**Bradwell with Pattiswick Parish Council**

**Minutes of the Annual Parish Council meeting held at 7.30pm on Monday 13 May 2024 at Bradwell Village Hall, Church Road, Bradwell**

**Present:**

Cllr. Tony Dunn (Chair)

Cllr. Adam Deighton

Cllr. Antony Harding

Cllr. Lesley Kinder

Cllr. Glenn Lockey

Cllr. Michael Turner

**In attendance:**

Mrs. Nicki Watkins, Clerk & RFO

Footpaths’ Officer

Three members of the public

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| **24-5/021** | **WELCOME AND APOLOGIES**  The Chair declared the meeting open at 7.30pm and welcomed those present.  Apologies were received and accepted from Cllr. Evans.  Cllr. Dunn also noted apologies from Cllrs. Playle, Walsh and Abram. |
| **24-5/022** | **DECLARATIONS OF INTERESTS**  There were no declarations of interest. |
| **24-5/023** | **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST**  Three members of the public attended the meeting, along with the Footpaths’ Officer. No matters were raised. |
| **24-5/024** | **OUTGOING CHAIR’S REPORT**  As Chair of the Parish Council, Cllr. Dunn presented his outgoing Chair’s Report, detailed as follows:   * The Parish Council has maintained the Playing Field, Village Orchard, and Churchyard. * A new roundabout has been installed on the Playing Field. The swings have been refurbished and the matting around the multi-play equipment has been improved. The table tennis table disappeared but has been recovered and is in the process of being refurbished by Councillors. * The Church have granted the Parish Council use of half of their noticeboard to advertise the work of the Parish Council in the Churchyard and adjacent Common Land. * Councillors cleared a strip of land and sowed a wildflower meadow on the Common Land adjacent to Cut Hedge Lane; a further strip of land is being prepared for sowing next October. This project is fully funded by Indavar. * The Parish Council has tried to work with “Low Carbon” who are developing the Solar Farm in Links Road to minimise disruption to residents. The Parish Council will continue to monitor progress to ensure planning conditions are met and look forward to receiving compensation payments for the benefit of residents. * The Parish Council attends the Blackwater Aggregates Liaison Committee meetings and is grateful to Blackwater Aggregates for their financial support in maintaining the Playing Fields and Churchyard. * The Parish Council is grateful to Bradwell Estates for their financial support in maintaining the Playing Fields. * The Parish Council attends the IWMF Rivenhall Liaison Group and has worked with Indavar and Blackwater Aggregates to reduce the frequency of HGVs travelling through the Village. * The Parish Council responded to the consultation on the draft Essex Minerals Plan. * Arrangements were made for the Dust Cart to be present outside the Village Hall in November and April. The Parish Council also organised a Litter Pick for the same days. * Following discussions with National Highways in 2022, we were promised “Village Gates” would be installed at the entrance to the Village on the A120 as part of the National Highways Safety Scheme for the A120, however, funding for this scheme has been postponed. The Parish Council will be discussing alternative funding with National Highways. * The Parish Council has provided two further salt bins on Church Road. * The Parish Council has supported the Village Hall Management Committee in their preparations for the D-Day celebrations and the Annual Dog Show. * The Parish Council, especially Cllr Harding, has worked with Cllr Playle (Essex County Council) to identify and rectify potholes throughout the Parish. National Highways have finally persuaded Anglian Water to fix the leak on the A120 opposite Riverside following pressure from the Parish Council. * The Parish Council are grateful to the Footpaths’ Officer for her work patrolling the footpaths and reporting defects. * On behalf of the Parish Councillors, the Chair thanks the Clerk for looking after our finances and maintaining all services throughout the year, for arranging training and for keeping us aware of changing legislation and how it affects Parish Councils. |
