

Minutes of the Parish Council Meeting
held on 14th March 2016 at 7.30pm in Bradwell Village Hall

16/048	<p>Present: Councillor Tony Dunn – Chairman Councillor Glenn Lockey – Vice-Chairman Councillor John Bedford Councillor Lesley Kinder Councillor Gareth Pritchard Councillor Marie Webb</p> <p>In attendance: Mrs Christine Marshall (Clerk & Responsible Finance Officer) 8 members of the public</p> <p><u>Highways England (HE)</u> Nigel Allsopp – Team Leader for the asset development team covering Essex, Norfolk and Suffolk Andy Jobling – Essex area manager Fiona Semple – regional business manager</p> <p><u>Amey (HE's contractor)</u> Graham Gould – Amey routine maintenance team Luke Finnie – Amey routine maintenance team</p> <p>Apologies: Councillor Craig Evans District Councillor James Abbott</p> <p>The Chairman opened the meeting and welcomed those residents of the Parish who were in attendance, and representatives of Highways England and their contractor, Amey.</p> <p>Apologies were recorded from Councillor Evans and District Councillor Abbott.</p>
16/049	<p>Declarations of Interest Item 16/060 Cllrs Kinder,- Lockey and Webb – Village Hall</p>
16/050	<p>Public participation session The Chairman stated that a maximum of 5 questions could be posed under this item. Only one was raised and this is discussed under Agenda item 16/064a.</p>
16/051	<p>A120 The Chairman explained that after introductions, HE would be invited to address the meeting. Questions were to be held until the Q&A session, when the meeting would be adjourned.</p> <p>Mr Jopling spoke to the following topics:</p> <ul style="list-style-type: none"> • Proposals for large maintenance scheme over the next two financial years covering the A120 from Marks Tey to Braintree. • Renewing the carriageway will address drainage, lighting, signs and footpaths (not in Bradwell), replacing those which are no longer serviceable. Some of the puddling along the road is caused by drain blockages and differing heights of footpaths, verges and road. • Stretch of road through Bradwell will be re-surfaced using “deep digging” and quiet road surface to prolong useful life to about 10 years.

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	<ul style="list-style-type: none"> • Increased heavy traffic loads will be factored into the work, taking into account additional vehicle movements generated by the Integrated Waste Management Facility. • Noise of traffic driving over manhole and drain covers. The increased use of smaller drain covers will reduce number of heavy vehicles crossing them. Installing kerb drainage is not possible in many places due to close proximity of major Anglian water main pipes. • Designers are investigating whether covers can be moved further away from houses to reduce the nuisance caused. • Waterproofing and strengthening of the bridge. • Work will be phased to keep disruption to a minimum, but it will be necessary to close some parts for short periods. Phase 1 should be in Autumn 2016, but workplans and schedules are not yet finalised • Although HE have no influence over when BT (Openreach) and Anglian Water undertake work, a suggestion has been put to them to schedule works at the same time as HE. • Interim repairs will continue as normal following regular inspections of road surface and any reports from residents. • Longer term, Essex County Council are leading on road widening, dualling or by-passing villages, including A120, A12 and M11 junctions and the new Thames Crossing. Various options are being investigated before a full consultation is undertaken prior to ECC producing their road strategy from 2020 onward. • The Chairman outlined the Parish Plan responses related to roads, in which almost 93% of adult respondents had mentioned improvements to roads as a priority. Responses from young people had also raised this together with speeding traffic through the villages. • It was suggested that road signs for the Village Hall could be installed while other work was being undertaken to keep costs to a minimum. • The Chairman thanked HE and Amey for attending the meeting and those members of the public who attended for making this an interesting and participatory session. <p><i>Action: Chairman to write to management level within BT and Anglian Water to support a joint approach to managing roadworks and improvements through Bradwell</i></p> <p><i>Action: Chairman to provide analysis of Parish Plan questionnaire responses related to roads to HE</i></p> <p><i>Action: Chairman to provide HE with details of village signs that are no longer displayed</i></p> <p><i>Action: HE will advise the PC of potential costs for displaying sign</i></p>
<p>The meeting was adjourned for the Q&A session and for a further five minutes to enable HE and Amey to leave the meeting.</p>	
<p>16/052</p>	<p>District Councillors Cllr Abbott had sent his apologies and his brief report concerning IWMF was received after the meeting.</p>
<p>16/053</p>	<p>Previous Minutes The minutes of the meeting held on 8th February 2016 were AGREED as a correct record and will be signed by the Vice-Chairman after the meeting. Proposed: Cllr Lockey Seconded: Cllr Kinder</p>

