

# Bradwell with Pattiswick Parish Council

<b>Chairman</b>	<b>Parish Clerk &amp; Responsible Financial Officer:</b>
Cllr Tony Dunn Tel: 01376 331409	Mrs Christine Marshall Mill Cottage Church Road Bradwell Braintree Essex CM77 8EP Tel: 07933 306927  E-Mail: clerktohppc@outlook.com

Date Issued: 6<sup>th</sup> June 2022

Dear Councillor

I hereby give notice that you are summoned to attend the forthcoming Parish Council meeting of the Bradwell & Pattiswick Parish Council which will take place on **Monday 13<sup>th</sup> June 2022 in the Village Hall, Church Road, Bradwell at 7.30pm** for the purpose of transacting the business shown in the Agenda. The public and press are welcome to be present.

*Christine Marshall*

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**PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER**

**AGENDA**  
**For the Parish Council meeting of Bradwell with Pattiswick Parish Council**  
**On Monday 13<sup>th</sup> June 2022 in the Village Hall, Church Road, Bradwell at 7.30pm**

ITEM	PRESENTER	SUBJECT	STATUS
22/098	Outgoing Chairman	Welcome and apologies for absence	INFORMATION
22/099	Outgoing Chairman	<p><b>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</b></p> <ol style="list-style-type: none"> <li>1. The Clerk will read out any queries or questions submitted from the press and public under Public Participation on the agenda. All queries or questions must be received by the Clerk at least 24 hours before the meeting takes place. Anything received after that time for inclusion in the meeting will be at the decision of the Chairman.</li> <li>2. Members of the public should be aware that any issues raised may not be commented on or debated by the Parish Council during the meeting. The Chairman will indicate if the issue raised will be added to a future agenda or if it will be dealt with by the Clerk.</li> <li>3. The Council reserves the right to decline any item deemed inappropriate for inclusion in the meeting. The Chairman of the meeting will direct whether or not the item may be included.</li> <li>4. The agenda will indicate when the public participation will take place.</li> <li>5. Questions and comments should address the business on the agenda, otherwise, and in most cases, the matter will be carried forward, without discussion, to the next meeting.</li> </ol> <p><b>When submitting a query</b> the member of the press or public will be required to:</p> <ol style="list-style-type: none"> <li>1. Provide full name.</li> <li>2. Confirm whether you are a registered Elector of Bradwell with Pattiswick Parish.</li> <li>3. If you are not a registered elector, you will need to state the basis on which you are raising the issue.</li> </ol> <p>Members of the public can remain to observe the remainder of the meeting with the exception of any closed items.</p>	INFORMATION
22/100	<p>Vice-Chairman</p> <p>Clerk</p> <p>Clerk</p>	<p><b>ITEMS BROUGHT FORWARD FROM THE ANNUAL MEETING OF THE PARISH COUNCIL:</b></p> <ol style="list-style-type: none"> <li>i. <b>To elect the chairman of the Parish Council</b></li> <li>ii. <b>Chairman's declaration of office</b></li> <li>iii. <b>Declarations of acceptance of office</b> <ol style="list-style-type: none"> <li>a. To confirm those Members not present at the Annual Meeting held on 9<sup>th</sup> May and now present have signed the form</li> <li>b. To confirm that any Member not present will be able to sign the form outside of this meeting.</li> </ol> </li> <li>iv. <b>Register of Interests</b> <ol style="list-style-type: none"> <li>a. To confirm those Members not present at the Annual Meeting held on 9<sup>th</sup> May and now present have checked existing Declarations of Interest forms for any amendments required</li> </ol> </li> </ol>	<p>DECISION ACTION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p>

