

Bradwell with Pattiswick Parish Council
Minutes of the Annual Parish Council Meeting
held on Monday 8th May 2017 at 7.30pm in Bradwell Village Hall

Present: Councillor Tony Dunn
Councillor Craig Evans
Councillor Glenn Lockey
Councillor Marie Webb

In attendance: Mrs Christine Marshall (Clerk & Responsible Financial Officer)
County Councillor James Abbott
Four members of the public

17/087 Cllr Dunn opened the meeting and welcomed those present. **It was resolved** to accept apologies from Cllrs Bedford, Kinder and Pritchard.

17/088 Public participation session with respect to items on the agenda for the annual parish council meeting only
No matters were raised.

17/089 Outgoing Chairman's Report

The Chairman's report was presented:

- Parish Plan - The Parish Plan was issued in June 2016.
- Neighbourhood Plan - Braintree District Council granted Bradwell with Pattiswick Parish Neighbourhood. A skeleton Plan has been produced with a draft Vision and objectives for the six areas identified as key to the Neighbourhood Plan –
Environment,
Social / Community,
Transport including Road Safety,
Housing,
Drainage including Flooding,
Local economy
Training will be undertaken and a community-wide workshop will be facilitated by RCCE. The next steps require involvement of residents to create a Steering Group and to begin working on policies for each of the above topics.
- Orchard - The Village Orchard was completed with the planting of four heritage apple trees. A competition determined who should plant the trees and the winners were rewarded with comprehensive painting kits and planted the trees with the help of Cllr Lady Patricia Newton. A grant of £80 was received from the Tree Council towards the cost of this project.
- Holy Trinity Churchyard - Following flooding of the graveyard and disturbance of recent graves, it was decided to excavate the pond on the Common Land and install a pump to keep the water level low, so the pond could act as a balancing lake and prevent future flooding. The work was funded 50% by grants from Essex County Council Community Initiatives Fund (£500) and Braintree District Councillor Community Grant (£500) (Cllr Lady Patricia Newton and Cllr Lynette Flint-Bowers).

A draft Management Plan has been published for the development and maintenance of the Churchyard and Common Land.
- Litter pick - A Community Litter Pick was held in July 2016 and another will be held in June 2017.

- Playing Field - Adult gym equipment has been purchased and installed on the Playing Field. Young people were consulted to determine the additional equipment acquired. This equipment was funded 85% by a £12,000 grant from “Tesco Bags of Help”.

There will be a celebration of the installation of the new gym equipment on Monday May 29, which is largely funded by “Active Essex” (£300).

Ways to prevent vehicles accessing the Playing Field will be investigated in the coming months.

- Emergency Plan - The Parish Council maintains the Emergency Plan for the Parish.
- Parish Watch - The Parish Watch scheme has been launched
- Information Stand - The Parish Council had a stand at the annual Dog Show
- Road Safety - Attempts to get a 30mph speed limit imposed through Pattiswick failed, nevertheless, ECC Highways Panel have agreed to install signs on Doghouse Road in Pattiswick warning of pedestrians and children. When the current road works on the A120 are complete the Parish Council will engage with ECC Highways and Highways England to investigate ways of improving road safety in and through the village.
- Street Lighting - The Parish Council maintains seven street lights in the village. Street lighting on the A120 is maintained by Highways England.
- Salt Bag Partnership - The Parish Council has an agreement with Braintree District Council for the supply of salt bags for use by residents to keep public pathways and roads clear during periods of heavy snow and ice.
- Footpaths - The public footpaths are regularly monitored and maintenance action requested as appropriate.
- Drainage / Flooding - Two Parish Councillors have been trained to map watercourses. A working party was formed to clear the ditch to the east of School House.
- Bradwell History - Documents and photographs of Village History have been forwarded to the Parish Council for assessment and archiving as necessary.
- Young People - A Young People’s Committee was formed and meets regularly.
- Planning - The Parish Council reviews planning applications to BDC and ECC, which affect the residents of the Parish. It has represented the views of the residents in respect of the Integrated Waste Management Facility, the prospective routes of the new A120, the progress and operations of Bradwell Pit, BDC’s expenditure on Twin Oaks Travellers’ Site, Pattiswick Travellers’ Site and local planning applications.
- Communication - The Parish Council has a web-site, which is maintained by the Parish Clerk. <http://www.essexinfo.net/bradwell/>
- Parish Council meeting minutes are published on-line and in the Stisted, Bradwell and Pattiswick Parish Magazine.
- The Parish Council has published and distributed three Newsletters to every house in the Parish.

