

Bradwell with Pattiswick Parish Council

Minutes of the Parish Council Meeting

held on Monday 9th May 2016 at 7.30pm in Bradwell Village Hall

Present: Councillor John Bedford
Councillor Tony Dunn
Councillor Craig Evans
Councillor Lesley Kinder
Councillor Glenn Lockey
Councillor Gareth Pritchard
Councillor Marie Webb

In attendance: Mrs Christine Marshall (Parish Clerk & Responsible Financial Officer)
Carol Mayston – Environment Agency
Nicola China – Surface Water Planning Engineer, Essex County Council
Tom Palmer – Watercourse Regulation Engineer, Essex County Council
Four members of the public

16/111 The Chairman opened the meeting and welcomed four members of the public and three guest speakers.

Apologies: District Councillor James Abbott who was attending the Braintree District Local Plan Sub-Committee Meeting where he would be speaking in respect of the large number of local draft development sites, including those affecting Bradwell, supporting the Parish Councils objections to development proposals within the Parish.

16/112 Declarations of Interest
Item 16/123 Cllrs Webb, Lockey and Kinder – Village Hall

16/113 Public participation session
Forge Crescent – a resident reported a large pot-hole close to the junction with The Street which is dangerous to users of mobility vehicles and cyclists.
Action: Clerk to report to Essex Highways

Integrated Waste Management Facility – a resident expressed her concern and anger that she was unable to comment knowledgeably on the amendments being made to the planning applications due to the number being submitted and the technical “jargon” that was contained within the documents. Particular concerns related to vehicle movements, emissions and the effect on residents.

The Chairman summarised the situation so far, outlining the history of the Public Enquiry, the close scrutiny of all amendments by the Parish Council and its continued objections to the facility. Parish Council representatives attend all IWMF Liaison Group meetings (next meeting 12th May) and attend all public consultation events to remain as informed as possible. The Parish Council has also held discussions with Highways England concerning the potential increase in heavy vehicle movements on the A120 and will be meeting with Essex County Council

Highways Team to discuss this and the resultant effects on residents and roads through the village.

Action: Clerk to issue invites as above

The Chairman updated the meeting that no decision had yet been published by the Environment Agency in respect of IWMF water extraction or discharge into the River Blackwater.

Footpath Bradwell to Braintree – the footpath, where it exists, from Bradwell to the Marks Farm roundabout is in extremely poor condition, which prevents its safe use by pedestrians and users of mobility vehicles.

Action: Clerk to write to Highways England

16/115 Environment Agency

Carol Mayston complemented the Parish Council on the quality of the new Community Emergency Plan (CEP), stating that whilst it had not yet been finalised, it catered fully for potential emergency situations. She informed the meeting of the “Floodline Warning Direct” service and recommended that the CEP Co-Ordinator, Cllr Evans, and the Parish Clerk should be registered.

Action: Clerk to complete

The UK Power Networks Priority Services Register was recommended and the Clerk explained that this was to be a joint project with the Community Agent and Greenfields Community Housing Association to identify those residents who might qualify and to visit them to explain the scheme and assist with registration.

Carol left a number of leaflets for information that the Clerk will summarise for ease of reference.

Action: Clerk to issue summary

The Chairman thanked Carol for attending the Annual Parish Assembly and being available to answer residents’ queries, and for speaking with the Parish Council before she left the meeting.

16/114 Essex County Council

Nicola Crane and Tom Palmer explained that “Where Does the Water Go” is an ongoing project within ECC that involves Parish Councils and communities in identifying hidden (underground) drains, culverts, streams, springs and other water related features such as areas prone to flooding or standing water, in order to produce a comprehensive map (example shown). This map will better inform work schedules and planning decisions. Full training will be given to those participating. It was AGREED that Bradwell and Pattiswick should be included within this scheme.

Action: Clerk to make arrangements

Tom Palmer advised that budget would be available to undertake CCTV surveys and water-jet blasting of silt and natural debris blockages in the area to the rear of The Street from Rectory Meadows and Chapel Rise, although a date has not yet been scheduled. He further advised that notice will be given to residents of when the work will be undertaken, stating that ECC will have a formal entry document that permits entry on to land in the owner’s absence. If drain and culverts are blocked, it will be the responsibility of the owner through or under whose land this is routed to repair.

The Chairman thanked Nicola and Tom for attending the Annual Parish Assembly and being available to answer residents' queries, and for speaking with the Parish Council before she left the meeting.

16/116 District Councillors

Cllr Abbott was unable to attend but had provided the Parish Council with an update under agenda items 16/111 and 16/121.

