

Bradwell with Pattiswick Parish Council
Minutes of the Annual Parish Council Meeting
held on Monday 15th May 2023 at 7.30pm in Bradwell Village Hall

Present: Cllr Tony Dunn (outgoing Chairman)
Cllr Glenn Lockey (outgoing Vice-Chairman)
Cllr Antony Harding
Cllr Lesley Kinder
Cllr Michael Turner

In attendance: Mrs Christine Marshall (Parish Clerk & Responsible Financial Officer)
District Councillor Dennis Abram
Nine members of the public

23-4/014 Welcome and apologies for absence

The Chairman declared the meeting open and welcomed the increase in public attendees.

23-4/015 Public participation session with respect to items on the agenda for the annual parish council meeting only

No items were raised.

23-4/016 Outgoing Chairman's Report

Cllr Dunn presented his outgoing Chairman's report, as follows:

- Playing field, village orchard and Churchyard – thanks were expressed to Blackwater Aggregates and the Trustees of the Bradwell Estate for their contributions to maintaining these.
- Programme of works for repairs to potholes – thanks to Cllr Harding for establishing this and the progress made to date.
- The Parish Council continues to work with the Police to reduce dogging activity to the East of the village.
- Links Solar Farm – waiting for response to the Parish Council's request for Liaison meetings and S.50 documents relating to connection to the Grid. Further details are awaited in respect of the (promised) compensation payments for the benefit of residents.
- Liaison meetings with Blackwater Aggregates and Indaver (IWFM) continue to be attended by the Chairman, with Cllr Turner as the alternate.
- Discussions and actions taken following these meetings has resulted in a huge reduction of lorries passing through the village.
- The dust cart and litter pick were arranged.
- Still waiting for details from National Highways for the installation of "village gates" as part of their proposed safety scheme.
- Parish Council supported the Village Hall with grants towards Queen Elizabeth II's Jubilee and King Charles III's Coronation events.
- Still waiting for advice from Braintree District Council regarding S.106 contributions towards additional playing field equipment.
- Thanks were recorded for Mrs Lynn Flatt for her work patrolling the footpaths and reporting defects.
- On behalf of the Parish Councillors, the Chairman recorded thanks for the Clerk looking after the affairs of the Parish council and keeping them aware of any changing legislation.

23-4/017 To elect the Chairman of the Parish Council

Nominations were requested and Cllr Dunn was the only nomination. **Proposed: Cllr Lockey, seconded: Cllr Turner. Cllr Dunn was elected unanimously** and accepted the post.

23-4/018 Chairman’s Declaration of Office

Cllr Dunn signed the Chairman’s Declaration of Office and the Parish Clerk signed as the Proper Officer of the Council.

23-4/019 To elect the Vice-Chairman of the Parish Council

Nominations were requested. Cllr Lockey was the only nomination. **Proposed by Cllr Kinder, seconded by Cllr Turner, all in favour.** Cllr Lockey was duly elected as Vice-Chairman for the current year and accepted the post.

23-4/020 Vice-Chairman’s Declaration of Office

Cllr Lockey signed the Vice-Chairman’s Declaration of Office and the Parish Clerk signed as the Proper Officer of the Council.

23-4/021 Declarations of Acceptance of Office

Following an uncontested election on 4th May, Councillors Dunn, Lockey, Harding, Kinder and Turner confirmed their agreement to continue in the office of Councillor and signed a Declaration of Acceptance of Office and Declaration to Observe the Code of Conduct. The Parish Clerk signed as the Proper Officer of the Council. The Parish Clerk confirmed that the deadline for co-option applications is 22nd June and to date two applications have been received.

23-4/022 Register of Members’ Interests

The Clerk confirmed Cllrs Dunn, Harding, Kinder and Turner had completed their Registers of Interests and Cllr Lockey will be returning his to the Clerk. Once received the Clerk will submit these to the Monitoring Officer at BDC, confirmed there were no amendments required to the Register. **Action: Cllr Lockey / Clerk**

23-4/023 Consent Forms

All Member’s signed the Consent Form to receive the Council summons and Agenda electronically.

23-4/024 Bank Mandate

It was AGREED to continue with the Bank Mandate as currently in existence of any two of three signatories for all outgoing payments or instructions.

