

BRADWELL-ON-SEA PARISH COUNCIL

Minutes of the are Bradwell-on-Sea Council Meeting
held on Monday 16 March 2026 at 7.30pm at Bradwell Village Hall.

PRESENT: Cllr H Baker (Chairperson) Cllr M Martin Cllr J Meehan
Cllr P Davidson Cllr D Allen Cllr M Hazell

Members of the public: Three

Chairperson: Cllr H Baker

26/029 WELCOME to the Bradwell-on-Sea Parish Council Meeting of 16 March 2026.

Resolved: 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.

26/030 APOLOGIES FOR ABSENCE

Cllr J Meehan (Prior Engagement)
Agreed. Unanimous decision.

26/031 MEMBERS DECLARATION OF INTERESTS

Cllr H. Baker declared a non-pecuniary interest in agenda item 26/041, planning application 26/00124/LBC as her husband has provided a contact for the work subject to planning permission. Cllr H. Baker will not take part in the discussion of this agenda item.

26/032 DISPENSATIONS

None received.

26/033 MINUTES OF THE LAST MEETING

RESOLVED: To approve as a correct record, the minutes of the meetings held on 16th February 2026. Agreed. Unanimous decision.

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.

- Following the concerns raised regarding the speeding and anti-social behaviour, Cllr Wendy Stamp advised that she would arrange a TEAMS meeting with the cabinet member. Cllr Stamp also advised that, once completed, the petition is sent to her to present at the open council meeting in May so that the concerns are recorded in the meetings minutes. Cllr Stamp continued to advise that if residents have not signed the petition, it is requested that a signed letter is counted as a signature. The Clerk reported that Cllr Stamp had provided her with a document called Safer Roads which can be circulated to residents.

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.

RESOLVED: The Clerk updated the council that Maldon District Council had been informed of Cllr Neall's resignation and that the Notice of Vacancy will expire on 27th March. If after this date, there has been no call for an election then the position can be filled by co-option.

Following the resignation of Cllr Neall, who held the position of Vice Chairperson, Cllr M. Martin was appointed as Vice Chairperson of Bradwell-on-Sea Parish Council Agreed. Unanimous decision.

26/036 FINANCE

- a) RESOLVED: To receive the bank reconciliations as at 28th February 2026. Agreed. Unanimous decision.
- b) RESOLVED: To receive the comparison of Actual to Budgeted for 2025/2026. Agreed.

Unanimous decision.

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

d)

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 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. Agreed. Unanimous decision.

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

RESOLVED: To appoint Ann Wood as a competent and independent Internal Auditor for 2025/2026. Agreed. Unanimous decision.

26/038 ANNUAL REVIEW OF THE ASSET REGISTER

To resolve to review and accept the Asset Register.

RESOLVED: The Asset Register was reviewed and accepted for 2026/2027 at this meeting. Agreed. Unanimous decision.

26/039 ANNUAL REVIEW OF THE RISK ASSESSMENTS

To resolve to review and accept the Risk Assessments.

RESOLVED: The Risk Assessment was reviewed and accepted for 2026/2027 at this meeting. Agreed. Unanimous decision.

26/040 MODEL CODE OF CONDUCT

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

RESOLVED: The Model Code of Conduct was reviewed and accepted for 2026/2027 at this meeting. Agreed. Unanimous decision.

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

RESOLVED: Bradwell-on-Sea Parish Council supported this planning application. Agreed.

Unanimous decision.

26/00115/S37CON

Alterations to the high voltage (HV) overhead line.

Land Adjacent Maldon Road, Bradwell-on-Sea

RESOLVED: Bradwell-on-Sea Parish Council supported this planning application. Agreed.

Unanimous decision.

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

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.

RESOLVED: St. Cedd's Primary school has reported that the public pathway leading from the village hall to the school is very damaged and a staff member had tripped and hurt themselves. Councillors will report this to Essex County Highways through Cllr W. Stamp. Agreed. Unanimous decision.

26/043 GROUNDSMAN

The Groundsman reported that all areas had been checked and kept tidy. The roses at the war memorial have been pruned and the cuttings cleared away.

He continued to report that, if the lawnmower is repaired or replaced, he shall endeavour to cut the playground and churchyard before the end of the month.

