**Bradwell with Pattiswick Parish Council**

**Minutes of the Parish Council meeting held at 7.30pm on Monday 10 June 2024 at Bradwell Village Hall, Church Road, Bradwell**

**Present:**

Cllr. Tony Dunn (Chair)

Cllr. Adam Deighton

Cllr. Craig Evans

Cllr. Antony Harding

Cllr. Glenn Lockey

Cllr. Michael Turner

**In attendance:**

Mrs. Nicki Watkins, Clerk & RFO

Cllr. Walsh, District Councillor, Coggeshall Ward

Cllr. Abram, District Councillor, Coggeshall Ward

One member of the public

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| **24-5/064** | **WELCOME AND APOLOGIES**  The Chair declared the meeting open at 7.30pm and welcomed those present.  Apologies were received and accepted from Cllr. Kinder. |
| **24-5/065** | **DECLARATIONS OF INTERESTS**  Members of the Council are subject to the LGA Model Councillor Code of Conduct 2020 (The Revised Code), adopted at the Annual Parish Council Meeting on 13 May 2024. Appendix B requires Councillors to register and disclose pecuniary and non-pecuniary interests. There were no declarations of interest. |
| **24-5/066** | **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST**  One member of the public attended the meeting. There were no issues raised during this session. |
| **24-5/067** | **COUNTY & DISTRICT COUNCILLORS**  **Cllr. Playle** did not attend in person. He reported that he had seen an e-mail from Cllr. Harding which he would reply to as soon as possible, providing a full written report.  **Cllrs**. **Walsh** and **Abram** were in attendance and reminded that, as it was the pre-election period, all matters discussed must be apolitical.  **Cllr. Walsh reported the following:**   * The Rivenhall Liaison Group meeting would take place on Thursday 13 June at 11 am. * Since permission had been granted for Links Solar Farm, Braintree District Council would be producing a document on renewable energy. * The announcement of the election had impacted full Neighbourhood Plan reviews. As a result, Braintree District Council would be undertaking a “light touch review” of their local plan, including a call for sites, housing requirements and job numbers, with the aim of completing this by the end of June 2024. |
| **24-5/068** | **MINUTES OF THE MEETING HELD ON 13 MAY 2024 – RESOLUTION**  Councillors received and considered the minutes of the 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. Turner; All in favour, RESOLVED.**  Councillors received and considered the minutes of the Annual Parish Council meeting held on 13 May 2024. These would officially be signed at the next Annual Parish Council meeting on 12 May 2025; however, the Clerk thought it would be helpful to record any comments. There were no comments. |
| **24-5/069** | **FINANCIAL REPORTS**   1. Councillors received and approved the financial statements to 31 May 2024. There were no queries.   **Proposed: Cllr. Lockey; Seconded Cllr. Dunn; All in favour, RESOLVED.**   1. Councillors approvedpayments for May 2024.  The Chair confirmed the payment for the thirteenth edition Charles Arnold-Baker had been approved at a previous meeting. This book was a complete statement of the law relating to parish and community councils, **Proposed: Cllr. Evans; Seconded Cllr. Lockey; All in favour, RESOLVED.** |
| **24-5/070** | **ANNUAL GOVERNANCE AND ACCOUNTABILITY**  The Clerk reported that, due to extenuating circumstances, the Internal Auditor had been unable to provide her report on the Parish Council’s 2023/24 AGAR submission in time for this meeting. It is expected that this would be ready later this week, which meant the Clerk would be required to arrange an extraordinary meeting of the Parish Council to enable them to consider the internal report and undertake the formalities of signing the required documents to complete the AGAR. The Clerk noted that the deadline for submission of the exemption certificate to PK Littlejohn was 30 June 2024.  **ACTION - CLERK** |
| **24-5/071** | **PLANNING MATTERS**  **For Information**   1. Application No: ESS/39/23/BTE/NMA3: Indaver Rivenhall IWMF, Coggeshall Road, Braintree, CO5 9DF   Non-Material Amendment to amend the wording of Condition 8 of planning permission ESS/39/23/BTE to allow access to the IWMF site for construction staff via the Church Road crossing with the private access road for up to 11 weekends in 2024 (part retrospective).  Whilst there were no comments relating the above amendment, a discussion took place regarding the impact of the lorries using the Haul Road. Cllr. Dunn agreed to raise these issues at the IWMF meeting on 13 June 2024.  **ACTION – CLLR. DUNN** |