23-4/025 Annual Governance and Accountability Report 2022-2023

- i. The Clerk advised the accounts and AGAR were with the Internal Auditor. However, the Clerk was able to confirm the draft AGAR showed the following results:

| | Year ending | |
|---------------------------|---------------|---------------|
| | 31 March 2022 | 31 March 2023 |
| Balances brought forward | 11,448 | 13,368 |
| Precept | 11,873 | 12,010 |
| Total other receipts | 3,067 | 4,109 |
| Staff costs | 5,997 | 6,071 |
| All other payments | 7,037 | 4,747 |
| Balances carried forward | 13,368 | 18,269 |
| <i>Total fixed assets</i> | <i>63,634</i> | <i>62,139</i> |

The Clerk advised the increased balance was due to reduced expenditure throughout the year and the receipt of grants earmarked towards the additional playing field equipment.

The Internal Auditor's report and completed AGAR will be presented formally at the meeting to be held on 12th June. **Action: Clerk**

- ii. Resolution to approve the Risk Management Policy and identified risks dated 12th September 2022. The Clerk confirmed that the policy had been reviewed and no changes were required. **It was resolved** to approve the policy. **Proposed: Cllr Dunn; seconded: Cllr Lockey.**
- iii. Resolution to approve the Asset Register at 31st March 2023. The Clerk explained the reduction was due to the removal of broken seat on the playing field. **It was resolved** to approve the Asset Register. **Proposed; Cllr Lockey; seconded: Cllr Kinder.**

23-4/026 Employment Committee

It was agreed that Cllrs Dunn, Lockey and Turner will be members of the Employment Committee. Cllr Dunn was elected Chairman of the Employment Committee. **Proposed: Cllr Kinder, seconded Cllr Harding**

23-4/027 Committees

It was agreed that no other Committees are required to be established. If specialist groups are required these will be presented to Councillors for consideration and implementation as appropriate.

23-4/028 Village Hall Representative

Cllr Turner was **proposed by Cllr Lockey, seconded by Cllr Kinder, all in favour.** Cllr Turner was duly elected as Village Hall Representative for the current year.

23-4/029 Public Footpaths' Officer

A resident has expressed interest in this post and a decision will be deferred to the June Parish Council meeting. **Action: Clerk**

23-4/030 Playing Field Officer

Cllr Kinder was nominated and confirmed her acceptance as Playing Field Officer for the current year. **Proposed by Cllr Lockey, seconded by Cllr Turner, all in favour.**

23-4/031 Emergency Planning Co-Ordinator

Deferred to the June Parish Council meeting. **Action: Clerk**

23-4/032 External Bodies Representatives

It was agreed representatives of Bradwell with Pattiswick Parish Council at external meetings and events should remain unchanged:

- a. Rural Community Council – Cllr Dunn
- b. Braintree Association of Local Councils – None
- c. Integrated Waste Management Site Liaison Group – Cllr Dunn (substitute Cllr Turner)
- d. Bradwell Quarry Liaison Committee – Cllrs Dunn (substitute Cllr Turner)
- e. A120 Braintree Community Engagement Forum – Cllr Harding
- f. Highways (Local Highways Panel and Highways Agency) – Cllr Harding
- g. Transport – Cllr Harding
- h. Holy Trinity Church – Cllr Kinder
- i. Flooding – Cllrs Lockey and Harding

23-4/033 Close of meeting

The Chairman confirmed the next Annual Parish Council meeting for Monday 13th May 2024 at 7.30pm in the Village Hall, Church Road, Bradwell and declared this meeting closed at 7.45pm

Action: *Items for inclusion on the Agenda to be sent to the Parish Clerk to be received no later than 12 noon on Friday 3rd May 2024.*

The meeting closed at 7.45pm

Dates of meeting 2023-24

| | | | | |
|-----------|------------------|----------------------|----------|------------------|
| June | 12 th | | October | 9 th |
| July | 10 th | | November | 13 th |
| August | - | No meeting in August | December | 11 th |
| September | 11 th | | | |

2024

| | | | | |
|---------|------------------|--|----------|------------------|
| January | 8 th | | February | 12 th |
| March | 11 th | | April | 8 th |
| May | 13 th | | | |