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 15th June 2026 at 7.30pm in Bradwell-on-Sea Village Hall.

ACTION

PRESENT: Cllr H Baker (Chair) Cllr M Martin Cllr J Meehan
Cllr P Davidson Cllr M Hazell

Members of the public: Three

CHAIRPERSON: Cllr H Baker

26/0135 WELCOME to the Bradwell-on-Sea Parish Council Meeting of 15th June 2026.
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.

26/0136 APOLOGIES FOR ABSENCE
None

26/0137 MEMBERS DECLARATION OF INTERESTS
RESOLVED: Cllr Hazell declared a non-pecuniary interest regarding agenda item 26/147, planning application 26/00209/FUL as she is a neighbour to the property.

26/0138 DISPENSATIONS
None received.

26/0139 MINUTES OF THE LAST MEETING
RESOLVED: Subject to changes, to approve as a correct record the minutes of the meeting held on Tuesday 18th May 2026.
Proposed: Cllr H. Baker Seconded: Cllr M. Martin
Agreed. Unanimous decision.

26/0140 PUBLIC FORUM

- Cllr Martin reported that he had received a number of complaints from residents regarding dogs barking in Buckeridge Way.
  The Clerk advised that Cllr martin directs residents to report to Maldon District Council and the local Environmental Health team.
- A resident explained that he works for the gas board and, regarding agenda item 26/159 and the damage caused by UK Power Network, if any damage is caused to a customer's or third parties' property whilst he or his colleagues are working then they are to report the damage immediately for repair, which must be repaired or reinstated within 30 days.

26/0141 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 has received two applications for the councillor vacancy and recommended that a convenient interview date is now arranged as the deadline has passed. **Clerk & Councillors**

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26/0142 FINANCE

a) RESOLVED: To receive the bank reconciliations as at 31st May 2026. Agreed. Unanimous decision.
b) RESOLVED: To receive the comparison of Actual to Budgeted for 2026/2027. Agreed. Unanimous decision.
c) RESOLVED: To approve the following payments and transactions for June 2026 and to agree a transfer of funds to meet the Parish Council financial requirements. Agreed. Unanimous decision. **Clerk**

June Payee	Purpose	Method	£ Gross	£ PAYE	£ Paid
Salaries	Month of June	BACS	578.88	115.80	463.08
			Net	**VAT**	**Gross**

Maldon District Council	Community Engagement Services	BACS	389.16	77.83	466.99
BT Group PLC	Village Hall – Broadband	DD	45.28	9.05	54.33
Unity Trust Bank	Bank Charges	DD	7.00		7.00
HMRC	PAYE & NI – Mths 1,2&3	DD	141.08		141.08

26/0143 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 PART 3 (AGAR) ANNUAL INTERNAL AUDIT REPORT 2025/26

RESOLVED: To receive the Internal Auditors annual written report and completion of page 3 of the AGAR.
RESOLVED: That the Council considered the recommendations made by the Internal Auditor and any actions required as follows:

1) The Council does not appear to be registered with the ICO. This needs to be investigated as a matter of urgency.
   The Council will register with the ICO for the 2026/2027 financial year. **Clerk**
2) The matter of the charities, the Mary Brown Trust (208640) and the Bradwell on Sea Village Hall (803054) have been investigated but it is not clear what conclusion has been reached on their status in relation to the Parish Council.
   The Clerk, Chair and Councillors will seek advice and attend a training course in relation to Village Halls, Trust Funds and Trustees and the relationship with the Council. **Clerk and Councillors**
3) The Council does not have a Reserves Policy and this should be considered.
   A reserves policy will be put in place for the financial year 2026/2027. **Clerk**
4) The Council does not have a Biodiversity Policy. This has been a legal requirement since 1st January 2024
   A Biodiversity Policy will be agreed and adopted during the financial year 2026/2027. **Clerk**
5) The Council does not have a Council owned website and there is no IT Policy. There is no evidence that the Council has any policies relating to FOIA or Data Protection, including a Data Protection Policy, an FOI Policy or a Privacy Notice in line with Assertion 10.
   The Council will adopt an IT Policy and put in place policies regarding Data Protection, FOIA and Privacy Notice. **Clerk**
6) A Precept was set at item 23-24/355 on 16th December 2024 but there is no evidence that a budget was considered and agreed.
   The Clerk will make sure that the agenda is clearly worded to define the steps of agreeing a budget and then agreeing a precept. **Clerk**
7) The Council has not published five years of the Annual Return (AGAR) on its website under The Accounts & Audit Regulations 2015
   The Clerk will endeavour to locate past AGAR documentation and publish the documents on the website. **Clerk**
8) The Annual Parish Council meeting was held on 19th May 2025 but the first item was not the election of the Chairman.
   This recommendation was corrected at the Annual Parish Council meeting held on 18th May 2026.