| **24-5/025** | **ELECTION OF THE CHAIR**  One nomination for election of Chair was received. Cllr. Dunn was duly elected to serve for the forthcoming year.  Cllr. Dunn suggested the Parish Council might want to consider reviewing its succession planning during the coming year as a matter of good practice.  **Proposed: Cllr. Lockey; Seconded: Cllr. Kinder; All in favour, RESOLVED.** |
| **24-5/026** | **CHAIR’S DECLARATION OF OFFICE**  Cllr. Dunn signed the Declaration of Office and Declaration to observer the Code of Conduct[[1]](#footnote-1).  The Clerk countersigned this document as the Proper Officer of the Council. |
| **24-5/027** | **ELECTION OF THE VICE-CHAIR**  One nomination for Vice-Chair was received. Cllr. Lockey was duly elected to serve for the forthcoming year.  **Proposed: Cllr. Kinder; Seconded: Cllr. Harding; All in favour, RESOLVED.** |
| **24-5/028** | **VICE-CHAIRS’S DECLARATION OF OFFICE**  Cllr. Lockey signed the Declaration of Office and Declaration to observer the Code of Conduct1.  The Clerk countersigned this document as the Proper Officer of the Council. |
| **24-5/029** | **MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 15 MAY 2023**  Councillors received and considered the minutes of the Annual Parish Council meeting held on 15 May 2023, and resolved to approve them as a true record.  The minutes were signed by the Chair.  **Proposed: Cllr. Dunn; Seconded: Cllr. Lockey; All in favour, RESOLVED.** |
| **24-5/030** | **REGISTER OF MEMBERS INTEREST**   1. 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. 2. The Clerk would confirm with Cllr. Evans that this was also the case. |
| **24-5/031** | **CONSENT FORMS**   1. The Clerk requested Councillors sign the consent form confirming they were content to receive documents and other information electronically. 2. The Clerk would request Cllr. Evans sign this document before the next Parish Council meeting in June. |
| **24-5/032** | **REVIEW OF BANK MANDATE AND SIGNATORIES**   1. The Clerk confirmed that the current signatories for bank mandates was Cllrs. Dunn, Lockey and Turner. 2. The Clerk asked Councillors to confirm they were content to continue with the current arrangements.   **Proposed: Cllr. Kinder; Seconded: Cllr. Harding; All in favour, RESOLVED.** |
| **24-5/033** | **ANNUAL GOVERNANCE AND ACCOUNTABILTY REPORT (AGAR)**   1. The Clerk confirmed she had submitted the draft Annual Governance and Accountability Report to the Internal Auditor. She would present the audited AGAR to the Parish Council at the June meeting, where she and the Chair would sign the required forms and submit the exemption form before the deadline of 30 June 2024. However, the Clerk was able to confirm the draft AGAR accounting statements showed the following:  |  |  |  |  | | --- | --- | --- | --- | |  | **Year ending** | | **Comments** | |  | **31 March 2023** | **31 March 2024** |  | | **Balances brought forward** | £13,368 | **£18,288** |  | | **Precept** | £12,010 | **£12,000** |  | | **Total other receipts** | £4,109 | **£11,453** | **The significant increase reflects S106, and District Councillor Funds received** | | **Staff costs** | £6,071 | **£6,669** |  | | **All other payments** | £4,747 | **£21,578** | **The increase in payments this year reflects payments for the playing field repairs and equipment** | | **Balances carried forward** | £18,269 | **£13,494** |  | | **Total Fixed Assets** | £62,139 | **£65,606** | **Fixed asset register had been updated to reflect new playground equipment and salt bins** |  1. The Financial Regulations had been updated with a small amendment on page 5 to “a duly delegated committee of the council for items over £500 but less than £1,000”. The Clerk noted that NALC had recently published its revised model Financial Regulations, however it had been too late to present these at this meeting. With that in mind, she recommended Councillors adopt the updated version to satisfy the AGAR and she would review NALC’s revised version and present and propose to adopt at a later meeting.  **Proposed: Cllr. Lockey; Seconded: Cllr. Turner; All in favour, RESOLVED** 2. The Standing Orders had been reviewed with no change. Councillors approved the Standing Orders **Proposed: Cllr. Lockey; Seconded: Cllr. Deighton; All in favour, RESOLVED** 3. Braintree District Council had reviewed and published its Code of Conduct, adopting the LGA code. The Clerk recommended the Parish Council adopt these, as advised by the EALC. **Proposed: Cllr. Lockey; Seconded: Cllr. Kinder; All in favour, RESOLVED** 4. The Risk Management Policy and Identified Risks had been reviewed with no change. Councillors approved the Risk Management Policy and Identified Risks. **Proposed: Cllr. Dunn; Seconded: Cllr. Harding; All in favour, RESOLVED** 5. Councillors reviewed and approved the Fixed Asset Register as of 31 March 2024 **Proposed: Cllr. Kinder; Seconded: Cllr. Harding; All in favour, RESOLVED** 6. All Councillors confirmed they had read and understood the revised Code of Conduct May 2024 as approved. The Clerk would seek confirmation from Cllr. Evans that he had also read these. |
| **24-5/034** | **FINANCE & ANNUAL RETURN 2023/24**   1. Councillors received and approved the end year bank reconciliation figures 31 March 2024. There were no queries.  **Proposed: Cllr. Dunn; Seconded Cllr. Lockey; All in favour, RESOLVED.** 2. The Clerk confirmed the budget year end 2023/24 carried forward figure, the Chair confirmed he had ratified this figure. **Proposed: Cllr. Dunn; Seconded Cllr. Lockey; All in favour, RESOLVED.** |
| **24-5/035** | **COMMITTEES**   The Chair confirmed the Parish Council had one other committee, the Employment Committee, comprising Cllrs. Dunn, Lockey and Turner as members. The Chair suggested committee members remain unchanged.  **Proposed: Cllr. Deighton; Seconded: Cllr. Kinder; All in favour, RESOLVED** |
| **24-5/036** | **PLAYING FIELD OFFICER** Cllr. Kinder was the Playing Field Officer, and confirmed she was content to continue in the role.  **Proposed: Cllr. Dunn; Seconded: Cllr. Lockey; All in favour, RESOLVED** |
| **24-5/037** | **VILLAGE HALL REPRESENATIVE** Cllr. Turner was the Village Hall Representative and confirmed he was content to continue in the role.  **Proposed: Cllr. Dunn; Seconded: Cllr. Deighton; All in favour, RESOLVED.** |
| **24-5/038** | **EMERGENCY PLANNING OFFICER** Cllr. Evans was the Emergency Planning Officer and had confirmed via e-mail to the Clerk that he was content to continue in this role.  **Proposed: Cllr. Lockey; Seconded: Cllr. Kinder; All in favour, RESOLVED** |
| **24-5/039** | **FOOTPATHS’ OFFICER**  The Footpaths’ Officer was 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.  **Proposed: Cllr. Dunn; Seconded: Cllr. Harding; All in favour, RESOLVED** |
| **24-5/040** | **REPRESENTATIVES**  The undermentioned Councillors agreed to represent the Parish Council for the following bodies / external meetings for the forthcoming year:   1. Rural Community Council – **Cllr. Dunn** 2. Braintree Association of Local Councils – No longer required. 3. Integrated Waste Management Site Liaison Group – **Cllrs. Dunn/Turner/Deighton** 4. Bradwell Quarry Liaison Committee – **Cllrs. Dunn/Turner/Deighton** 5. A120 Braintree Community Engagement Forum – **Cllr. Harding** 6. Highways (Local Highways Panel and Highways Agency) – **Cllr. Harding** 7. Transport – **Cllr. Harding** 8. Holy Trinity Church – **Cllrs. Kinder/Dunn** |
| **24-5/041** | **CONCLUSION OF MEETING**  The Chair thanked Councillors and the Clerk and closed the meeting at 19.57pm.  The next Annual Parish Council meeting would take place on Monday 12 May 2025 at 7.30pm in the Bradwell Village Hall. |

1. The Parish Council unanimously agreed to adopt the District Council’s Code of Conduct as per Minute Ref: 24-5/0033, iv. [↑](#footnote-ref-1)