16/117 Previous Minutes

The minutes of the Annual Parish Council Meeting held on 18th May 2015 were AGREED as a correct record and signed by the Chairman.

Proposed: Cllr Lockey, **Seconded:** Cllr Evans, All in favour
Signed by the Chairman

The minutes 11th April 2016 were AGREED as a correct record and signed by the Chairman.

Proposed: Cllr Evans, **Seconded:** Cllr Kinder, All in favour
Signed by the Chairman

16/118 A120

Replacement of village signs – The Chairman confirmed he had submitted a request to Highways England for replacement village signs and a directional sign for Bradwell Village Hall along the A120. He has not yet been able to speak to the occupants outside whose house this latter sign will be installed (adjacent to telegraph pole). Cllr Webb confirmed she had photographs showing the position of the previous sign if these were required.

The possibility of another sign for Holy Trinity Church as a place of interest was also discussed.

Action: Clerk to make enquiries of Parochial Church Council

18/119 Other roads

The Clerk confirmed that an application had been made to the Highways Panel for permission to erect warning signs along Dog House Lane, Pattiswick. A date for consideration is not yet known.

16/120 Chairman's Report

The Chairman's report is included within Agenda items, other than: Entry for Essex Best Kept Churchyard has been considered. This requires a Management Plan for the Churchyard at Holy Trinity Church, which currently has not been prepared. This would include clear guidance for the conservation and encouragement of wild plants and trees, location sketches for both are available.

Action: Cllrs Dunn and Lockey to review and update plans

The Chairman has also entered Essex Village of the Year competition on behalf of the village. If entry progresses beyond first stage, it will be necessary to establish a small team to take this forward.

16/121 Integrated Waste Management Facility

The Chairman confirmed his attendance at the forthcoming IWMF Liaison Group, when he will be raising the points discussed earlier. He will also be seeking clarification of plans for the route in and out of the Facility following the closure of

the Haul Road which it is understood is scheduled when extraction from the quarry is complete.

16/122 Parish Plan

The results of the Parish Plan were discussed and the following topics discussed and groups agreed:

Vision – to be included within the Neighbourhood Plan, membership to be decided.

Community – Village shop is the BP Service Station within the village along the A120. The manager has indicated his willingness for the shop to meet the needs of the residents. To be a topic group within the Neighbourhood Plan.

Community Magazine – The Chairman will analyse results further to quantify.

Playing field – Cllr Evans already leading on the project for gym equipment to be installed. The Chairman has prepared and submitted a Business Case to the landowners for approval and a grant application to Tesco is being prepared which will also include additional items that could be purchased if a top-up grant was agreed. Grant applications will also be submitted for consideration under VCF and ECC CIF.

Orchard –Chairman to oversee.

Road safety – Neighbourhood Plan topic group.

Young people - Neighbourhood Plan topic group. The Clerk is preparing a paper for consideration to establish a Young People's Committee. The Chairman advised that the Parish Council has authority to provide grants to voluntary bodies without premises.

Education – The Parish Council expressed willingness to assist in setting up a nursery facility in the Village Hall.

NHS – The Chairman advised that he will be meeting the Chair of Mid-Essex Clinical Group and will raise the Parish Plan results.

Bus services - to be addressed as relevant.

Communications – “Superfast Essex” broadband provision remains an issue.

Action: Clerk to follow up

Police and Neighbourhood Watch – It has been agreed that Essex Rural Policing Team will attend future Parish Council meetings to discuss concerns or events. If they are unable to attend, an Essex Fire colleague will attend.

Action: Clerk to provide dates

Speeding through villages – Neighbourhood Plan topic group: Road Safety

Flooding

Action: Clerk to follow up per agenda item 16/114

Neighbourhood Steering Group – To be established. Timescale will be decided in due course.

Parish and Neighbourhood Plan topic groups agreed:

Planning Policy: Cllrs Dunn (Lead), Lockey and Evans

Employment: Cllrs Evans and Pritchard

Action: Cllr Dunn to produce suitable questionnaire for Cllr Evans

Village Shop: Cllrs Webb (Lead) and Kinder

Road Safety: Cllrs Pritchard (Lead) and Bedford

Young People: Parish Clerk (Lead), Cllrs Kinder and Evans

16/123 Village Hall Representative Report

Cllr Webb reported that the funding and support of the Parish Council has been worthwhile and is achieving noticeable benefits in bringing together villagers at community events. Cllr Evans wished to record the tremendous work that the Village Hall Management Committee have undertaken in the last year to achieve these result.