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	All in favour
16/054	Chairman's Report The Chairman had nothing further to report beyond items minuted elsewhere.
16/055	Adoption of new policies a) Retention of Documents and Records – a previous copy had been sent to Councillors by mistake. <i>Action: Clerk to distribute latest version and table at next meeting</i> b) Grant Funding Proposed: Cllr Dunn Seconded: Cllr Lockey All in favour Action: Clerk to finalise and publish c) Code of Conduct Proposed: Cllr Lockey Seconded: Cllr Kinder All in favour Action: Clerk to finalise and publish
16/056	Integrated Waste Management Facility The Chairman read his report which would help to clarify what continues to be a confusing situation. A new consultation document was issued on 14 th January for comment by 4 th February. This document is an appeal to the Secretary of State seeking an extension of planning permission from 2 nd March 2016 to 2 nd March 2017. Gent Fairhead (GF) had indicated they would have "started work" by 2 nd March 2016 making an extension unnecessary. It is unclear whether work has actually started although it is noted that some trees have been cut down. ECC held an emergency meeting to approve section 73 amendments to the original planning application. It would appear that the Parish Council's letter of objection was not taken into account. GF have applied to the Environment Agency (EA) for an operating licence but it is unclear whether the EA in their assessment are using old or new data provided to the Secretary of State by GF. The EA will have to undertake consultation again once their assessment is complete, providing a further opportunity for comment and questions. It is the Chairman's view that projected levels of pollution from the plant (new data from GF) are too high. GF have applied for an extraction licence for water from the River Blackwater but to date the Parish Council has not been consulted on this.
16/057	Essex County Council and Southend-on-Sea Replacement Waste Local Plan (not to be confused with item 16/056, this is a separate plan) The Chairman explained the consultation and the process for the plan development (as laid down by government). The team determine quantity of waste to be generated in Essex during the next 15 years and add waste Essex is required to process from North London. Operators and potential operators then advise how much waste by type they would like to process over the next 15 years. Where more capacity is offered than required, a set of criteria are applied to assess the preferred sites for processing waste in the county. The team will also identify areas where waste could be processed should the offered sites not come on stream in a timely fashion.

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	<p>The Plan does not grant contracts or planning permission; operators still have to go through the tendering, planning and permitting process, however, if a site is not included in the plan it is unlikely to get planning permission unless another site in the plan fails to deliver.</p> <p>Comments are required on whether due process has been followed and whether other alternatives have been considered and rejected. For the IWMF, this should have been done in 2001 and would have formed part of the planning application in 2010-11.</p> <p>While planning permission and the section 73 amendments to that planning permission have been granted there are still some checks to be done to satisfy ourselves that the team have been duly diligent. For example,</p> <ul style="list-style-type: none"> • need to check which figures have been used for IWMF throughput (were these the latest figures approved by ECC at their emergency planning meeting?) • subsequently need to check that the same figures have been used by the Environment Agency in their permit assessment • need to check that the figures used do not exceed the maximum tonnage which can be carried by the permitted number of HGVs. <p>Action: <i>Chairman to undertake checks</i></p>
16/058	<p>Parish Plan</p> <p>a. BDC New Local Plan 2033 – For the benefit of those present, the Chairman explained how the analysis of the Parish Plan questionnaire relating to the proposals under BDC’s Call for Sites will form the response to BDC.</p> <p>With regard to the land east of Braintree, CRESS212 Temple Border, the Chairman declared an interest in so far as this site borders his property.</p> <p>It was AGREED to delegate the formal response to the Clerk to prepare.</p> <p>Action: <i>Clerk to prepare draft response</i></p> <p>b. Parish Plan – The Chairman confirmed analysis to date on data collected and that notice had been given to Braintree District Council that Bradwell with Pattiswick will be producing a Neighbourhood Plan. He explained to the members of the public present the background to, process for data gathering and benefits of these documents, and how the process of information gathering would support other initiatives, in particular future planning policy for Bradwell and Pattiswick.</p> <p>The Chairman confirmed that the grant application was successful and the sum of £450 has been received from BDC to assist in the cost of preparing the Parish Plan.</p> <p>Action: <i>Chairman to prepare summary of costs incurred</i></p> <p>c. Next steps – the Chairman will continue the analysis of data received and produce first draft report for discussion at the April meeting.</p>
16/059	<p>Braintree District Council Local Plan</p>

