

# Bradwell with Pattiswick Parish Council

## Minutes of the Parish Council Meeting

held on 11<sup>th</sup> January 2016 at 7.30pm in Bradwell Village Hall

16/001	<p><b>Present:</b> Councillor Tony Dunn – Chairman Councillor G Lockey – Vice-Chairman Councillor J Bedford Councillor C Evans Councillor L Kinder Councillor G Pritchard Councillor M Webb</p> <p><b>In attendance:</b> Mrs C Marshall (Clerk &amp; Responsible Finance Officer) Councillor James Abbott</p> <p>The Chairman opened the meeting and welcomed those present. There were no members of the public present. There were no apologies to be recorded.</p>
16/002	<p><b>Declarations of Interest</b> Item 16/011 Cllrs Kinder, Lockey and Webb – Village Hall</p>
16/003	<p><b>Public participation session</b> There were no members of the public present and no written comments received.</p>
16/004	<p><b>Discussion with Councillor Lady Patricia Newton</b> The Chairman advised that apologies had been received from Cllr Lady Newton who was unable to attend as she had been called to a meeting at Braintree District Council regarding the Local Plan. The date of the February meeting is in her calendar.</p>
16/005	<p><b>District Councillors</b> Councillor Abbott spoke to the following topics:</p> <ul style="list-style-type: none"> <li>a. Local Highways Panel – agenda will include speed limit in Pattiswick</li> <li>b. Integrated Waste Management Facility – a one year extension to the planning consent has been requested, as the primary planning consent expires 02/03/2016. A further 3 week consultation period will be applied in due course. The Secretary of State has called in the amendment to the planning permission as the data is considered to be out of date. A further application has been made which relates to the discharge of water from the site. The Environment Agency licence application is progressing despite the data being used being considered out of date by the Secretary of State.</li> <li>c. A120 Consultation Forum (Braintree District) to be held quarterly to capture the views of local communities and users.</li> </ul>
16/006	<p><b>Previous Minutes</b> The minutes of the meeting held on 14<sup>th</sup> December 2015 were AGREED as a correct record and signed by the Vice-Chairman.</p>

	<b>Proposed:</b> Cllr Evans <b>Seconded:</b> Cllr Bedford All in favour <b>Signed</b> by the Vice-Chairman
<b>16/007</b>	<b>Chairman's Report</b> The Chairman advised that his report is covered by Agenda items.
<b>16/008</b>	<b>Adoption of new policies</b> <ol style="list-style-type: none"> <li>1. Retention of Documents and Records Policy was agreed subject to the addition of a specific statement regarding retention of information by Councillors.  <p style="text-align: right;"><b>Action:</b> Clerk to amend and re-present at February meeting</p> </li> <li>2. Co-option of a councillor to fill a vacancy Policy was unanimously AGREED for adoption.  <p style="text-align: right;">All in favour <b>Action:</b> Clerk to publish final copy</p> </li> <li>3. Standing Orders – deferred to February meeting.  <p style="text-align: right;"><b>Action:</b> Clerk to check cross-referencing and re-issue draft</p> </li> </ol>
<b>16/009</b>	<b>Integrated Waste Management Facility</b> Cllr Evans advised that he had been approached by some residents who had queried what action was being taken by the Parish Council to oppose this. After discussion it was agreed that in addition to information published in the local media, the Parish Council would publish on the website updates and actions as they became available.
<b>16/010</b>	<b>Parish Plan</b> The Chairman requested further comments to be sent to him on the draft questionnaire for gathering input to the Parish Plan. The method for distribution was discussed and it was agreed that this should be carried out by all Councillors, face to face with residents, to provide an explanation of the process and also to request e-mail addresses. It was also agreed that responses will be anonymous but the questionnaires will be numbered so that an accurate count of those distributed -v- those returned can be ascertained  It was further agreed that the Chairman should pursue a grant application to assist with the cost of completing the Plan. <p style="text-align: right;"><b>ACTION:</b> Chairman to pursue grant funding</p>
<b>16/011</b>	<b>Village Hall Representative Report</b> Cllr Webb reported on the success of recent events with more villagers attending as well as some from neighbouring villages. Bookings are increasing and Parochial Church Council are also using the hall more often.
<b>16/012</b>	<b>Resilience (Emergency) Plan</b> Councillors provided updates on their allocated actions, these are progressing well. <p style="text-align: right;"><b>ACTION:</b> Clerk to update Plan and actions list, then re-issue</p>
<b>16/013</b>	<b>Bradwell Environment</b> <ol style="list-style-type: none"> <li>a. Playing field – Cllr Kinder undertook an inspection in December and reported on a few cases of dog fouling. Otherwise everything was satisfactory. Cllr Evans confirmed RoSPA have approved the laying of paving slabs.  <p style="text-align: right;"><b>ACTION:</b> Cllrs Bedford/Kinder to provide report sheet</p> </li> </ol>

