



BRADWELL-ON-SEA PARISH COUNCIL

Ms Kelly Andrews, Clerk to the Council
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<https://e-voice.org.uk/bradwellonseaparishcouncil>



COUNCIL MEETING

Members are summoned to attend the Bradwell-on-Sea Council Meeting to be held on Monday 16 March 2026 at 7.30pm at Bradwell Village Hall to transact the business as shown on the agenda.

K Andrews

Clerk to the Council
10 March 2026

Cllr H Baker (Chairperson)
Cllr P Davidson

Cllr M Martin
Cllr D Allen

Cllr J Meehan
Cllr M Hazell

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

- 26/029 WELCOME to the Bradwell-on-Sea Parish Council Meeting of 16 March 2026.**
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.
- 26/030 APOLOGIES FOR ABSENCE**
- 26/031 MEMBERS DECLARATION OF INTERESTS**
Members are invited to declare Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests relating to items on this agenda.
- 26/032 DISPENSATIONS**
To consider member's applications for dispensations.
- 26/033 MINUTES OF THE LAST MEETING**
To approve as a correct record, the minutes of the meetings held on 16th February 2025.
- 26/034 PUBLIC FORUM**
(This session will not exceed 15 minutes – unless otherwise directed by the Chair - no individual to speak for longer than 3 minutes on any one issue) An opportunity for members of the public and press to speak about items on the agenda and to raise other issues.
- 26/035 COUNCILLOR VACANCY**
Following the resignation of Cllr M. Neall, Bradwell-on-Sea Parish Council are waiting to fill the vacancy by co-option process. The Clerk to update the council of the process and resolve to continue with the next stage of co-option
- 26/036 FINANCE**
- To receive the bank reconciliations as at 28th February 2026.
 - To receive the comparison of Actual to Budgeted for 2025/2026

- c) To resolve to approve the following payments and transactions for March 2026 and to agree a transfer of funds to meet the Parish Council financial requirements.

March Payee	Purpose	Method	£ Gross	£ PAYE	£ Paid
Salaries	Month of March	BACS	578.88	115.80	463.08
			Net	VAT	Gross
EALC	Councillor Training Days 1&2	BACS	250.00	50.00	300.00
HMRC	PAYE & NI – Mths 7,8&9	BACS	3.52		3.52
Maldon District Council	Community Engagement Team	BACS	389.16	77.83	466.99

26/037 TO REVIEW THE ADEQUACY AND EFFECTIVENESS OF THE SYSTEM OF:

- **INTERNAL CONTROL**
- **INTERNAL AUDIT**
- **FINANCIAL RISK MANAGMENT**

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

To resolve that Members considered the findings of the review at the meeting.

To resolve to approve the document detailing the procedures.

To resolve to appoint Ann Wood as a competent and independent Internal Auditor for 2025/2026.

26/038 ANNUAL REVIEW OF THE ASSET REGISTER

To resolve to review and accept the Asset Register.

26/039 ANNUAL REVIEW OF THE RISK ASSESSMENTS

To resolve to review and accept the Risk Assessments.

26/040 MODEL CODE OF CONDUCT

To resolve to review and accept the Model Code of Conduct.

26/041 PLANNING

Applications received from Maldon District Council.

To respond as a consultee.

26/00124/LBC

Internal alterations, removing existing staircase and walls, and creating an enlarged entrance hall with new stairs to current standards and a first floor ensuite toilet to serve both bedrooms.

Baytree House, High Street, Bradwell-on-Sea

[26/00124/LBC | Internal Alterations , removing existing staircase and walls, and creating an enlarged entrance hall, with new stairs to current standards, and a first floor ensuite toilet to serve both bedrooms. | Baytree House High Street Bradwell-on-sea Southminster Essex CM0 7QN](#)

26/00115/S37CON

Alterations to the high voltage (HV) overhead line.

