



BRADWELL-ON-SEA PARISH COUNCIL

Ms Kelly Andrews, Clerk to the Council
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COUNCIL MEETING

**Members are summoned to attend the Bradwell-on-Sea Council Meeting
to be held on Monday 21 July 2025 at 7.30pm at Bradwell Village Hall
to transact the business as shown on the agenda.**

K Andrews

Clerk to the Council
16 July 2025

Cllr H Baker (Chairperson)
Cllr J Meehan

Cllr M Neall
Cllr P Davidson

Cllr M Martin
Cllr D Allen

Note to Councillors: If you are unable to attend the meeting, please telephone your apologies to the Clerk on 07903 312394 or email Clerk@bradwellonsea-pc.gov.uk

AGENDA

25/55 WELCOME to the Bradwell-on-Sea Parish Council Meeting of 21 July 2025.

A reminder to everyone in attendance and who will be participating in the meeting that they may be filmed, recorded, photographed, or otherwise reported about.

25/56 APOLOGIES FOR ABSENCE

25/57 MINUTES OF THE LAST MEETING

To approve as a correct record, the minutes of the meetings held on 16th June 2025.

25/58 PUBLIC FORUM

Any members of the public or Councillors wishing to address the Council may do so during this time.

25/59 COUNCILLOR VACANCY

Following the resignation of Cllr. Noble, Bradwell-on-Sea Parish Council are waiting to fill the casual vacancies by co-option process. The Clerk to update the council of the process and resolve to continue with the next stage of co-option.

25/60 FINANCE

- To receive the bank reconciliations as at 30th June 2025
- To receive the comparison of Actual to Budgeted for 2025/2026
- To resolve to approve the following payments and transactions for July 2025 and to agree a transfer of funds to meet the Parish Council financial requirements.

July Payee	Purpose	Method	£ Gross	£ PAYE	£ Paid
Salaries	Month of July	BACS	903.34	140.20	763.14
			Net	VAT	Gross
Glasdon UK Limited	2 x Park Benches	BACS	1170.00	234.00	1404.00
BT	Village Hall - Broadband	DD	39.45	7.88	47.33
HMRC	PAYE & NI	BACS	352.99		352.99
Unity Trust Bank Plc	Bank Service Charge	BACS	6.00		6.00

**25/61 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 PART 3 (AGAR)
ANNUAL INTERNAL AUDIT REPORT 2024/25**

To receive the Internal Auditors annual written report and completion of page 3 of the AGAR.

**25/62 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 PART 3 (AGAR)
Section 1 – ANNUAL GOVERNANCE STATEMENT 2024/25**

Members had been issued with a copy of the AGAR. To resolve to approve the Annual Governance Statement.

**25/63 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 PART 3 (AGAR)
Section 2 – ACCOUNTING STATEMENTS 2024/25**

Members had been issued with a copy of the AGAR

To resolve that members considered the Accounting Statements at the meeting.

To resolve that the Accounting Statements be approved

To resolve and to ensure that the Accounting Statements are signed and dated by the Chairperson.

25/64 PLANNING

Applications received from Maldon District Council.

To respond as a consultee.

25/00593/FUL

Proposed location of beacon structure on land at seaward entrance to marina.

Bradwell Marina, Waterside Road, Bradwell-on-Sea.

[25/00593/FUL | Proposed location of Beacon Structure on land at seaward entrance to marina | Bradwell Marina Waterside Road Bradwell-On-Sea Southminster Essex CM0 7RB](#)

25/00565/TCA

T1 – Robinia Pseudoacacia – Fel

New Hall, High Street, Bradwell-on-Sea.

[25/00565/TCA | T1 - Robinia Pseudoacacia - Fell | New Hall High Street Bradwell-on-sea Southminster Essex CM0 7QL](#)

Appeals

NONE RECEIVED

Decisions advised by MDC

25/00423/LDP

Claim for a lawful development certificate for the proposed siting of a caravan.

Cherry Tree Cottage East End Road Bradwell-on-sea Southminster

APPROVED

25/00170/PACUAR

Prior approval application for the change of use and conversion of the agricultural building to one dwellinghouse with the necessary alterations.