	<p>b. Flooding to Church Road – drains are unable to cope with the volume of water running off fields. This has also been observed from Rectory Meadow running onto The Street. The pond in the Churchyard appears to be coping and whilst it has overflowed onto the surrounding area, the grave sites have not been affected. Cllr Lockey reported that the project proposal has been altered to a pump driven by mains electricity fed from the Church. As cabling would have to go through church land their agreement will be needed. It was suggested that the cabling could be undertaken when the church path is installed.</p> <p style="text-align: right;"><b>ACTION:</b> Cllr Lockey to progress project plan <b>ACTION:</b> Clerk to write to PCC outlining proposal and seeking agreement</p> <p>c. Trees for the orchard – it was agreed that 4 need to be purchased. The Chairman offered to speak with Braintree District Council for advice on Essex varieties that might be suitable.</p> <p style="text-align: right;"><b>ACTION:</b> Chairman to present costs to February meeting</p>
16/014	<p><b>Grass-cutting contract</b> Councillors discussed the analysis of quotations received and in their decision making applied the criteria of supporting local businesses, conditions of the Invitation to Tender being met and price. It was AGREED that the contract should be awarded to J &amp; N Grass Cutting, having met all criteria.</p> <p style="text-align: right;"><b>Proposed:</b> Cllr Dunn <b>Seconded:</b> Cllr Evans All in favour</p> <p>A 3 year contract will be prepared with a clause included contract to allow a review of the work at 6 months and for the contract to be ended after one year if performance is not satisfactory.</p> <p style="text-align: right;"><b>ACTION:</b> Clerk to draft contract <b>ACTION:</b> Clerk to advise all applicants of decision</p>
16/015	<p><b>Playing Field</b></p> <p>i. Cllr Evans advised that Calloo have offered the opportunity to visit some sites where their equipment is used, but it was agreed that Cllrs Evans and Lockey will look independently at the playing fields in Rayne and Bocking. Subject to those visits, it was AGREED to purchase outdoor gym equipment to the value of £10,000 (to include installation) subject to satisfactory funding.</p> <p style="text-align: right;"><b>ACTION:</b> Following site visits, Cllrs Evans and Lockey to provide details to Cllr Dunn of equipment to be purchased</p> <p>ii. It was AGREED that the purchase will be made from the Parish Council reserves and grant funding. Cllr Dunn will approach ECC CIF for a grant. If this request is successful the Parish Council will be required to fund up to 25% of total purchase cost.</p> <p style="text-align: right;"><b>ACTION:</b> Cllr Dunn to prepare bid</p> <p>iii. It was AGREED that Cllr Evans will project manage.</p> <p style="text-align: right;"><b>Proposed:</b> Cllr Pritchard <b>Seconded:</b> Cllr Lockey All in favour</p>
16/016	<b>Roads</b>

