

Minutes of the Parish Council Meeting

held on 11th April 2016 at 7.30pm in Bradwell Village Hall

16/072	<p>Present: Councillor Tony Dunn – Chairman Councillor Glenn Lockety – Vice-Chairman Councillor John Bedford Councillor Craig Evans Councillor Lesley Kinder Councillor Gareth Pritchard Councillor Marie Webb</p> <p>In attendance: Mrs C Marshall (Clerk & Responsible Finance Officer)</p> <p>Apologies: District Councillor James Abbott</p> <p>The Chairman opened the meeting and welcomed those present. There were two members of the public present.</p>	
16/073	<p>Declarations of Interest</p> <p>Item 16/084 Cllrs Lockety, Kinder and Webb – Village Hall Item 16/088 Cllr Kinder - Planning</p>	
16/074	<p>Public participation session</p> <p>There were two members of the public present and the following items were noted:</p> <ol style="list-style-type: none"> 1. Flooding to The Street – a member of the public made a statement to deny comments within the village that he had blocked drains on his property. The Chairman invited him to attend the meeting concerning this topic to be held on Friday 15th April. 2. The father of the young man who had been the victim of theft from outside his house wished to thank, through the Parish Council, those villagers who had collected money at the Village Hall Social Evening on 8th April to reimburse the monetary value of his loss. 	
16/075	<p>District Councillors</p> <p>Cllr Abbott was unable to attend the meeting due to other commitments but his comments referring to the IWMF and Replacement Waste Local Plan are included within items 116/081 and 16/082.</p>	
16/076	<p>Previous Minutes</p> <p>The minutes of the meeting held on 14th March 2016 were AGREED as a correct record and signed by the Chairman.</p> <p style="text-align: right;">Proposed: Cllr Lockety Seconded: Cllr Kinder All in favour Signed by the Chairman</p>	
16/077	<p>A120</p> <ol style="list-style-type: none"> a. Current - Chairman advised that he has not yet contacted BT and Anglian Water arising from discussion with Highways England (HE) at the last meeting. Some points have been brought into wider focus through the Parish Plan questionnaire and these have been raised with, and acknowledged by, HE. 	

	<p>Replacement of village signs as discussed at the last meeting were discussed further and it was AGREED that one should be placed at either end of the village stating “Bradwell Village”. It was further AGREED that a directional sign should be erected on the north side of the A120 pointing to The Street with the wording “Bradwell Village Hall”.</p> <p style="text-align: right;">Proposed: Cllr Lockey Seconded: Cllr Evans All in favour Ref: Highways Act 1970, s.130</p> <p style="text-align: center;">Action: <i>Chairman to contact Highways England and if positive response received, Clerk to contact residents on A120</i></p> <p>b. New route – The Chairman advised there was nothing further to report since the last meeting.</p>	
16/078	<p>Other roads The Clerk advised that a response was awaited from Essex County Council Highways and Streetscene Teams concerning erection of a warning sign in Pattiswick.</p>	
16/079	<p>Chairman’s Report The Chairman ‘s report is included within relevant agenda items.</p>	
16/080	<p>Adoption of reviewed policies Retention of Documents and Records AGREED</p> <p style="text-align: right;">Proposed: Cllr Lockey Seconded: Cllr Webb All in favour</p> <p style="text-align: center;">Action: <i>Clerk to finalise and publish</i></p> <p>The Clerk advised that if Foundation Level, Local Council Award, was to be sought, there were three other policies already identified that need to be drafted: Equality & Diversity, Health & Safety and Training.</p> <p style="text-align: center;">Action: <i>Clerk to draft for presentation at June meeting</i></p>	
16/081	<p>Integrated Waste Management Facility (IWMF) No changes had been noted since last meeting.</p>	
16/082	<p>Essex County Council and Southend-on-Sea Replacement Waste Local Plan The Chairman read his comments to the meeting and updated them with information provided by District Cllr Abbott, and these were discussed. The headline comment to be submitted to ECC was based on the premise that the figures within this plan relative to quantities of waste to be transported to the IWMF at Rivenhall do not accord with those detailed in the IWMF planning documents.</p> <p>Councillors were asked to confirm agreement to comments for submission to ECC and to support the comments/objections submitted by Braintree District Council.</p> <p style="text-align: right;">Proposed: Cllr Lockey Seconded: Cllr Webb All in favour</p> <p style="text-align: center;">Action: <i>Clerk to finalise and submit to ECC, copy to BDC</i></p>	