- The Parish Council attends the Blackwater Aggregates Liaison meetings, the IWMF liaison group, although the IWMF have failed to set up any meetings this year, Neighbourhood Planning Network, Highways Panel (when appropriate), Neighbourhood Watch, A120 Development Forum.
- Liaison with neighbouring parish councils on subjects of mutual interest – A120 consultation, BDC's expenditure on Twin Oaks Travellers Site
- Essex Village of the Year 2016 - Bradwell with Pattiswick was awarded fourth place overall.
- Grants - Parish Council raised grants totalling £15,880 for community projects, so for every £1 of precept the council has added £2 in grants. The Parish Council will continue to be proactive in obtaining finance for community projects in the future.
- The Chairman represents the Parish Council at the A120 Community Engagement Forum. Bradwell Village Hall was one of the venues for the Public Consultation where the views of residents were collated and formed the basis of the feedback provided by the Parish Council to this consultation.

17/090 To elect the Chairman of the Parish Council

Nominations were requested. Cllr Dunn was **proposed by Cllr Lockey, seconded by Cllr Evans, all in favour**. Cllr Dunn was duly elected as Chairman of the Parish Council for the current year.

17/091 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.

17/092 To elect the Vice-Chairman of the Parish Council

Nominations were requested. Cllr Lockey was **proposed by Cllr Dunn, seconded by Cllr Webb, all in favour**. Cllr Lockey was duly elected as Vice-Chairman of the Parish Council for the current year.

17/093 Vice-Chairman's Declaration of Office

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

17/094 Declarations of Acceptance of Office

Councillors Dunn, Evans, Lockey and Webb 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.

It was resolved that the Parish Clerk should seek the signatories of absent Councillors outside of this meeting.

Action: Clerk

17/095 Register of Members' Interests

Cllrs Dunn, Evans, Lockey and Webb confirmed their entry for the Register of Members' Interests was correct.

It was resolved that the Parish Clerk should seek the signatories of absent Councillors outside of this meeting.

Action: Clerk

17/096 Consent Forms

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

17/097 Bank Mandate

It was **AGREED** to continue with the Bank Mandate as currently in existence of any two signatories for all outgoing payments or instructions. Signatories are Cllrs Dunn, Lockey and Pritchard.

17/098 Employment Committee

It was **agreed that** Cllrs Dunn, Evans and Lockey should remain as Employment Committee members. Cllr Dunn was elected Chairman of the Employment Committee.

17/099 Committees

It was **agreed that** no other Committees are required to be established at this time and that if specialist groups are required these will be covered by Working Groups nominated for that purpose.

17/100 Village Hall Representative

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

17/101 Public Footpaths' Officer

Cllr Pritchard was **proposed by Cllr Evans, seconded by Cllr Lockey, all in favour.** Cllr Pritchard was duly elected as Public Footpaths' Officer for the current year.

17/102 Playing Field Officer

The Clerk reported that a request had been received from Cllr Kinder to become Playing Field Officer and asking whether Cllr Bedford could take over representation for transport issues. Cllrs present confirmed agreement to this change subject to the agreement of Cllr Bedford. The Clerk was requested to speak to Cllrs Bedford and Kinder. If this change was not acceptable, it should be discussed and voted upon at the next meeting.

Action: Clerk

17/103 Emergency Planning Co-Ordinator

Cllr Evans was **proposed by Cllr Webb, seconded by Cllr Lockey, all in favour.** Cllr Evans was duly elected as Emergency Planning Co-ordinator for the current year.

17/104 External Bodies Representatives

The following were **AGREED** to represent Bradwell with Pattiswick Parish Council at external meetings and events:

- a. Rural Community Council – Cllr Dunn
- b. Braintree Association of Local Councils – Cllr Lockey
- c. Integrated Waste Management Site Liaison Group – Cllrs Dunn and Pritchard
- d. Bradwell Quarry Liaison Committee – Cllrs Pritchard and Webb
- e. A120 Braintree Community Engagement Forum – Cllr Dunn (required to chair next meeting of the A120 Braintree Community Engagement Forum)
- f. Highways (Local Highways Panel and Highways Agency) – Cllrs Bedford and Lockey
- g. Transport – Cllr Bedford (to be confirmed – minute 17/102 above)
- h. Holy Trinity Church – Cllrs Kinder and Webb
- i. Flooding – Cllrs Lockey and Pritchard

17/105 Close of meeting

The Chairman declared the meeting closed at 8.25pm