Land Adjacent Maldon Road, Bradwell-on-Sea

[26/00115/S37CON | Alterations to the high voltage \(HV\) overhead line | Land Adjacent Maldon Road Bradwell-On-Sea Essex](#)

26/00102/LDP

Claim for lawful development certificate for the proposed siting of a mobile home (caravan)

Land at Down Westwick, Waterside Road, Bradwell-on-Sea

[26/00102/LDP | Claim for lawful development certificate for the proposed siting of a mobile home \(caravan\) | Land At Down Westwick Waterside Road Bradwell-On-Sea Essex](#)

Appeals

25/00904/OUT PP-14386646

Outline application with all matters reserved for the erection of up to 6 dwellings
Land Rear Of Ancora South Street Bradwell-On-Sea Essex

Decisions advised by MDC

None.

26/042 HIGHWAYS & PUBLIC FOOTPATHS

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

26/043 GROUNDSMAN

Report from the groundsman.

26/044 VILLAGE HALL & PLAY AREA

- a) Resolve to receive an update from the village hall committee
- b) Resolve to receive an update/reports on any findings on Councillors weekly checks of the hall. Any immediate repairs to be decided on.

26/045 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.

26/046 MALDON CVS GREEN SPACE GAMES SESSION

Maldon Community Voluntary Service (CVS) held a very successful free Green Space Games session for children at the village hall during the February half term holiday.

Maldon CVS have contacted the parish council to offer the free sessions for families with children aged 3-11 to get everyone moving, active and socialising in the community space again during the summer holidays.

To resolve to discuss this request and any actions required.

26/047 SCHOOL PARKING

A resident has raised safety concerns regarding the parking outside St. Cedd's Primary School during drop off and collection times.

To resolve to consider the concerns raised and any actions required.

26/048 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.

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

COUNCILLOR TRAINING - [Training Calendar – Essex Association of Local Councils](https://ealc.gov.uk/training-calendar/)
<https://ealc.gov.uk/training-calendar/>

Dengie Group of Parish Councils – Tuesday 17th February – 7pm - Lawling Park Hall, Mayland

Parish Clerks Informal Networking – Tuesday 19th May - 1pm till 2pm - Maldon Town Hall – Clerk to attend

Parish/Town Council Forum – Tuesday 19th May – Maldon Town Hall – 2pm till 4pm

Dengie Climate Action Partnership – Thursday 26th March – Tillingham Village Hall, Tillingham - 7pm till 9pm.

Councillor Training Days 1 & 2 – Tuesday 3rd & 10th March – Springfield Parish Centre, Springfield – 10am till 4pm – Cllr M. Hazell to report.

26/049 DISTRICT & COUNTY COUNCILLORS REPORT

To receive a report from the District Councillor.

26/050 VILLAGE DEFIBRILLATOR

- a) To resolve to receive an update on first aid training.

b) To resolve to receive an update on the monthly check of the defibrillator at St. Cedd's School.

26/051 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.

26/052 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.

26/053 BRADWELL-ON-SEA DRAINAGE SYSTEM

Concerns have been raised regarding the effectiveness of the surface water drainage system in Bradwell-on-Sea.

To resolve to consider the options and any actions required.

26/054 CHURCH WALL MAINTENANCE AND REPAIR

a) The church wall requires repair due to severe damage caused by UK Power Networks.

To resolve to discuss any actions required to carry out the necessary repairs.

b) To resolve to discuss the next stages of the repointing of the church wall and any actions required.

26/055 CCTV OPERATOR

Due to the resignation of Cllr M. Neall, who was also the appointed parish councils CCTV Operator, a councillor is required to look after and monitor the cameras.

To resolve to appoint a new CCTV Operator.

26/056 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.

To resolve to set a date for the Annual Parish Meeting.

26/057 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.

26/058 DATE OF NEXT MEETING

The next meeting will be held on Monday 20th April 2026 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.

26/059 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 6th of March.

26/060 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 26/056 to 26/057 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

26/061 STAFFING MATTERS

To resolve to note the resignation of the Groundsman and consider arrangements of the vacancy.

26/062 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.

26/063 CLOSURE

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