16/124 Bradwell Environment

- a. Playing field: Cllr Bedford provided his report and commented on the graffiti. Cllr Pritchard has removed some and Cllr Bedford will attempt to remove the remainder, that has been reported by two children in Bradwell, on the painted metal parts of the equipment.

Cllr Bedford advised that there were signs of a barbeque being held on the playing field at the weekend and proposed that a brick enclosure could be provided so that any future "cooking" was undertaken in an appropriate spot. It was AGREED to seek permission from Bradwell Trust as part of the new lease negotiations.

*Action: Clerk to seek advice of AON regarding insurance
Clerk to advise Strutt & Parker of proposal*

- b. Holy Trinity Church pond project: Cllr Lockey updated the meeting on current status and emergency work that had to be carried out following heavy rainfall in mid-April. A resident, Ian McIntosh, offered some suggestions to remedy this without installing a pump.

Action: Cllr Lockey to follow up

16/125 Playing field

- a. Outdoor gym equipment project: Cllr Evans updated the meeting on the newly negotiated price for the agreed equipment at £9,829 (plus VAT). Quote includes clearance of site and removal of rubbish. A further charge for final inspection and immediate sign off to enable equipment to be used would be £495 undertaken by Caloo. Sign off by RoSPA is £100 less, but the equipment could not be used until that was complete and RoSPA have indicated that this would require several weeks' notice to be done. Under the circumstances, it was AGREED to proceed with Caloo sign off.

*Action: Cllr Evans to confirm to Caloo,
subject to approval of Bradwell Estates*

- b. The Chairman updated members on the recent meeting with Strutt & Parker when it was agreed that a 25-year lease should be sought. A Business Plan will need to be written to incorporate plans for the gym equipment giving full details of the installation as well as the removal/remedial action to be taken at the end of the lease period or if equipment is de-commissioned. Costs were quoted at £1,330 legal fees plus £500 for Strutt & Parker's costs. VAT would be payable but reclaimed at end of year. These costs are not included in the budget, but would have to be paid to secure the playing field for the next 25 years.

It was RESOLVED to instruct the Chairman to proceed with the Business Plan and negotiation with Strutt & Parker to secure the lease.

It was AGREED to include the costs totalling £1,830 + VAT £366 within the current year's budget.

Proposed: Cllr Evans, **Seconded:** Cllr Webb, All in favour

Action: Clerk to update budget

Action: Chairman to revise Business Plan for S&P and Tesco grant application

16/126 Planning matters

Application refused:

Bradwell Trout Farm, The Slades, Cuthedge Lane, Bradwell

Application for a non-material amendment to raise eaves/roof height.

Application permitted:

Erection of replacement dwelling and outbuilding

The Paddocks, Hollies Road, Bradwell

16/127 Clerk's Report

The Clerk's report was accepted and it was AGREED to accept the new financial report templates.

16/128 Correspondence received

Requests for donations received on behalf of Magpas Helimedi and East Anglian Children's Hospices (EACH) were discussed. Although Cllr Bedford expressed his wish that a donation be made to EACH, it was AGREED that these organisations had not been used within the Parish, consequently no donations would be made.

Action: Clerk to advise decision both organisations

16/129 Invitations received

Neighbourhood Watch AGM on 11th May 2016. Cllrs Dunn and Kinder and Parish Clerk to attend.

16/130 Financial matters

- a. Aon – It was RESOLVED that the Parish Clerk should proceed with renewal at £214.44 for the year wef 1st June 2016.
- b. Internal Audit – The Clerk updated Cllrs and advised that a meeting had been held with the new Internal Auditor and her report was awaited.
- c. Financial statement for April 2016 was discussed and noted. There were no queries, but the Clerk was requested to bring forward into the budget any balance remaining from the Parish Plan grant that will be used during the year.
- d. Year-end Accounts – It was RESOLVED to accept the year-end accounts to 31st March 2016.
- e. The following cheques were signed:

E-ON street lighting electricity	£71.44
A G Dunn land registry search	£6.00
HMRC PAYE	£58.80
BALC affiliation fee	£18.00
EALC & NALC affiliation fees	£158.69
C A Marshall salary & expenses	£351.00
Aon insurance premium	£214.44

16/131 Next meeting

Confirmed for Monday 13th June 2016 at 7.30pm in the Village Hall, Church Road, Bradwell.

Action: Items for Agenda to be sent to the Parish Clerk to be received no later than 12 noon on Monday 6th June 2016

The meeting closed at 9.30pm