	<p>a. A120 – large volumes of standing water have been noticed where drains are unable to cope.</p> <p>b. Flooding to Church Road – see minute 16/013b above</p> <p>a. Speeding in Pattiswick – see minute 16/005 above.</p> <p>b. Road and water outside Tippetts Wade – heavy water seepage continues.  <b>ACTION:</b> Cllr Webb to contact Highways to arrange for Watercourse or drainage engineer to attend</p>
<b>01/017</b>	<p><b>Planning matters</b></p> <p>i. 15/01590/FUL &amp; 15/01591/LBC Bradwell Hall Farm Barns – an amended application has been submitted. Councillors remain concerned about the loss of footpath from Holy Trinity Church to the river.  <b>ACTION:</b> Cllr Dunn will draft objection  <b>ACTION:</b> Clerk to submit objection together with a copy of letter received from Strutt &amp; Parker</p> <p>ii. 15/01494/FUL Woodhouse, Pattiswick, conversion of barn to residential dwelling – Councillors considered the information provided and will raise no objections.  <b>ACTION:</b> Clerk to respond accordingly</p>
<b>01/018</b>	<p><b>Clerk's Report</b>  The Clerk's report was accepted and agreed.</p> <p>The proposal for the Annual Parish Meeting was agreed.  <b>ACTION:</b> Clerk to invite Vicar of Holy Trinity Church  <b>ACTION:</b> Clerk to invite MP</p> <p>The Essex Fire and Police Services, volunteering scheme was briefly discussed.  <b>ACTION:</b> Clerk to invite them to Annual Parish Meeting</p>
<b>01/019</b>	<p><b>Bradwell Poor's Land Charity</b>  The Chairman explained the background and the role of the Parish Council for this Charity. It was unanimously AGREED that Mr Bob Hume should be re-appointed as a Trustee.</p> <p style="text-align: right;"><b>Proposed:</b> Cllr Lockey  <b>Seconded:</b> Cllr Kinder  All in favour  <b>ACTION:</b> Clerk to advise the Clerk to the Charity</p>
<b>01/020</b>	<p><b>Correspondence received</b></p> <p>i. See minute 01/017 above.</p> <p>ii. Acknowledged.</p> <p>iii. Queen's 90<sup>th</sup> birthday celebrations – it was agreed this was more appropriate for the Village Hall Committee to follow up. Passed to Cllr Lockey.</p>
<b>01/021</b>	<p><b>Training</b>  Dates agreed.</p>
<b>16/022</b>	<p><b>Invitations received</b>  None received.</p>
<p>Cllrs Webb and Kinder left the meeting at 9.30 pm</p>	

<p><b>16/023</b></p>	<p><b>Financial matters</b></p> <p>i. The meeting discussed the service provided by Barclays Bank over the last 6 months and it was <b>AGREED</b> that enquiries should be made with a view to appointing another Bank that will meet the needs of the Parish Council.  <b>ACTION:</b> Cllr Evans to make enquiries  <b>ACTION:</b> Clerk to add to February Agenda</p> <p>ii. Outturn statement for December discussed and noted. No queries.</p> <p>iii. Draft Budget 2016/17</p> <p>a. As required by section 33 of the Localism Act 2011, Parish Councillors are obliged to leave discussions where they have a disclosable pecuniary interest. To participate in the setting of a precept for the Council, the Clerk to Bradwell with Pattiswick Parish Council granted dispensation from exclusion to all Councillors for the purpose of considering and setting the precept.</p> <p>b. Cllr Dunn explained the calculations for budgeted spend against forecast income to the end of March 2015. This would leave a reserve in the region of £14,678. He then referred to the draft budget for 2016/17 and proposed that the precept should remain the same as for the current year at £7,569 which would result in a more acceptable end of year reserve equivalent to 10 months' expenditure. It was <b>AGREED</b> to keep the precept the same as current year and to fund any reduction in the general account from reserves.</p> <p>iv. Cheques signed:</p> <table border="0" data-bbox="435 1137 1181 1317"> <thead> <tr> <th>Invoice date</th> <th></th> <th>Amount</th> <th>Cheque no</th> </tr> </thead> <tbody> <tr> <td>30/11/2015</td> <td>Mrs C A Marshall - Salary</td> <td>191.39</td> <td>100998</td> </tr> <tr> <td>30/11/2015</td> <td>Mrs C A Marshall - Office Expenses</td> <td>31.80</td> <td>100999</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total including VAT</td> <td>£223.19</td> <td></td> </tr> </tbody> </table>	Invoice date		Amount	Cheque no	30/11/2015	Mrs C A Marshall - Salary	191.39	100998	30/11/2015	Mrs C A Marshall - Office Expenses	31.80	100999	Total including VAT		£223.19	
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<p><b>16/024</b></p>	<p><b>Next meeting</b>  Confirmed for Monday 8<sup>th</sup> February 2016 at 7.30pm in the Village Hall, Church Road, Bradwell.  <b>Action</b> - Items for agenda to be sent to Parish Clerk by 12 noon, Monday 1<sup>st</sup> February</p>																
	<p><b>The meeting closed at 9.50 pm.</b></p>																
	<p>After the meeting it was agreed to call a meeting of the Employment Committee for Thursday 14<sup>th</sup> January at 8.00pm to complete performance review for the Parish Clerk.</p>																

