

# BRADWELL-ON-SEA PARISH COUNCIL

Parish Clerk / RFO: Kelly Andrews

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Minutes of the Bradwell-on-Sea Parish Council Meeting held on Monday 20 <sup>th</sup> April 2026 at 7.30pm in Bradwell-on-Sea Village Hall.	ACTION
<p><b>PRESENT:</b> Cllr H Baker (Chair)                      Cllr M Martin                      Cllr J Meehan Cllr P Davidson    Cllr M Hazell</p>	
<p>Members of the public: Four</p>	
<p><b>CHAIRPERSON:</b> Cllr H Baker</p>	
<p><b>26/064                      WELCOME to the Bradwell-on-Sea Parish Council Meeting of 20<sup>th</sup> April 2026.</b> RESOLVED: The Chair 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.</p>	
<p><b>26/065                      APOLOGIES FOR ABSENCE</b> Cllr D. Allen – Prior engagement. Agreed. Unanimous decision.</p>	
<p><b>26/066                      MEMBERS DECLARATION OF INTERESTS</b> There were no declarations of interest declared.</p>	
<p><b>26/067                      DISPENSATIONS</b> There were no dispensations received.</p>	
<p><b>26/068                      MINUTES OF THE LAST MEETING</b> RESOLVED: Subject to changes, to approve as a correct record the minutes of the meeting held on Tuesday 16<sup>th</sup> March 2026. Proposed: Cllr H. Baker      Seconded: Cllr M. Martin Agreed. Unanimous decision.</p>	Clerk
<p><b>26/069                      PUBLIC FORUM</b></p> <ul style="list-style-type: none"> <li>- A resident registered his interest in the councillor vacancy. The Clerk advised that she would take his email and send him the details. The resident also enquired what is happening regarding the old gas works site and planning permission. The Clerk read out District Cllr M. Neall's report, which read as follows: With regards to the Old Gas Works - An enforcement case has been opened and will be monitored by officers, at the moment, i have not had any additional information from them due to the number of enforcement actions that are currently being reviewed. Cllr Martin advised that Brownfields are replacing the buildings like for like at present.</li> <li>- Anna Appleyard, representing Maldon and District Community Voluntary Service, had attended the meeting to report back the success of the recent Green Space Games program, which was held in the February half term and delivered the program from the recreational ground and village hall at Bradwell-on-Sea. Anna reported the following: The Green Space Games is currently funded by residual funding provided by Active Essex, Maldon District Council and the National Lottery to run trial sessions and to see what interest was generated from the events. Going forwards, CVS are reaching out to parish councils to see if they would support the scheme by providing two hours of family fun. CVS bring with them lots of sports equipment, games and arts and crafts. During the summer months the activities are delivered outside in the recreational green spaces, which encourages people to be outside, the community coming together, enjoying fresh air and encouraging the children away from their screens. Young volunteers, aged 16 to 19 years, are also asked to assist which then gives teenagers a chance to build their CV's and all volunteers are provided with first aid training. The sessions teach multiple skills, from learning to shoot a bow and arrow or hold a tennis racket. Picnics are also encouraged during the summer months. Cllr P. Davidson reported that his grandson attended the session and thoroughly enjoyed the session</li> </ul>	

and was included by the young volunteers.

Anna continued that there are also quiet games for those children that prefer not to run around and games for everyone to be included.

The feedback received from those that attended, in response to the QR code survey provided, 16 children attended with 9 adults and 100% of those that attended had fun and socialised with new people, 60% commented that they don't usually take part in physical activity, everyone felt more confident after the session and enjoyed staff interaction with the games.

80% that attended agreed that they would like to see more of these sessions in the area.

Anna reported that the sessions would in future cost £360 per session, but two sessions would be £330 and four sessions would cost £310 per session. However, CVS are working with Maldon District Council with the hope that they could contribute £80-£100 of grant funding towards the sessions.