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	Reported under item 16/058a above.
16/060	<p>Village Hall Representative Report Cllr Webb reported on continuing increased use and interest in the Village Hall with some bookings resulting from the improvements. Not all bookings are from within the village (e.g. forthcoming First Aid course).</p> <p>Cllr Lockey advised that the choir from Stisted Hall will be at the coffee morning on 6th April to entertain attendees. All are welcome.</p>
16/061	<p>Emergency Plan The Clerk reported that amendments continue, but responses from volunteers to help in the event of an emergency have been received as a direct result of the Parish Plan questionnaire.</p>
16/062	<p>Bradwell Environment</p> <p>a. Playing field – Cllr Bedford provided report for March. No issues.</p> <p>b. Holy Trinity Church Pond project – waiting to hear from the Parochial Church Council. <i>Action: Clerk to follow up</i></p> <p>c. Memorial Bench – The Chairman thanked Cllrs Evans and Lockey for installing the bench and approval was given for an article and pictures to be published on the website thanking Peter Tyrrie for his generosity. <i>Action: Clerk to produce</i></p> <p>d. Orchard - It was AGREED to purchase 4 trees for the orchard. Purchase will need to be made before grant can be applied for. One condition of the grant is that young people of the village need to be involved. It was AGREED to hold a competition for young people under 16 to design a poster or sign, with entrants invited to Village Hall for winners' ceremony (3 places) and planting a tree each. MP and District Councillors to be invited, with fourth tree planted by them. <i>Proposed: Cllr Webb</i> <i>Seconded: Cllr Bedford</i> All in favour <i>Action: Chairman to order</i> <i>Action: Chairman to prepare grant application</i> <i>Action: Clerk to produce competition paperwork for distribution at Easter Egg Hunt and Dog Show (date to be advised)</i></p>
16/063	<p>Playing Field</p> <p>a. In the absence of Cllr Evans, Cllr Lockey requested agreement to invite two suppliers to undertake a site visit prior to negotiation for final price. This was AGREED and the Chairman confirmed he will now begin preparation of a grant application. <i>Action: Cllr Evans to invite and meet with suppliers</i> <i>Action: Chairman to prepare grant application</i> <i>Action: Clerk to enquire of BDC payment of s106 Unilateral Undertaking can be expected (totalling £6283)</i></p>
16/064	<p>Roads</p> <p>a. Road and water outside Tippets Wade – detailed discussion was held following the report of Tom Palmer, ECC Flood and Water Management Team, Watercourse Regulation Engineer, dated 2nd February. Cllrs Webb and Kinder advised that the situation was getting worse and Mr Palmer had been asked to review his previous advice and</p>