| **24-5/072** | **PLAYING FIELD**   1. Cllr. Kinder had nothing to report on the playing field other than she had received lots of positive feedback on the newly refurbished table tennis table. Thanks was expressed to Cllr. Deighton who had been responsible for the refurbishment. 2. Councillors received and considered the RoSPA report following the inspection on 17 May 2024. They had been pleased to see that nothing urgent had been reported or highlighted and it had been a positive inspection. Cllr. Evans enquired what the recommendations were relating to signage for “Dog Ban and ownership signs.” The Clerk would speak to Playsafety who undertook the inspection and report back at the next meeting. Councillors noted the requirement to paint the goal posts was raised again in the report. This would be discussed at a future meeting, and consideration would be made to whether a grant or funding could contribute towards this.   Cllr. Evans noted the gym equipment had been mentioned as requiring some remedial attention and wondered if this would be covered with Caloo under their guarantee. The Clerk agreed to look at what, if any, agreement had been made with Caloo when the gym equipment had first been installed and subsequent correspondence. She would report back to Cllr. Evans to contact Caloo.  **ACTION – CLERK & CLLR. EVANS** |
| **24-5/073** | **FOOTPATHS**  The Footpaths’ Officer had been unable to attend, however had e-mailed comments for the Clerk to read.  Carrie Bennett, the Public Rights of Way Officer, had now consulted with her college regarding the steps along the Essex Way, and had advised the following:  “*I wanted to give you a quick update on the Bradwell 57 enquiry you raised regarding the pathway that has been dug up by the kids for a bike track and the timber that has been removed from the steps.*  *Unfortunately, after a discussion with my colleague, we have decided to not replace the timber that’s been removed from the steps, as we feel the kids will continue to pull up any replacement timber we put in, and also with there being a slope to the side of the steps which the public can use instead, we don’t feel it’s particularly important to replace the timber at this moment in time. However, this doesn’t mean it won’t be looked at in the future and should we receive any enquiries regarding the steps, we will of course, reassess and reconsider any further action that needs to be taken.* “  The Footpaths’ Officer also noted that, due to the wet spring there had been a lot of overgrown paths to contend with.  A member of the public agreed this point, and reported footpaths 17, 18 & 37 were so overgrown they were impassible.  The Clerk noted that she had recently seen that Essex Highways would be undertaking their bi-annual vegetation cutting, hopefully this issue would soon be resolved.  She would however report these footpaths to the Footpaths Officer to advise the PROW Officer.  **ACTION - CLERK** |
| **24-5/074** | **LINKS SOLAR FARM**  There were several outstanding questions and issues regarding the Links Solar Farm that remained unanswered. The Clerk had unsuccessfully tried to contact Beverley Rodbard-Hedderwick, Stakeholder Manager at Low Carbon, on three separate occasions seeking answers. As a result, she had formally written to Ms Rodbard-Hedderwick requesting a response. She had also consulted with Birketts solicitors to review the Community Benefit Deed that Low Carbon had sent and had attached the amended Deed to the letter. To date there had been no response, which was disappointing.  Councillors requested that a copy of the letter and deed be sent to the CEO of Low Carbon requesting a response as soon as possible.  The Clerk noted advice from the EALC with regards to formally signing the contract was that, whilst there were no specific legal requirements for how this should be done, it was encouraged that written evidence was important for audit investigations. The Clerk suggested that, once finalised and agreed, she would arrange for the Deed to be formally signed at a Parish Council meeting, which would be included in the minutes.  Cllr. Harding offered to visit the Low Carbon site to see what other information could be obtained.  The Chair noted that Birketts was legally required to undertake anti-money laundering checks for all new clients and that he had been asked to complete the appropriate forms, which he would do on behalf of the Parish Council.  **ACTION – CLERK & CLLR. DUNN** |
| **24-5/075** | **FLY-TIPPING IN BRADWELL VILLAGE**  The Clerk reported that she had spoken to Street Scene Enforcement at Braintree District Council regarding the on-going fly-tipping at the recycling bins on Church Road and whether CCTV could be installed to deter and catch the perpetrators. BDC agreed this was a concern and would arrange for the Street Scene Protection Officer to consult with the Clerk to collate the evidence, take photos of the site and complete the forms to approve installation of CCTV.  The camera and equipment would be of no cost to the Parish Council, however once approved, a pole would be required to accommodate the camera and BDC had asked whether the Parish Council would be prepared to arrange this. Councillors unanimously agreed to install a pole when required.  The Clerk would contact The Street Scene Protection Officer to discuss taking this forward. She would also discuss with them what signage would be provided.  **Proposed: Cllr. Lockey; Seconded Cllr. Evans; All in favour, RESOLVED.**  **ACTION - CLERK** |
