



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 15 September 2025 at 7.30pm at Bradwell Village Hall
to transact the business as shown on the agenda.**

K Andrews

Clerk to the Council
10 September 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

25/86 WELCOME to the Bradwell-on-Sea Parish Council Meeting of 15 September 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.

25/87 APOLOGIES FOR ABSENCE

25/88 MINUTES OF THE LAST MEETING

To approve as a correct record, the minutes of the meetings held on 21st July 2025.

25/89 PUBLIC FORUM

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

25/90 COUNCILLOR VACANCY CO-OPTION

A selection interview had been held prior to this meeting for the councillor vacancy. To resolve to co-opt the successful candidate. Declarations of Acceptance of Office are required to be signed in the presence of the Proper Officer (Clerk) and the candidate will be required to complete their Register of Members interests via the MDC website.

25/91 FINANCE

- To receive the bank reconciliations as at 31st July and 31st August 2025
- To receive the comparison of Actual to Budgeted for 2025/2026
- To resolve to approve the following payments and transactions for September 2025 and to agree a transfer of funds to meet the Parish Council financial requirements.

August Payee	Purpose	Method	£ Gross	£ PAYE	£ Paid
Salaries	Month of August	BACS	711.64	110.80	600.84
			Net	VAT	Gross
Upson Mowers Limited	Mower Servicing	BACS	275.40	55.08	330.48
Maldon District Council	Playground Inspection	BACS	65.10	13.02	78.12
London Hearts	Defibrillator - St. Peter's Chapel	BACS	1159.20		1159.20

Moore Partners Ltd	Tree Survey	BACS	770.00		770.00
Glasdon UK Limited	2 x Benches	BACS	1170.00	234.00	1404.00
HMRC	PAYE & NI	BACS	166.33		166.33
BT	Broadband	DD	39.44	7.89	47.33
Unity Trust Bank Plc	Bank Charges	DD	6.00		6.00

September

Payee	Purpose	Method	Gross	PAYE	Paid
Salaries	Month of August	BACS	1465.94	217.54	1248.40
			Net	VAT	Gross
BT	Broadband	DD	39.44	7.89	47.33
Unity Trust Bank Plc	Bank Charges	DD	6.00		6.00
S. Dewick	Fuel Reimbursed	BACS	36.20		36.20
P. Davidson	Bench Fittings - Reimbursed	BACS	29.35	5.87	35.23

25/92 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.

25/93 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.

25/94 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.

25/95 PLANNING

Applications received from Maldon District Council.

To respond as a consultee.

25/00780/DEMPA

Prior notification for the demolition of prefab house and ancillary outbuildings.

Ashridge Downhall Beach Bradwell-on-sea

[25/00780/DEMPA | Prior notification for the demolition of prefab house and ancillary outbuildings.
| Ashridge Downhall Beach Bradwell-on-sea Southminster Essex CM0 7HW](#)

25/00719/FUL

Proposed demolition of existing dwelling, double garage and stable and construction 5 new chalet bungalows

Beckholm Bacons Chase Bradwell-on-sea

[25/00719/FUL | Proposed demolition of existing dwelling, double garage and stable and
construction 5 new chalet bungalows | Beckholm Bacons Chase Bradwell-on-sea Southminster Essex
CM0 7PH](#)

Appeals

NONE RECEIVED

Decisions advised by MDC

25/00638/HOUSE

Construction of outdoor swimming pool

Well Cottage High Street Bradwell-on-sea

APPROVED

25/00769/ESS

Proposed installation of new heating plant (Air Source Heat Pump) and extension to existing plant room

Bradwell Outdoor Centre Bradwell Field Studies And Sailing Centre Waterside Road Bradwell-On-Sea.

APPROVED

25/00565/TCA

T1 – Robinia Pseudoacacia – Fel

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

ALLOWED TO PROCEED

25/96 HIGHWAYS & PUBLIC FOOTPATHS

To report any new highways or public footpath defects and to report any repairs or updates on existing defects.

25/97 GROUNDSMAN

Report from the groundsman.

25/98 VILLAGE HALL & PLAY AREA

- a) To resolve to review the Play Area Inspection Report and to discuss any actions required.
- b) Update from the village hall committee
- c) Update/reports on any findings on Councillors weekly checks of the hall. Any immediate repairs to be decided on.
- d) 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.

25/99 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.

25/100 TREE SURVEY REPORT

- a) To resolve to review the Tree Survey Report carried out by Moore Partners Ltd.
- b) To resolve to discuss the actions required regarding the urgent tree works found in the Tree Survey Report.

25/101 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 Day 2 – Saturday 20th September Cllr H. Baker to attend

PARISH COUNCIL FORUM – Thursday 6th November - 2pm till 4pm - Maldon Town Hall – Cllr H. Baker and Clerk to attend

PARISH CLERKS INFORMAL NETWORKING - Thursday 6th November - 1pm till 2pm - Maldon Town Hall – Clerk to attend

BRADWELL LCLC MEETINGS – To be confirmed – Cllr M. Neall to attend

CHAIRPERSONS TRAINING Day 1 - Saturday 13th September – Cllr H. Baker to report

25/102 DISTRICT & COUNTY COUNCILLORS REPORT

To receive a report from the District Councillor.

25/103 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 defibrillators at St. Cedd's School and St. Peter's Chapel.

25/104 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.

25/105 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.

25/106 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.

25/107 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.

25/108 DATE OF NEXT MEETING

The next meeting will be held on Monday 20th October 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.

25/109 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.

25/110 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 25/111 and 25/112 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

25/111 EMPLOYEE CONTRACTS & DUTIES

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

25/112 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.

25/113 CLOSURE

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