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	<p>recommendations.</p> <p>It was AGREED that this issue should become the focus of a specific working group whereby the Parish Council will assist the residents to resolve the situation. Working Group to include residents. Action: <i>Chairman to provide 3 suggested dates</i> Action: <i>Clerk to organise and issue invites</i></p> <p>b. Speeding in Pattiswick – it was AGREED that before warning signs could be purchased, permission from ECC to erect signs would be needed. Action: <i>Clerk to seek approval from ECC</i></p>
16/065	<p>Planning matters</p> <p>a. As minuted under item 16/058a, it was RESOLVED to delegate power for planning responses to the Parish Clerk. Proposed: Cllr Lockey Seconded: Cllr Kinder All in favour</p> <p>b. 16/00312/FUL – Erection of dwelling and outbuilding at The Paddocks, Hollies Road. First application 15/00749/FUL was refused in Sept 2015 and the new application appears to use the same layout plan as previously. The Parish Council has no objection to this application but the Clerk was asked to contact the Planning Officer for a view as to why the same application has been submitted. Action: <i>Clerk to contact Planning Officer and advise Cllrs</i></p> <p>c. 16/00231/ECC – Bradwell Quarry, Church Road, Bradwell - Consultation on Essex County Council application ESS/07/16/BTE – Noted, objections previously raised.</p>
16/066	<p>Clerk's Report</p> <p>The Clerk's report was accepted and noted with the following points being discussed:</p> <ol style="list-style-type: none"> 1. It was AGREED to purchase a licence for Office 365 Action: <i>Clerk to complete</i>
16/067	<p>Contracts</p> <p>a. Ground maintenance – now signed by contractor and Cllrs AGREED for Clerk to sign. Action: <i>Clerk to complete</i></p> <p>b. Payroll – it was AGREED for the Clerk to advise Richard Edwards Group to cease the payroll bureau service. Action: <i>Clerk to action and complete HMRC actions necessary to take payroll in house</i></p>
16/068	<p>Correspondence received</p> <p>List previously distributed to Cllrs was noted with the following comments:</p> <p>Lower Thames Cross Route Consultation – the Parish Council has no comment to make. Action: <i>Clerk to respond</i></p> <p>BDVSA – further information to be obtained in respect of the BD Health & Wellbeing Panel Grants available Action: <i>Clerk to follow up</i></p> <p>UK Power Networks – it was AGREED for the Clerk to progress this initiative with the Community Agent and Greenfields Housing. Action: <i>Clerk to progress</i></p>

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16/069	Invitations received None																														
16/070	<p>Financial matters</p> <p>a. Outturn statement for February discussed and noted. There were no queries.</p> <p>b. Letters to Barclays Bank re online banking and direct debit payment errors signed.</p> <p>c. Appointment of internal auditor - It was AGREED to appoint Ms Powell Davies as Internal Auditor for the financial year 2015/16. <i>Action: Clerk to confirm and arrange meeting for audit</i></p> <p>d. 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>29/02/16</td> <td>Mrs C A Marshall – Clerk's salary</td> <td>235.72</td> <td></td> <td>101006</td> </tr> <tr> <td>29/02/16</td> <td>Mrs C A Marshall – office expenses</td> <td>52.84</td> <td>6.64</td> <td>101007</td> </tr> <tr> <td>08/03/16</td> <td>O2</td> <td>15.54</td> <td></td> <td>D/D</td> </tr> <tr> <td>03/03/16</td> <td>EALC – training Clerk and Chairman</td> <td>555.00</td> <td></td> <td>101008</td> </tr> <tr> <td></td> <td></td> <td>£843.56</td> <td></td> <td></td> </tr> </tbody> </table>	Invoice date		Amount	VAT	Cheque no	29/02/16	Mrs C A Marshall – Clerk's salary	235.72		101006	29/02/16	Mrs C A Marshall – office expenses	52.84	6.64	101007	08/03/16	O2	15.54		D/D	03/03/16	EALC – training Clerk and Chairman	555.00		101008			£843.56		
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16/071	<p>Next meeting Confirmed for Monday 11th April 2016 at 7.30pm in the Village Hall, Church Road, Bradwell.</p> <p>Action - Items for agenda to be sent to Parish Clerk by 12 noon, Monday 4th April</p>																														
The meeting closed at 9.50 pm.																															

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