwell with Pattiswick Parish Council

Minutes of the Annual Parish Council meeting held after the conclusion of the Annual Parish Assembly on Monday 12 May 2025 at Bradwell Village Hall, Church Road, Bradwell

Present:

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

In attendance:

Mrs. Theresa Trotzer Wilson, Clerk & Responsible Financial Officer
Cllr. Ross Playle, Witham Norther County Councillor
12 members of the public

25-26/020 ELECTION OF THE CHAIR

Cllr Dunn as the outgoing Chair reported on the Council's ongoing maintenance of parish assets, including the Playing Field, Churchyard, Common Land, and Village Orchard. Recent projects included the extension of the wildflower meadow (funded by Indavar) and refurbishment of the table tennis table at no cost to residents. The Council has engaged with developers, including Low Carbon and Blackwater Aggregates, to minimise disruption and secure financial contributions, and continues to attend liaison meetings regarding local developments. The revised Neighbourhood Plan has now progressed to the Regulation 15 stage, with all work fully grant funded. Other activities during the year included litter picks, additional salt bin installations, and continued efforts to improve road safety, footpaths, and village infrastructure. The Chairman thanked the Clerk, who is retiring, for her dedicated service, and welcomed the new Clerk to the Council.

One nomination for election of Chair was received. Cllr. Lockey was duly elected to serve for the 2025/26 Council Year.

Proposed: Cllr. Turner; Seconded: Cllr. Evans; All in favour, RESOLVED.

25-26/021 CHAIR'S DECLARATION OF OFFICE

Cllr. Lockey signed the Declaration of Office and Declaration to observe the Code of Conduct¹.

The Clerk countersigned this document as the Proper Officer of the Council.

25-26/022 ELECTION OF THE VICE-CHAIR

One nomination for Vice-Chair was received. Cllr. Deighton was duly elected to serve for the forthcoming year.

Proposed: Cllr. Lockey; Seconded: Cllr. Evans; All in favour, RESOLVED.

25-26/023 VICE-CHAIRS'S DECLARATION OF OFFICE

Cllr. Deighton signed the Declaration of Office and Declaration to observe the Code of Conduct.
The Clerk countersigned this document as the Proper Officer of the Council.

25-26/024 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr Kinder.

25-26/025 DECLARATIONS OF INTERESTS

There were no declarations of interest.

25-26/026 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST

Twelve members of the public attended the meeting, along with the Footpaths' Officer. No matters were raised.

25-26/027 MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 13 MAY 2024

Councillors received and considered the minutes of the Annual Parish Council meeting held on 13 May 2024, and resolved to approve them as a true record.

The minutes were signed by the Chair.

Proposed: Cllr. Lockey; Seconded: Cllr. Dunn; All in favour, RESOLVED.

25-26/028 REGISTER OF MEMBERS INTEREST

The Clerk reminded Councillors they had reviewed and signed their Register of Interests in December 2023, which had been sent to Braintree District Council for publication. All members confirmed they had no further updates.

25-26/029 CONSENT FORMS

The Clerk requested Councillors sign the consent form confirming they were content to receive documents and other information electronically.

25-26/030 REVIEW OF BANK MANDATE AND SIGNATORIES

The Clerk confirmed that the current signatories for bank mandates was Cllrs. Dunn, Lockey and Turner but that this would be reviewed at the June meeting to discuss banking arrangements moving forward.

25-26/031 ANNUAL GOVERNANCE AND ACCOUNTABILITY REPORT (AGAR) AND FINANCE

- i. The Clerk confirmed the outgoing Clerk had submitted the draft Annual Governance and Accountability Report to the Internal Auditor. Although the report was returned from the auditor earlier in the day, the audited AGAR would be presented to the Parish Council at the June 2025 meeting, where she and the Chair would sign the required forms which would then be submitted to PKF Littlejohn before the deadline of 30 June 2025.
- ii. Councillors received and approved the end year bank reconciliation figures 31 March 2025. There were no queries.
Proposed: Cllr. Lockey; Seconded Cllr. Dunn; All in favour, RESOLVED.
- iii. The Clerk confirmed the budget year end 2024/25 carried forward figure, the Chair confirmed he had ratified this figure.
- iv. It was **RESOLVED** that the model Financial Regulations, were accepted and adopted with effect from 1 May 2025.
- v. NALC had recently updated the model Standing Orders, and the Clerk updated and shared these without Councillors prior to the meeting. It was **RESOLVED** to accept the model Standing Orders with

effect from 1 May 2025.

- vi. The Parish Council **RESOLVED** to adopt Braintree District Council's Code of Conduct, having adopted the LGA code in May 2024.
- vii. Councillors reviewed and **RESOLVED** to approve the Fixed Asset Register as of 31 March 2025

All Councillors confirmed they had read and understood the revised Code of Conduct May 2024 as approved.

25-26/032 COMMITTEES

It was **RESOLVED** to establish an Employment Committee, comprising Cllrs. Lockey, Turner and Evans as members. Terms of reference and confirmation of Chairman of the committee will be reviewed at the June meeting.

25-26/033 PLAYING FIELD OFFICER

Due to Cllr Kinder's absence the confirmation of who was to continue as the Playing Field Officer was deferred to the June Meeting.

25-26/034 VILLAGE HALL REPRESENTATIVE

It was **RESOLVED** to accept Cllr Turner as the Village Hall Representative and confirmed he was content to continue in the role.

25-26/035 EMERGENCY PLANNING OFFICER

It was **RESOLVED** to accept Cllr Evans as the Emergency Planning Officer and had confirmed via e-mail to the Clerk that he was content to continue in this role.

25-26/036 FOOTPATHS' OFFICER

It was **RESOLVED** to accept that the Footpaths' Officer was to remain a member of the public who had agreed she was content to continue in the role. The Chair expressed his gratitude on behalf of the Parish Council.

25-26/037 REPRESENTATIVES

It was **RESOLVED** to agree the undermentioned Councillors to represent the Parish Council for the following bodies / external meetings for the forthcoming year:

- a. Rural Community Council – **Cllr. Turner**
- b. Braintree Association of Local Councils – No longer required.
- c. Integrated Waste Management Site Liaison Group – **Cllrs. Turner and Deighton**
- d. Bradwell Quarry Liaison Committee – **Cllr. Harding**
- e. A120 Braintree Community Engagement Forum – No longer required.
- f. Highways (Local Highways Panel and Highways Agency) – **Cllr. Harding**
- g. Transport – **Cllr. Harding**
- h. Holy Trinity Church – **Cllr. Evans**
- i. Parish Magazine – **Cllr. Turner**

CONCLUSION OF MEETING

The Chair thanked Councillors and the Clerk and closed the meeting at 8:09pm.

The next Annual Parish Council meeting would take place on Monday 11 May 2026 at 7.30pm in the Bradwell Village Hall.