	<p>It had been noted that no contact had been received from Anglian Water concerning the proposed extraction and return of water to the River Blackwater.</p> <p style="text-align: right;">Action: Chairman to contact Anglian Water</p>	
16/083	<p>Parish Plan</p> <p>Following receipt of grant towards costs, postage and other costs would be reimbursed to the Chairman. Cllr Bedford was asked to submit his invoice in respect of printing.</p> <p style="text-align: right;">Action: Cllr Bedford to submit invoice to RFO</p> <p>a. Councillors congratulated the Chairman on the detailed analysis he had undertaken of the returned questionnaires, especially as he updated that analysis as returns came in sporadically.</p> <p>44% of households returned questionnaires (140 adult and 24 young persons'), which was higher than anticipated.</p> <p>Next steps – the Parish Council needs to go through the analysis section by section and produce an action plan and timescale per item. Final analysis will be published on the website after 30th April and produced in booklet form. The Chairman will produce displays for the Annual Parish Assembly on 9th May. It was AGREED to discuss in more detail after the close of the Parish Council meeting.</p> <p style="text-align: right;">Action: Chairman to produce final analysis, booklets and display sheets</p> <p style="text-align: right;">Action: Cllr Bedford to produce quotation for printing costs</p>	
16/084	<p>Village Hall Representative Report</p> <p>Cllr Webb reported on the very successful Easter Egg Hunt and the popular social evening when friendly Bingo was played (and the collection referred to under Minute 16/074 above). External bookings continue to be received and the regular dance class remains popular.</p> <p>The Village Hall Committee is investigating costs for installing proper notice board and sign at the Hall.</p>	
16/085	<p>Bradwell Environment</p> <p>a. Playing field – Cllr Bedford provided report for March and was disappointed to report that whilst he was by the allotments an owner allowed their dog off the leash. The dog messed and the owner did not clear. Cllrs were asked to be observant to this happening and to speak to owners where possible.</p> <p>b. Holy Trinity Church Pond project – waiting to hear from PCC when they have reached a decision about when the path work is to be done, at which time the electricity supply will be installed for the pump.</p> <p style="text-align: right;">Action: Clerk to maintain contact with PCC</p> <p>c. Grant application for the additional trees has been submitted and trees reserved. As the supplier will not deliver until January 2017 the timetable for competition and planting will be re-drawn.</p>	

	<p>In this respect, it was AGREED that prizes will be purchased for the winner of each age group (art sets for the two younger groups and vouchers for the older groups).</p> <p style="text-align: right;">Action: Clerk to obtain prices</p> <p>It was agreed to set aside Saturday 7th January 2017 for planting.</p> <p style="text-align: right;">Action: Chairman to advise District Cllr Lady Newton of change of date</p>	
16/086	<p>Playing Field</p> <p>a. Cllr Evans reported on the short-listed quotations and following discussion the preferred supplier was unanimously AGREED on the criteria of quality of specification, meeting the requirements of the PC, responsiveness, locality of supplier and price. Site visit will be made to Finchingfield.</p> <p style="text-align: right;">Proposed: Cllr Dunn Seconded: Cllr Webb All in favour</p> <p style="text-align: right;">Action: Cllrs Lockey & Evans to arrange site visit</p> <p style="text-align: right;">Action: Cllr Evans to begin negotiations with preferred supplier</p> <p style="text-align: right;">Action: Clerk to arrange meeting with Bradwell Estates to discuss plans for playing field and other matters</p>	
16/087	<p>Flooding in Bradwell</p> <p>A meeting with affected residents has been arranged for Friday, 15th April in the Village Hall at 6.30pm to hold exploratory discussions as to whether the Parish Council is able to take any actions under Local Government Act 1972 “the power to act for the benefit of the community by tackling and promoting awareness of environmental issues”...</p>	
16/088	<p>Planning matters</p> <p>Cllr Kinder left the room</p> <p>Item to note: 16/00100/TPO notice to remove oak tree at 1 Rectory Meadow.</p> <p>Cllr Kinder re-joined the meeting</p>	
16/089	<p>Clerk’s Report</p> <p>The Clerk’s report was accepted and noted with the following points being discussed:</p> <p>a. Street Cleansing Agreement - Due to short return deadline the matter of the Street Cleansing contract with Braintree District Council was dealt with by exchange of e-mails in March, when it was AGREED to renew the contract. The Parish Council has agreed to undertake litter picking in accordance with Risk Management and Safe Working practices. It was also AGREED to retain a supply of recycling sacks to be made available to residents as required. A record to be maintained.</p> <p style="text-align: right;">Proposed: Cllr Lockey Seconded: Cllr Kinder All in favour</p> <p>b. Local Council Award, Foundation Level – It was RESOLVED to instruct the Parish Clerk to proceed with collation and production of information and documents necessary to apply.</p> <p style="text-align: right;">Proposed: Cllr Lockey Seconded: Cllr Kinder All in favour</p> <p style="text-align: right;">Action: Clerk to produce update at next meeting</p>	