26/044 VILLAGE HALL & PLAY AREA

- a) Resolve to receive an update from the village hall committee. RESOLVED: The Village Hall Committee have a meeting scheduled for Tuesday 17th March.
- b) Resolve to receive an update/reports on any findings on Councillors weekly checks of the hall. Any immediate repairs to be decided on. RESOLVED: The climbing play equipment is waiting for repair. Agreed. Unanimous decision.

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.

RESOLVED: Cllrs Davidson, Allen and Baker will meet at 9am on Saturday 21st March to review the site and bring the checklist up to date. Agreed. Unanimous decision.

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.

RESOLVED: Bradwell-on-Sea Village Council agreed to host the Maldon CVS Green Space Games sessions during the school summer holidays dependant on cost. Agreed. Unanimous decision.

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.

RESOLVED: The Clerk has written to the school and has received a very positive response and that they are very willing to work with the school on the issues raised. Cllr H. Baker reported that she had sent the school a link regarding a free road safety workshop. Agreed. Unanimous decision.

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 reported that she found the course very informative and had emailed the Clerk with some questions regarding queries that she had following the training.

26/049 DISTRICT & COUNTY COUNCILLORS REPORT

RESOLVED: District Cllr M. Neall was not present at this meeting.

26/050 VILLAGE DEFIBRILLATOR

- a) RESOLVED: The Clerk has circulated the poster advertising the first aid training course. The Clerk reported that she had received a lot of interest in signing up to the course.
- b) RESOLVED: Cllr H. Baker reported that the defibrillator has been checked and confirmed that the defibrillator is in a ready state in the case of an emergency.

26/051 VILLAGE HALL LEASE

RESOLVED: The councillors provided the Village Hall Chairperson with some suggested dates of a meeting with the village hall committee. Agreed. Unanimous decision.

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.

RESOLVED: Cllr W. Stamp suggested that the resident contacts Adam Pipe regarding safety issues and requests that he carries out a site visit and reports back the findings.

26/053 BRADWELL-ON-SEA DRAINAGE SYSTEM

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

RESOLVED: Councillors to send a picture to Cllr W. Stamp and Essex County Council Highways when the area is flooded. The councillors will also encourage the school to email Essex County Council Highways. Agreed. Unanimous decision.

26/054 CHURCH WALL MAINTENANCE AND REPAIR

- a) The church wall requires repair due to severe damage caused by UK Power Networks.
RESOLVED: The Clerk will contact UK Power Network regarding the damage to the footpath and request a date for repairs. Agreed. Unanimous decision.
- b) To resolve to discuss the next stages of the repointing of the church wall and any actions required.
RESOLVED: The second stage will be continued during the school summer holidays. Agreed. Unanimous decision.

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.

RESOLVED: The Clerk will write a draft CCTV policy for the councillors to review at the next full council meeting. The Clerk will contact Spencer Clerk for advice. Agreed. Unanimous decision.

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.

RESOLVED: The Annual Parish Meeting will be held on Monday 18th May 2026 prior to the full council meeting. Agreed. Unanimous decision.

26/057 BIO-DIVERSITY DUTY

RESOLVED: 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.

Bradwell-on-Sea Parish Council organise a voluntary litter pick in the next few months and also write to the Bradwell Power Station regarding the increased amount of litter on the road approaching the power station.

The Parish Council will also notify residents via social media of the no hedge cutting during the period of 1st March and 31st August.

Agreed. Unanimous decision.

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.

- Council Training Provider for 2026/2027
- Cricketers Public House
- Tree Survey

26/060 EXCLUSION OF THE PRESS AND THE PUBLIC

RESOLVED: 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 26/061 to 26/062 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Agreed. Unanimous decision.

26/061 STAFFING MATTERS

RESOLVED:

- Email the groundsman and request that items belonging to the Parish Council are returned prior to the final date of employment.
- Obtain three quotations for ground maintenance contractors.

Agreed. Unanimous decision.

26/062 VILLAGE HALL LEASE

RESOLVED:

- To wait for a date for a suggested date from the Village Hall Chairperson, Roger Scurrell, for a meeting between the Parish Council and Village Hall Committee.
- To circulate the grievances prior to the joint meeting.

Agreed. Unanimous decision.

26/063 CLOSURE

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

There being no further business the meeting closed at 9.05pm

Kelly Andrews Clerk to the Council

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

