

BRADWELL-ON-SEA PARISH COUNCIL

Minutes of the Bradwell-on-Sea Parish Council Meeting
held on Monday 17 March 2025 at 7.30pm at Bradwell Village Hall.

PRESENT: Cllr M Neall (Chairperson) Cllr P Davidson Cllr J Noble
Cllr H Baker Cllr D Allen

Members of the public: None

CHAIRPERSON: Cllr M Neall

24-25/384 WELCOME to the Bradwell-on-Sea Village Council Meeting of 17 March 2025.

The Chairperson reminded everyone in attendance and who will be participating in the meeting that they may be filmed, recorded, photographed, or otherwise reported about. Bradwell-on-Sea Parish Council did not record this meeting.

24-25/385 APOLOGIES FOR ABSENCE

Cllr J Meehan and Cllr Martin

24-25/386 MEMBERS DECLARATION OF INTERESTS

None.

24-25/387 DISPENSATIONS

None.

24-25/388 MINUTES OF THE LAST MEETING

RESOLVED: To approve as a correct record, the minutes of the meeting held on 17th February 2025. A correction was required on agenda item 24-25/372 from 1.5 million to half a million.

24-25/389 PUBLIC FORUM

- Cllr Baker enquired if the frontage of Blossom Cottage was the responsibility of Bradwell-on-Sea Parish Council or ECC Highways. Cllr Neall confirmed that it was the responsibility of ECC Highways.
- Cllr Baker asked if the verge in front of the Children's Play Area and South Street was the responsibility of the parish council and if it was could the area be tidied and cleared of brambles and a decorative feature be placed there. Cllr Neall confirmed that it is the responsibility of the parish council. The Clerk will ask the groundsman to mow and clear the brambles.
- Cllr Baker also asked if the nettles could be removed from around the oak tree. The Clerk will instruct the groundsman to clear the nettles.
- Cllr Baker advised that a limb of the Oak tree was broken. Cllr Neall requested that a tree survey is arranged. The Clerk will contact Karen West and request a quotation.

24-25/390 FINANCE

- a) RESOLVED: To receive the bank reconciliations as at 31st January and 28th February 2025
- b) RESOLVED: To receive the comparison of Actual to Budgeted for 2024/2025
- c) RESOLVED: To approve the payment of Accounts for March 2025 and to agree a transfer of funds to meet the Parish Council financial requirements. Unanimous decision.

24-25/391 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/2024

The External Auditor Report and Certificate 2023/2024 has been completed. The Notice of Closure of Audit has been issued.

RESOLVED: The councillors have reviewed the external auditors report and are happy with the report. Agreed. Unanimous decision.

24-25/392 MARY BROWN TRUST INVESTMENT STRATEGY

RESOLVED: To review the Investment Strategy in accordance with the Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15(1)(a) of the Local Government Act 2003

and effective for financial years commencing on or after 1 April 2018. Agreed. Unanimous decision.

24-25/393 REVIEW OF THE BRADWELL ON SEA PARISH COUNCIL STANDING ORDERS

The NALC model standing orders 2018 had been revised in 2020. The Clerk has reviewed the standing orders and confirms that these remain up to date.

RESOLVED: To adopt Bradwell on Sea Parish Council Standing Orders for the financial year 2024/2025. Agreed. Unanimous decision.

24-25/394 TO REVIEW THE ADEQUACY AND EFFECTIVENESS OF THE SYSTEM OF:

- **INTERNAL CONTROL**
- **INTERNAL AUDIT**
- **FINANCIAL RISK MANAGEMENT**

A document detailing the procedures undertaken in respect of the above had been circulated to members.

RESOLVED: That Members considered the findings of the review at the meeting.

RESOLVED: To approve the document detailing the procedures. Agreed. Unanimous decision.

RESOLVED: Alternative council members to undertake internal control to verify bank reconciliations produced by the RFO in accordance with Financial Regulation 2.2. and to receive a report from the internal checker that bank reconciliations have been completed monthly by the RFO and checked monthly by the appointed internal checker. Agreed. Unanimous decision.

RESOLVED: To appoint John Watson as a competent and independent Internal Auditor for 2024/2025. Agreed. Unanimous decision.

24-25/395 ANNUAL REVIEW OF THE ASSET REGISTER

RESOLVED: The Asset Register was reviewed and accepted. Agreed. Unanimous decision.

24-25/396 ANNUAL REVIEW OF THE RISK ASSESSMENTS

RESOLVED: The Risk Assessments were reviewed and accepted. Agreed. Unanimous decision.

24-25/397 PLANNING

Applications received from Maldon District Council.

To respond as a consultee.

25/00188/TCA

T2 Holme Oak - Crown reduce by 2.5m. T3 Holme Oak – Fell. T4 Conifer Lawsoniana – Height reduction by 2m.

6, Caidge Row, East End Road, Bradwell-on-Sea.