		<p>b. To confirm that any Member not present will be able to complete the Declaration of Interest form outside of this meeting.</p> <p><b>v. Consent Forms</b></p> <p>a. To confirm all Members present have signed the consent form to receive Council Summons, Agenda and other documents by e-mail.</p> <p>b. To confirm that any Member not present will be able to sign the form outside of this meeting.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
22/101	<b>C &amp; D Councillors</b>	<p><b>COUNTY AND DISTRICT COUNCILLORS</b></p> <p>i. <b>To receive</b> report from County Councillor for Witham Northern, Ross Playle</p> <p>ii. <b>To receive</b> report from District Councillor Nick Unsworth or District Councillor Tom Walsh</p>	
22/102	<b>Chairman</b>	<p><b>MINUTES OF THE MEETINGS HELD ON 9<sup>th</sup> MAY 2022</b></p> <p>i. <b>RESOLUTION: To confirm</b> the minutes of the Annual Parish Council meeting held on 9<sup>th</sup> May 2022 as a correct record. Minutes to be signed by the Chairman</p> <p>ii. <b>RESOLUTION: To confirm</b> the minutes of the Parish Council meeting held on 9<sup>th</sup> May 2022 as a correct record. Minutes to be signed by the Chairman</p>	<p>DECISION /ACTION</p> <p>DECISION /ACTION</p>
22/103	<b>Clerk</b>	<p><b>COUNCILLOR VACANCY</b></p> <p>i. <b>To advise</b> outcome of Notice of Casual Vacancy</p> <p>ii. <b>To seek resolution</b> to issue advertisement for Co-option of a Councillor</p>	<p>INFORMATION</p> <p>DECISION</p>
22/104	<b>Cllr Kinder</b>	<p><b>PLAYING FIELD</b></p> <p>i. <b>To receive</b> RoSPA report and discuss actions required</p> <p>ii. <b>To assign</b> responsibility for actioning report findings</p> <p>iii. <b>To receive</b> monthly report</p>	<p>DISCUSSION</p> <p>ACTION</p> <p>INFORMATION</p>
22/105	<b>Mrs L Flatt</b>	<p><b>FOOTPATHS</b></p> <p><b>To receive</b> report</p>	INFORMATION
22/106	<b>Chairman</b>	<p><b>PLANNING COMMITTEE</b></p> <p><b>To discuss</b> response to BDC proposals for consultation with Town &amp; Parish Councils for Planning Committee Members' Forum</p>	DISCUSSION
22/107	<b>Chairman</b>	<p><b>PLANNING MATTERS</b></p> <p><b>New Applications:</b> None advised</p> <p><b>Applications determined:</b> None advised</p> <p><b>Appeals received/determined:</b> None advised</p> <p><b>Applications to note (suffix HH):</b> None advised</p> <p><b>Applications to note for neighbouring parishes:</b> None advised</p>	
22/108	<b>Clerk</b>	<p><b>FINANCE &amp; ANNUAL RETURN 2021/22</b></p> <p>i. To receive the annual statement 2021/22</p> <p>ii. <b>Resolution</b> – To approve the Risk Management Policy and identified risks</p>	<p>INFORMATION</p> <p>ACTION</p> <p>ACTION</p>

		<ul style="list-style-type: none"> <li>iii. <b>Resolution</b> – To approve the Asset Register at 31/03/2022</li> <li>iv. <b>Resolution</b> - To approve and sign Part 2, Certificate of Exemption, of the Annual Return for 2021/22</li> <li>v. <b>Resolution</b> - To approve and sign section 1, the Annual Governance Statement 2021/22 of the Annual Return To confirm the financial year end 2021/22 carried forward figure of £13,368.14</li> <li>vi. <b>Resolution</b> - To approve and sign the Section 2 Accounting Statement of the Annual Return for 2021/22</li> </ul>	ACTION – Chairman/Clerk
22/109	Clerk	<b>FINANCIAL MATTERS</b> <ul style="list-style-type: none"> <li>a. <b>To receive</b> and approve financial statements to 31<sup>st</sup> May 2022</li> <li>b. <b>To approve</b> payments for May 2022</li> </ul>	
22/110	All	<b>Information Exchange and agenda items for next meeting</b> <ul style="list-style-type: none"> <li>i. Information exchange</li> <li>ii. Items for next Agenda</li> </ul>	
22/111	Chairman	<b>NEXT PARISH COUNCIL MEETING</b> The next Parish Council Meetings will be held on Monday 11 <sup>th</sup> July 2022 at 7.30pm.	

THIS NOTICE WAS ISSUED on 6<sup>th</sup> June 2022, by:

Mrs Christine Marshall, Parish Clerk & Responsible Financial Officer,

BRADWELL with PATTISWICK PARISH COUNCIL, Mill Cottage, Church Road, Bradwell, Braintree, CM77 8EP

Tel: 07933 306927 E-MAIL: [clerktohppc@outlook.com](mailto:clerktohppc@outlook.com)

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