| **24-5/076** | **NEIGHBOURHOOD PLAN REFRESH**  The Parish Council had agreed at the March 2024 meeting (Min. ref. 23/4-210) to undertake a refresh of their Neighbourhood Plan, which was adopted in 2019. Whilst the announcement of the election had put a full review on hold, advice from the RCCE had been to continue with the preparation of preparing the questionnaires and looking into postage so that they would be ready to go out once the election had taken place. The Chair had requested a quote for printing costs from John Bedford for five hundred adult questionnaires and one hundred and twenty 0-18 questionnaires. He noted there was a grant available for £10k, however, the Parish Council had already received £8.5k for the original Plan, so he would apply for printing and postage costs and the balance for consultants. |
|  | **Cllrs. Walsh and Abram left the meeting at 8.20pm** |
| **24-5/077** | **SALT BAG PARTNERSHIP SCHEME FOR WINTER 2024/25** The Clerk advised that Essex Highways had announced its salt bag scheme for the coming winter where it would make available to Parish Councils up to a one tonne wrapped pallet made up of individual 25kg bags for use by the community on the local highway. This was being offered free of charge again this year.  It was noted that there were currently three salt bins in the village and Councillors agreed to make a request for twenty bags of salt. Councillors also discussed the possibility of using a Councillors’ grant to fund the purchase of a further salt bin for Hollies Road. The Clerk would add Grants and Funding to the agenda for the July meeting.  **Proposed: Cllr. Lockey; Seconded: Cllr. Turner; All in favour, RESOLVED.**  **ACTION – CLERK** |
| **24-5/078** | **PARISH NEWSLETTER**  The Parish Council had previously discussed the future of the Parish Magazine at its February meeting (Min. ref 23-4/196), and the Chair had fed back Councillors’ views to the chair of Stisted Parish Council. This had been discussed at the April meeting of the Stisted Parish Council, and he awaited contact from Cllr. McMillan regarding how this should be taken forward. |
| **24-5/079** | **VILLAGE INFRASTRUCTURE**  Cllr. Harding reported some imminent road closures. Sheepcotes Lane would be closed on 27 June for a day to enable BT to undertake some work, and again on 15 July for one week for UK Power Networks.  Highways England was also proposing to close The Street with effect from 13 August for two weeks. Cllr. Harding was currently waiting to hear from Nigel Allsop to confirm the details of this closure and whether it would be completely or partially closed and would report back to the Parish Council.  As noted earlier, there were outstanding issues that required answers from Cllr. Ross Playle, which Cllr. Harding would report back at the next meeting. |
| **24-5/080** | **INFORMATION EXCHANGE & AGENDA ITEMS FOR THE NEXT MEETING**  The Clerk reported the updated contract for the village grass cutting had been sent to the contractor, EH Countryside. Once this had been signed, she would advise Cllrs. Lockey and Dunn accordingly so they could arrange to meet with him.  **ACTION – CLERK**  Items to be included on the next Agenda: -   * Grants/ Funding available (potentially another salt bin)   **D-DAY CELEBRATIONS – THANKS FROM THE PARISH COUNCIL**  The Parish Council wanted to express its sincere thanks to the Village Hall Committee for the wonderful D-Day celebrations and beacon lighting that it had hosted for residents. Thanks was also extended to residents in attendance for helping to make the event such a success, the turn-out had been exceptional. Cllr. Turner wanted to express his gratitude to the Parish Council on behalf of the Village Hall Committee for their kind donation, which contributed to providing the free BBQ and refreshments to residents attending the event. |
| **24-5/081** | **RECTORY MEADOW**  The Chair updated Councillors on the Friends of Rectory Meadow Ltd, and which was separate to the work of the Parish Council. A resident had called to say they had not received the leaflet, so the Chair would contact him to ensure he received a copy. Whilst leaflets had been distributed across most of the village, it appeared there may be some gaps, which he would investigate to ensure a leaflet was delivered. He noted that a copy of the leaflet had also appeared in the Parish newsletter. |
| **24-5/082** | **NEXT PARISH COUNCIL MEETING**   1. An Extraordinary meeting would be arranged before 30 June 2024 to discuss the AGAR and internal auditor’s report and undertake the formalities required. Date to be confirmed. 2. The next monthly **Parish Council** meeting will be held on **Monday 8 July 2024**, at 7.30pm in the Village Hall, Bradwell 3. Items for inclusion in the June agenda to be sent to the Clerk no later than **12 noon on Friday 28 June 2024.**   **The meeting closed at 8.50pm.** |