RESOLVED: Bradwell-on-Sea Parish Council supported this application. Unanimous decision.

25/00183/WTPO

(TPO 10/91) T1 Horse Chestnut – Crown lift up to 3m and crown reduction by 4m.

6, Caidge Row, East End Road, Bradwell-on-Sea.

RESOLVED: Bradwell-on-Sea Parish Council supported this application. Unanimous decision.

Appeals

NONE RECEIVED

Decisions advised by MDC

24/00989/HOUSE

Proposed single storey rear extension with fenestration alterations and addition of rooflights.

Naps End, Bacons Chase, Bradwell-on-Sea

APPLICATION APPROVED

24-25/398 HIGHWAYS & PUBLIC FOOTPATHS

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

Cllr Allen reported that the fence surrounding one of the military pillboxes on the sea wall had been vandalised and enquired who the parish council reports this to. The Clerk will ask Maldon District Council.

24-25/399 GROUNDSMAN

- a) The groundsman reported that he still has no pressure washer or water tap key. All sites have been inspected and kept tidy. The village hall field is drying well in the cold wind and both football pitches have now been mowed. The remainder of the field should be ready for cutting this week.
The ivy from the churchyard fence has been removed.
- b) It was reported that a post had fallen down in the car park. The groundsman will be notified.

24-25/400 VILLAGE HALL & PLAY AREA

- a) Update from the village hall committee. RESOLVED: A report had not been received.
- b) Update/reports on any findings on Councillors weekly checks of the hall. Any immediate repairs to be decided on. Cllr Allen reported that there had bin fly tipping around the recycling bins in the car park.

24-25/401 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.

RESOLVED: Cllr Neall will circulate a checklist to all councillors.

24-25/402 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.

Maldon Parish & Town Council Forum – Tuesday 25th March Noon till 1pm - Clerk to attend.

Maldon Parish & Town Council Forum – Tuesday 25th March 1pm till 3pm – For Councillors.

EALC Village Halls Course – Thursday 27th March 10am till 3pm EALC training centre – Clerk to attend.

Dengie Hundred Group of Parish Councils – Wednesday 16th April 7pm – Cllr Neall to attend.

24-25/403 DISTRICT & COUNTY COUNCILLORS REPORT

To receive a report from the District Councillor.

Cllr Neall explained that there was not a lot to report this month as devolution has taken president at the moment.

24-25/404 VILLAGE DEFIBRILLATOR

To resolve to receive an update on correspondence with Brad Luff regarding the defibrillator demonstration.

RESOLVED: It was suggested that St. John's Ambulance and the Dengie Crop Dries are approached to arrange a first aid course. The Village Hall Committee will be asked if they would like to join the parish council on the course.

A defibrillator will be purchased, and Cllr Baker will ask St. Cedd's School if the defibrillator could be located there.

24-25/405 VILLAGE HALL LEASE

RESOLVED: There had been no correspondence received regarding the grievances. The Clerk will email Mr Scurrall again and request a list of any grievances that he may wish to be considered. Mr Surrall will also be asked if he can suggest dates for the next meeting of Councillors and Village Hall Committee members to discuss the lease.

24-25/406 CHURCH WALL DAMAGE

The church wall needs repair due to severe damage caused by a public bus colliding into the wall.

RESOLVED: Weather permitting, the wall will be repaired in April.

24-25/407 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.

RESOLVED: Cllr Baker will obtain hedging from the Woodland Trust and will be planting hedging around the perimeter of the recreational field.

24-25/408 THE BRADWELL ON SEA ANNUAL PARISH MEETING

This meeting must be held between the 1st of March and 1st June. It is not a council meeting although the Parish Council Chairperson must chair the meeting.

RESOLVED: The Bradwell on Sea Annual Parish Meeting will be held on Monday 19th May prior to the usual full council meeting. The Groundsman, Stephen Dewick and The Mary Brown Charity trustee, Jean Allen will be invited to attend.

24-25/409 DATE OF NEXT MEETING

The next meeting will be held on Monday 21st April 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. UPDATE: This meeting could not be held due to a lack of venue availability.

24-25/410 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 11th of April.

24-25/411 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.

24-25/412 EMPLOYEE SALARIES

RESOLVED: The employee contract will be discussed once the Church Management Plan has been agreed. Unanimous decision.

24-25/413 VILLAGE HALL LEASE

RESOLVED: As agreed in agenda item 24-25/405, another meeting with the Councillors and the Village Hall Committee will be arranged to discuss the terms of the latest edition of the Village Hall Lease.

24-25/414 CHURCH WALL REPAIR

RESOLVED: That the church warden, David Thorpe, is overseeing the insurance claim and quotation for the repairs.

24-25/415 CLOSURE.

There being no further business the meeting closed at 8.35pm.

Kelly Andrews Clerk to the Council

Signed: Chairperson.....Date.....