Anna will know the final figure for grant funding available by the end of the week and will keep in touch with the Clerk and any further questions are encouraged by email to Anna.

- A resident reported that the pathways leading from Delamere's farm, Maldon Road and Down Hall are grown over and there are still leaves from Autumn on the pavements.

Cllr Baker advised that the works are part of the campaign to slow the traffic down and the parish council are working with Cllr Wendy Stamp to make repairs to the local highways and footpaths.

The resident also suggested that the village are encouraged to grow flowers in tubs and perhaps organise a Pretty Village competition.

Cllr Baker suggested that this could be part of the parish council's biodiversity duty and also to work with the flower show. This will be added as an agenda item for the May meeting.

Clerk

Clerk

### 26/070 COUNCILLOR VACANCY

Following the resignation of Cllr M. Neall, Bradwell-on-Sea Parish Council are awaiting to fill the casual vacancy by co-option process. The Clerk advised that she is continuing to advertise the vacancy and has currently received one application.

The Clerk will advertise the position in the parish paper, specifying a deadline for applications of 28<sup>th</sup> May.

Clerk

### 26/071 FINANCE

- RESOLVED: To receive the bank reconciliations as at 31<sup>st</sup> March 2026. Agreed. Unanimous decision.
- RESOLVED: To receive the comparison of Actual to Budgeted for 2025/2026. Agreed. Unanimous decision.
- RESOLVED: To approve the following payments and transactions for April 2026 and to agree a transfer of funds to meet the Parish Council financial requirements. Agreed. Unanimous decision.

Clerk

March Payee	Purpose	Method	£ Gross	£ PAYE	£ Paid
Salaries	Month of March	BACS	1257.12	226.12	1031.00
			<b>Net</b>	<b>VAT</b>	<b>Gross</b>
EALC	Councillor Training Days 1&2	BACS	250.00	50.00	300.00
Zurich Insurance Company	Insurance Policy Renewal	BACS	2439.38	292.73	2732.11
NFLA	Nuclear Free Membership	BACS	150.00		150.00

### 26/072 NOTICE OF CONCLUSION OF AUDIT 2024/2025

To receive and note the Notice of Conclusion of Audit for the financial year 2024/2025 and the External Auditor's Report.

- The councillors noted that, due to the internal auditor's ill health, the audit was submitted late to PKF Littlejohn.

*Bradwell-on-Sea Parish Council will be endeavour to submit the AGAR for 2025/2026 within enough time prior to the deadline.*

Clerk

- The submission of the AGAR 2024/2025 did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2025/26 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2025/26 and ensure that it makes proper provision for the exercise of public rights during 2026/27.

*Bradwell-on-Sea Parish Council will answer 'No' to Assertion 4 of the AGAR for 2025/2026 and make proper provision for the exercise of public rights during 2026/2027.*

Clerk

### 26/073 CLERK & COUNCILLOR TRAINING PROVIDER

To review, consider and approve the annual membership for subscription to a training provider for the financial year 2026/2027.

RESOLVED: This item will be brought forward to the May agenda once the clerk has investigated the annual subscriptions for comparison. Agreed. Unanimous decision.