26/0144 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 PART 3 (AGAR) Section 1 - ANNUAL GOVERNANCE STATEMENT 2025/26

Members had been issued with a copy of the AGAR.
RESOLVED: To approve the Annual Governance Statement. Agreed. Unanimous decision. **Clerk**

26/0145 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 PART 3 (AGAR) Section 2 - ACCOUNTING STATEMENTS 2025/26

Members had been issued with a copy of the AGAR
RESOLVED: That members considered the Accounting Statements at the meeting. Agreed. Unanimous decision.
RESOLVED: That the Accounting Statements be approved. Agreed. Unanimous decision. **Clerk**
RESOLVED: To ensure that the Accounting Statements are signed and dated by the Chair. Agreed. Unanimous decision.

26/0146 GRANT AND COMMUNITY FUNDING

a) RESOLVED: To consider projects in the community eligible for grant funding and consider any actions required.

- Cllr Davidson recognised that the decking at the back of the village hall requires attention and that perhaps the access could be changed to make it more accessible for wheelchairs. **Clerk**
- Cllr Martin suggested that the play facilities include items which are aimed more towards older children.
- Cllr Hazell had circulated a poster that she had produced which encourages residents to suggest ideas for the play area. The suggestions can be placed in a suggestions box at the Bradwell Flower Show.
- Cllr Hazell will purchase two suggestion boxes, which will be placed at the village shop and one at The Green Man public house if the publican agrees.
- Councillors will look into different grant funding opportunities. **Councillors**

26/0147 PLANNING

Applications received from Maldon District Council.
To respond as a consultee.

26/00209/FUL
Construction of new dwelling to replace house destroyed by fire.
New Dwelling at Woodlands, East End Road, Bradwell-on-Sea.
RESOLVED: Bradwell-on-Sea Parish Council did not support this application. Agreed. Unanimous decision. **Clerk**

26/00310/LDE
Claim for lawful development certificate for existing alterations to outbuilding
Cricketers Cottage, East End Road, Bradwell-on-Sea
RESOLVED: Bradwell-on-Sea Parish Council supported this planning application. Agreed. Unanimous decision. **Clerk**

For Information Only

26/05071/DET
Compliance with conditions notification 25/00170/PACUAR (Prior approval application for the change of use and conversion of the agricultural building to one dwellinghouse with the necessary alterations) Condition 3 – Surface Water Drainage. Condition 6 – Biodiversity Enhancement Strategy.
Land Adjacent Drinkwater Farm, Maldon Road, Bradwell-on-Sea **Clerk**

Appeals

22/00314/OUTM PP-11430366
Outline planning application with all matters reserved except for access, for a phased mixed use development including: Up to 550 dwellings (Class C3) including affordable housing; Up to 1,000sqm commercial space (Use Class E); Early years facility (Use Class E(f)); Education provision (Use Class F1(a)); A 16ha District Park; A 3.3ha Local Park ; Allotments Access enhancements and associated development.
Land South Of Fambridge Road Burnham Road And East West Of Station Road Althorne

Decisions advised by MDC

26/00172/WTPO
(G1 on TPO 02/79) T1 & T2 Lime - Re-pollard back to previous pollard point by removing up to 3m, leaving suitable growth points.
Lanara Lodge Waterside Road Bradwell-On-Sea Southminster
APPROVED

26/0148 HIGHWAYS & PUBLIC FOOTPATHS

To report any new highways or public footpath defects and to report any repairs or updates on existing defects.
RESOLVED: Councillors will continue to report the poor state of the public footpaths throughout the village to Essex County Council Highways. Agreed. Unanimous decision. **Councillors**

26/0149 VILLAGE HALL & PLAY AREA

a) RESOLVED: R Scurrell reported that two of the emergency exterior lights are not working but he has put in a specification for external lighting to be replaced.
b) RESOLVED:
- Cllr Davidson advised that there were no immediate repairs at present.
- Cllr Baker advised that the bench on the boundary of the car park and South Street will need to be relocated due to bird excrement.
- Cllr Allen recommended that the replacement basketball hoop is located in its original location and clearly marked.
- Cllr Allen will obtain quotes for the cost of the metal sleeves for the wooden posts which are missing on the edge of the car park. **Cllr Allen**

26/0150 VILLAGE HALL/PARK CHECKLIST & VILLAGE HALL MAINTENANCE SCHEDULE

RESOLVED: The repairs advised in agenda item 26/0149 will be carried out. Agreed. Unanimous decision.