	<p>The Clerk reported that J & N Grass Cutting were undertaking a second, unscheduled, cut to grass due to growing conditions. Cllrs complimented on the appearance of the Churchyard and AGREED this was required.</p> <p>The Clerk was asked to update the meeting on arrangements for the Annual Parish Meeting. Guest attendees and layout of hall were presented and AGREED by the meeting.</p>																																																			
16/090	<p>Correspondence received</p> <p>a. Pat Bash – Church Warden, Holy Trinity Church; sincere thanks to Bradwell with Pattiswick Parish Council for enabling and installing memorial seat.</p> <p>b. Telephone calls from Mr Bernard Hill expressing appreciation for the memorial seat and the article with photos in the Parish Magazine (and on the website).</p> <p>No other items to note.</p>																																																			
16/091	<p>Invitations received</p> <p>a. Neighbourhood Watch AGM on 11th May. Chairman, Clerk and Cllr Kinder attending.</p>																																																			
16/092	<p>Financial matters</p> <p>a. Outturn statement for March (end of financial year) discussed and noted. There were no queries. The Clerk asked the meeting to note the comments regarding variances at the end of the year, which will be highlighted to the Internal Auditor and reported in the end of year accounts/Annual Return.</p> <p style="text-align: right;">Action: The Clerk to complete</p> <p>b. Cheques signed:</p> <table border="1"> <thead> <tr> <th>Invoice date</th> <th></th> <th>Amount</th> <th>VAT</th> <th>Cheque no</th> </tr> </thead> <tbody> <tr> <td>30/03/2016</td> <td>HMRC – PAYE 3 months</td> <td>165.80</td> <td></td> <td>101010</td> </tr> <tr> <td>04/02/2016</td> <td>A G Dunn – Parish Plan costs</td> <td>181.77</td> <td>3.16</td> <td>101011</td> </tr> <tr> <td>30/03/2016</td> <td>Mrs C A Marshall – Salary & expenses</td> <td>309.99</td> <td>10.00</td> <td>101012</td> </tr> <tr> <td>21/03/2016</td> <td>Richard Edwards Group</td> <td>54.00</td> <td>9.00</td> <td>101013</td> </tr> <tr> <td>21/03/2016</td> <td>J & N Grass Cutting</td> <td>650.00</td> <td></td> <td>101014</td> </tr> <tr> <td>31/03/2016</td> <td>Bradwell Village Hall</td> <td>200.00</td> <td></td> <td>101015</td> </tr> <tr> <td colspan="5">The following item presented at meeting and AGREED for payment</td> </tr> <tr> <td>04/04/2016</td> <td>East of England Apples & Orchards Project</td> <td>65.80</td> <td></td> <td>101016</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>£1627.36</td> <td></td> <td></td> </tr> </tbody> </table>	Invoice date		Amount	VAT	Cheque no	30/03/2016	HMRC – PAYE 3 months	165.80		101010	04/02/2016	A G Dunn – Parish Plan costs	181.77	3.16	101011	30/03/2016	Mrs C A Marshall – Salary & expenses	309.99	10.00	101012	21/03/2016	Richard Edwards Group	54.00	9.00	101013	21/03/2016	J & N Grass Cutting	650.00		101014	31/03/2016	Bradwell Village Hall	200.00		101015	The following item presented at meeting and AGREED for payment					04/04/2016	East of England Apples & Orchards Project	65.80		101016	Total		£1627.36			
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16/093	<p>Next meeting</p> <p>Confirmed for Monday 9th May 2016 at 7.30pm in the Village Hall, Church Road, Bradwell.</p> <p style="text-align: right;">Action - Items for agenda to 2nd May 2016</p> <p>Meeting will be preceded by: 6.00pm - Annual Parish Assembly 7.00pm – Parish Council Annual General Meeting</p>																																																			
	The meeting closed at 9.00 pm.																																																			