Clerk

<p><b>26/074 GRANT AND COMMUNITY FUNDING</b></p> <p>a) To resolve to consider and approve a grant application to LCLC for grant funding. RESOLVED: The Clerk and councillors will compile a list of projects and improvements for grant funding. Agreed. Unanimous decision.</p> <p>b) Mr David Thorpe has identified that there is currently no voluntary agreement for community funding from Bradwell Power Station to the parish of Bradwell-on-Sea. RESOLVED: The councillors will work with David Thorpe to apply to Bradwell Power Station for grant funding. David will also send the Clerk the best contact details regarding grant funding available from the power station. Agreed. Unanimous decision</p> <p>c) To resolve to consider projects in the community for the grant funding from LCLC and also Bradwell Power Station. RESOLVED: The councillors will compile a list of projects which would benefit from grant funding. Agreed. Unanimous decision.</p>	<p>Clerk &amp; Councillors</p> <p>Clerk</p> <p>Clerk &amp; Councillors</p>
<p><b>26/075 PLANNING</b> <b>Applications received from Maldon District Council.</b> <b>To respond as a consultee.</b></p>	
<p><b>26/00172/WTPO</b> (G1 on TPO 02/79) T1 &amp; T2 Lime - Repollard back to previous pollard point by removing up to 3m, leaving suitable growth points. Lanara Lodge Waterside Road Bradwell-On-Sea RESOLVED: Bradwell-on-Sea Parish Council supported this planning application. Agreed. Unanimous decision.</p>	<p>Clerk</p>
<p><b>25/01022/FULM PP-14350416</b> The construction, operation (including maintenance) and decommissioning of an onshore wind electricity generating facility and associated infrastructure, comprising up to 15 Wind Turbine Generators (WTGs), onsite substation, access tracks, underground cabling, temporary construction compounds, temporary concrete batching plant, and landscape and ecological mitigation and enhancement. Land East of Bridge Wick Lane, Dengie RESOLVED: Bradwell-on-Sea Parish Council supported this planning application. Agreed. Unanimous decision.</p>	<p>Clerk</p>
<p><b>Appeals</b> <i>None.</i></p>	
<p><b>Decisions advised by MDC</b> <i>None.</i></p>	
<p><b>26/076 HIGHWAYS &amp; PUBLIC FOOTPATHS</b> To report any new highways or public footpath defects and to report any repairs or updates on existing defects. RESOLVED: The Clerk will enquire if the repair from the damage caused by UK Power Network to the footpath beside the church is temporary. Agreed. Unanimous decision.</p>	<p>Clerk</p>
<p><b>26/077 GROUNDSMAN</b> RESOLVED: Following his resignation, the groundsman's employment with Bradwell-on-Sea Parish Council terminated on 5<sup>th</sup> April. Roger Scurrill will cut the recreational field and churchyard on a voluntary basis until a contractor is found. Agreed. Unanimous decision.</p>	
<p><b>26/078 VILLAGE HALL &amp; PLAY AREA</b></p> <p>a) Resolve to receive an update from the village hall committee. RESOLVED: There was no report provided by the Village Hall Committee.</p> <p>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: It was reported that there was nothing desperate from the onsite inspection carried out by Councillors Baker, Allen and Davidson. A list of projects for the Children's Play Area will be considered for grant funding. Agreed. Unanimous decision.</p>	<p>Clerk</p>
<p><b>26/079 VILLAGE HALL/PARK CHECKLIST &amp; VILLAGE HALL MAINTENANCE SCHEDULE</b> To resolve to receive an update regarding the routine checklist and maintenance schedule of the village hall. RESOLVED: It was identified that the following repairs are required: - A roof survey is required to be carried out.</p>	