26/0151 CRICKETERS BUILDING

RESOLVED: The clerk advised that she has contacted Tim Howson, the Essex Conservation and Heritage Officer to enquire if a preservation order can be placed on the beam which holds the signatures of World War II pilots. **Clerk**
The clerk also advised that she will contact Environmental Health regarding the concerns raised about the building. Agreed. Unanimous decision. **Clerk**

26/0152 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 Davidson to attend

COUNCILLOR TRAINING - Upcoming Courses - CouncilWise Training & Support and Training Calendar – Essex Association of Local Councils https://ealc.gov.uk/training-calendar/

26/0153 DISTRICT & COUNTY COUNCILLORS REPORT

RESOLVED: No report had been received.

26/0154 VILLAGE DEFIBRILLATOR

a) RESOLVED: The First Aid Training will be carried out by the Dengie First Responders on Thursday 18th June at 7pm in the Village Hall. The Clerk advised that all 16 spaces had been filled. **Clerk**

b) RESOLVED: Cllr Baker advised that the monthly check of the defibrillator at St. Cedd's School had been carried out and was in a 'Rescue Ready' status. **Cllr Baker**

26/0155 VILLAGE HALL LEASE

RESOLVED: There is no further update at this stage. The Clerk will resend the amended draft lease to the Village Hall Chair, Roger Scurrell. **Clerk**

26/0156 VEHICLE NUISSANCE 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: The Clerk advised that Cllr Wendy Stamp had advised that if the documentation and the signatures collated are sent to her, she will present them at the next County Council meeting. **Clerk**

Cllr Baker will send the video evidence gathered to the Clerk. **Clerk**

The Clerk will write to the local parish councils and ask them for their support. Agreed. Unanimous decision. **Clerk**

The Clerk will send a copy of the resident's letter to R Surrell for publication in the Parish Paper. **Clerk**

26/0157 CORRESPONDANCE RECEIVED

The Clerk has received a letter, addressed to the Chair, from a resident in Bate Dudley Drive regarding the kicking of footballs in their garden.

RESOLVED: The Clerk advised that unfortunately, as the resident had not provided their name or address then she could not reply to the correspondent. However, would advise in this situation to contact Maldon District Council.

26/0158 BRADWELL-ON-SEA DRAINAGE SYSTEM

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

RESOLVED: The Council are gathering photographic evidence of the problem to be able to report to Essex County Council Highways. **Councillors**

Two more quotes are required to assess if the Council can budget for clearing the drains. **Clerk**

26/0159 CHURCH WALL MAINTENANCE AND REPAIR

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

RESOLVED: The Clerk has contacted UK Power Networks regarding the damage, and they have no record of this damage as the work was carried out by a third-party contractor. UK Power Networks has requested that the Clerk sends them pictures of the damage for them to investigate. **Clerk**

26/0160 MALDON CONSERVATION & DESIGN AWARD 2026

Tim Howson, Maldon District Council's Principal Conservation & Heritage Officer has asked if the councillors would consider whether any projects within the parish merit nomination for the Maldon District Conservation & Design Awards 2026.

RESOLVED: That the Council nominates The Old Forge for the Maldon District Conservation & Design Awards 2026. Agreed. Majority Decision. Cllr baker did not vote on this agenda item as her husband carried out work on the nominated property. **Clerk**

26/0161 BIO-DIVERSITY DUTY

RESOLVED: Cllr Martin will contact the Deputy Lord Lieutenant of Essex who is involved in community wildlife projects for biodiversity with the hope to gain some links for grant funding and volunteers to offer guidance for biodiversity in the local area. Agreed. Unanimous decision.

26/0162 DATE OF NEXT MEETING

The next meeting will be held on Monday 21st July 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. **26/0163 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 10th of July. **26/0164 CLOSURE** To close the meeting having considered and determined all items of business**.** **There being no further business, the meeting closed at 9.12pm** **Kelly Andrews – Clerk to the Council.** **Signed: Chairperson……Date……..**	**Councillors**