Land Adjacent Drinkwater Farm Maldon Road Bradwell-On-Sea Essex

PRIOR APPROVAL IS REQUIRED AND GRANTED

25/65 HIGHWAYS & PUBLIC FOOTPATHS

- a) To report any new highways or public footpath defects and to report any repairs or updates on existing defects.
- b) A resident has reported that hedgerows and vegetation from residential properties in East End Road are encroaching on the public footpaths.
To resolve to consider any actions required to tackle the residents' concerns.

25/66 GROUNDSMAN

- a) Report from the groundsman.

25/67 VILLAGE HALL & PLAY AREA

- a) Update from the village hall committee
- b) Update/reports on any findings on Councillors weekly checks of the hall. Any immediate repairs to be decided on.
- c) To resolve to discuss the outside tap and the fitting of a water meter in order for the groundsman to be able to carry out his duties successfully.

25/68 VILLAGE HALL/PARK CHECKLIST & VILLAGE HALL MAINTENANCE SCHEDULE

To resolve to receive an update regarding the routine checklist and maintenance schedule of the village hall.

25/69 NOTICES, MEETINGS AND TRAINING COURSES.

Training courses offered by the EALC for councillors can be booked via the Clerk.

To receive and consider reports on and minutes of meetings attended or information relating to meetings coming up.

CHAIRPERSONS TRAINING Days 1 & 2 – Saturday 13th & 20th September Cllr H. Baker to attend
BRADWELL LCLC MEETINGS – To be confirmed – Cllr M. Neall to attend

25/70 DISTRICT & COUNTY COUNCILLORS REPORT

To receive a report from the District Councillor.

25/71 VILLAGE DEFIBRILLATOR

- a) To resolve to receive an update on first aid training.
- b) To resolve to consider that the parish council funds the first aid training.
- c) To resolve to receive an update on the progress of the installation of the new defibrillator.

25/72 VILLAGE HALL LEASE

To resolve to receive an update on the village hall lease and to schedule a meeting between the parish councillors and village hall committee.

25/73 CHURCH WALL REPAIRS

The remainder of the church wall requires repair due to general deterioration.

To resolve to receive an update on the next phase of repair.

25/74 VEHICLE NUISANCE AND SPEEDING

A resident has expressed concerns that there is excessive speeding and noise throughout Bradwell on Sea Village, particularly groups of visiting vehicles.

To resolve to receive an update following the agreed actions.

25/75 RELOCATION OF LITTER BIN

Maldon District Council have received a request from Bradwell-on-Sea Community Shop to relocate the litter bin.

To resolve to consider the request and the cost implications.

25/76 DOG WASTE BINS

Three dog waste bins were installed at various locations in Bradwell-on-Sea village.

To resolve to receive an update regarding the installation of the dog waste bins.

25/77 GRANT FUNDING AVAILABILITY

- a) To resolve to consider the grant funding available for parish and town projects.
- b) To resolve to consider any projects that could benefit from the available grant funding and agree any actions required to apply for the funding.

25/78 BIO-DIVERSITY DUTY

To resolve to receive an update of what is required of Bradwell on Sea Parish Council to assist with improving local environmental and climate concerns and consider the options.

25/79 DATE OF NEXT MEETING

The next meeting will be held on Monday 15th September 2025 at 7.30pm in the Parish Room of Bradwell Village Hall. However, this may change dependent on planning applications received or other urgent business that may arise.

25/80 NOTICE OF ITEMS TO BE TAKEN INTO CONSIDERATION AT THE NEXT MEETING

If Councillors wish motions to be included on the next Agenda, they need to be sent to the Clerk before Friday the 5th of September.

25/81 EXCLUSION OF THE PRESS AND THE PUBLIC

To resolve that under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the meeting for agenda items 24-25/412 and 24-25/414 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

25/82 EMPLOYEE CONTRACTS & DUTIES

To resolve to review the employee contract for the groundsman and the responsibilities required to maintain the village property and assets.

25/83 VILLAGE HALL LEASE

To resolve to review any financial decisions to be made concerning the terms of the latest edition of the Village Hall Lease.

25/84 COUNCIL TREE SURVEY QUOTATIONS

To resolve to consider the quotation received for tree survey works.

25/85 CLOSURE

To close the meeting having considered and determined all items of business.