<ul style="list-style-type: none"> <li>- R Scurrill will provide a quotation for renewing the door and render on the boiler house.</li> <li>- The windowsill requires replacing on the village hall</li> <li>- Fascia from rear of garage roof requires replacing</li> <li>- Weeds removing from the car park</li> <li>- Park gates do not close properly</li> <li>- The picnic shelter requires replacing</li> <li>- The missing posts in the car park need replacing</li> <li>- Basketball hoop replacement</li> </ul>	<b>All councillors</b>
<p><b>26/080 MALDON CVS GREEN SPACE GAMES SESSION</b> 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: Following the presentation provided by Anna Appleyard from CVS Green Space Games, the Clerk will keep in touch with Anna and wait to receive news regarding grant funding support from Maldon District Council. Agreed. Unanimous decision.</p>	<b>Clerk</b>
<p><b>26/081 SCHOOL PARKING</b> A resident has raised safety concerns regarding the parking outside St. Cedd's Primary School during drop off and collection times. RESOLVED: The Clerk reported that Adrian Rayner, Community Engagement Team Leader of Maldon District Council will continue to visit the area to carry out ad hoc inspections and will report back any findings.</p>	
<p><b>26/082 EAST END ROAD DIESEL GENERATOR</b> Cllr P Davidson has raised concerns regarding the excessive discharge and the unburnt diesel that is being deposited onto the mast of the diesel generator in East End Road. RESOLVED: This agenda item was raised as an error by Cllr P Davidson and has already been resolved previously.</p>	
<p><b>26/083 CRICKETERS BUILDING</b> To resolve to discuss the building of the former Cricketers Public House and any consider actions required. RESOLVED: The Clerk will contact Tim Howson regarding obtaining a preservation order on the beam inside the building of the Cricketers. Agreed. Unanimous decision.</p>	<b>Clerk</b>
<p><b>26/084 NOTICES, MEETINGS AND TRAINING COURSES.</b> <b>Training courses offered by the EALC for councillors can be booked via the Clerk.</b> To receive and consider reports on and minutes of meetings attended or information relating to meetings coming up. <b>BRADWELL LCLC MEETINGS</b> – To be confirmed – Cllr Davidson to attend <b>COUNCILLOR TRAINING</b> - <a href="https://ealc.gov.uk/training-calendar/">Training Calendar – Essex Association of Local Councils</a> <a href="https://ealc.gov.uk/training-calendar/">https://ealc.gov.uk/training-calendar/</a> - Cllr Davidson to attend <b>Internal/External Audit</b> – Thursday 23<sup>rd</sup> April – Clerk to attend <b>Creating a Local nature plan for your Parish</b> - Wednesday 6<sup>th</sup> May - 9.30am to 1.30pm - Hatfield Peverel Village Hall – Councillors Baker, Meehan and Hazell to attend. <b>Parish Clerks Informal Networking</b> – Tuesday 19<sup>th</sup> May - 1pm till 2pm - Maldon Town Hall – Clerk to attend <b>Parish/Town Council Forum</b> – Tuesday 19<sup>th</sup> May – Maldon Town Hall – 2pm till 4pm <b>Dengie Climate Action Partnership</b> – Thursday 28<sup>th</sup> May – Tillingham Village Hall, Tillingham - 7pm till 9pm. <b>BTC Annual Civic Awards &amp; Dinner Ceremony 2026</b> - The Royal Burnham Yacht Club - Sunday 19<sup>th</sup> April – Cllr Baker attended and reported that this was a very pleasant event and the High Sheriffs award was presented to Cllr Baker's mum.</p>	
<p><b>26/085 DISTRICT &amp; COUNTY COUNCILLORS REPORT</b> RESOLVED: District Councillor Matthew Neall reported that, as we are in the Pre-Election Period there is not much information that I need to make you aware of.</p>	
<p><b>26/086 VILLAGE DEFIBRILLATOR</b> a) To resolve to receive an update on first aid training. RESOLVED: The Clerk reported that the first aid provider is available any Thursday during May or June. The Clerk will enquire if the first aid provider is available on a Thursday evening. b) To resolve to receive an update on the monthly check of the defibrillator at St. Cedd's School. RESOLVED: Cllr Baker has checked the defibrillator and confirms that the defibrillator is in a rescue ready status.</p>	<b>Clerk</b>
<p><b>26/087 VILLAGE HALL LEASE</b> To resolve to receive an update on the village hall lease in preparation for the meeting between Bradwell-on-Sea Parish Council and Bradwell-on-Sea Village Hall Committee on Wednesday 29<sup>th</sup> April.</p>	

<p>RESOLVED: The meeting is scheduled to still go ahead for Wednesday 29<sup>th</sup> April to try and conclude the renewal of the lease between the Bradwell Village Hall committee and Bradwell-on-Sea Parish Council. All councillors are currently available to attend. Agreed. Unanimous decision.</p>	<b>Clerk &amp; Councillors</b>
<p><b>26/088 VEHICLE NUISANCE AND SPEEDING</b>  A resident has expressed concerns that there is excessive speeding and noise throughout Bradwell on Sea Village, particularly groups of visiting vehicles.  RESOLVED: 160 signatures have been gathered so far. The councillors will continue to circulate the petition.</p>	<b>Councillors</b>
<p><b>26/089 BRADWELL-ON-SEA DRAINAGE SYSTEM</b>  Concerns have been raised regarding the effectiveness of the surface water drainage system in Bradwell-on-Sea.  RESOLVED: The Clerk has contacted the school and encouraged them to take pictures and report to Highways when the drains flood and overflow outside the school gates. Agreed. Unanimous decision.</p>	
<p><b>26/090 CHURCH WALL MAINTENANCE AND REPAIR</b>  a) The church wall requires repair due to severe damage caused by UK Power Networks.  RESOLVED: The Clerk will contact UK Power Network and enquire if the current repair to the footpath is temporary. Agreed. Unanimous decision.  b) To resolve to discuss the next stages of the repointing of the church wall and any actions required.  RESOLVED: The Clerk will contact M A Jones to continue with the next stage of repointing and the Clerk will inform David Thorpe of the details for permission from the archdeacon.</p>	<b>Clerk</b>
<p><b>26/091 CCTV OPERATOR</b>  It has been recognised that the parish council require a CCTV policy. The Clerk has circulated a draft policy to all councillors prior to this meeting.  RESOLVED: To agree to adopt the draft CCTV and any actions required. Agreed. Unanimous decision.</p>	
<p><b>26/092 BIO-DIVERSITY DUTY</b>  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: The councillors will continue to consider options to improve the biodiversity in the community and discuss at the next meeting. Agreed. Unanimous decision.</p>	<b>All councillors</b>
<p><b>26/093 DATE OF NEXT MEETING</b>  The next meeting will be held on Monday 18<sup>th</sup> May 2026 at 7.30pm in the Parish Room of Bradwell Village Hall. This meeting will also include the Annual Parish Meeting and the Annual Parish Assembly. However, this may change dependent on planning applications received or other urgent business that may arise.</p>	
<p><b>26/094 NOTICE OF ITEMS TO BE TAKEN INTO CONSIDERATION AT THE NEXT MEETING</b>  If Councillors wish motions to be included on the next Agenda, they need to be sent to the Clerk before Friday the 8<sup>th</sup> of May.</p>	
<p><b>26/095 EXCLUSION OF THE PRESS AND THE PUBLIC</b>  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 26/096 to 26/097 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p>	
<p><b>26/096 STAFFING MATTERS</b>  To resolve to receive an update regarding staff appraisals.  RESOLVED: Councillors Baker and Meehan carried out the staff appraisal with the Clerk. A further appraisal will be carried out in six months time. Agreed. Unanimous decision.  RESOLVED: Quotations are being gathered for a contractor to carry out the groundsman duties. Agreed. Unanimous decision.</p>	<b>Clerk</b>
<p><b>26/097 VILLAGE HALL LEASE</b>  To resolve to review any financial decisions to be made concerning the terms of the latest edition of the Village Hall Lease.  RESOLVED: A meeting is scheduled to still go ahead for Wednesday 29<sup>th</sup> April to try and conclude the renewal of the lease between the Bradwell Village Hall committee and Bradwell-on-Sea Parish Council. All councillors are currently available to attend. The Clerk will circulate the grievances with the lease prior to this meeting. Agreed. Unanimous decision.</p>	<b>Clerk and councillors</b>

**26/098 CLOSURE**

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

**There being no further business, the meeting closed at 9.30pm**

**Kelly Andrews – Clerk to the Council.**

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