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9th June 2023

Dear Councillor,

You are summoned to attend the **BRADWELL ON SEA PARISH COUNCIL MEETING** to be held at **BRADWELL ON SEA VILLAGE HALL COMMITTEE ROOM** on **MONDAY 19th JUNE 2023** commencing at **7.00 p.m.** when the following business is proposed to be transacted.

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Yours Sincerely,

Emma Smith.

Parish Clerk/RFO

Councillors: Cllrs Matthew Neall, John Noble, Frank Prout, Mike Martin, Jeanne Meehan, Hilary Baker & David Allen.

23-24/37 - Election of Chair & signing of Acceptance of Office.

23-24/38 - Election of Vice Chair & signing of Acceptance of Office.

23-24/39 - Election of representatives.

To decide on representatives for each category (previous representatives shown)

- a) Highways - everyone
- b) Police Liaison - everyone
- c) Dengie Hundred Group of Parish Councils –
- d) Mary Brown Trust – Cllr Meehan & Jean Allen
- e) Ayletts charity is administered by the Parochial Church Council
- f) LCLC (Power Station) – Cllr Noble
- g) Village Hall Liaison – Chair
- h) Footpath/ PROW – Cllr Martin
- i) Tree Warden –
- j) Fairway Committee – Brian Main
- k) Public Transport representative –
- l) Finance / Risk Assessment – Cllr Neall
- m) Planning –
- n) Neighbourhood watch –
- o) Parish documents check – Cllr Neall
- p) Joint VH committee – Cllr Neall, Noble & Martin
- q) Joint VH committee reserve –
- r) PTA representative – Cllr Neall
- s) NFLA representative – Jean Allen
- t) Personnel Committee – Chair,

22-23/40. Apologies for Absence

23-24/41. Code of Conduct Declaring an Interest/Registration of Councillors' Interests

Councillors will declare an interest in any item on the agenda. In accordance with the Council's Code of Conduct (and Section 106 of the Local Government Finance Act).

Councillors are reminded that if their interests have changed then they have an obligation to update their form at the District Council within 28 days of that change.

23-24/42. Minutes from the previous meetings held to be agreed and signed.

To review and agree the minutes from the Parish Council meetings held on Monday 17th April and Monday 15th May 2023 and date and sign as a true account of the meetings.

23-24/43. Public Forum.

Any members of the public or Councillors wishing to address the Council may do so during this time. Comments will be recorded as part of the meeting.

23-24/44. Finance.

- a) To receive financial statements from April and May and approve payments for June.
- b) To receive internal auditors report and note the display of the AGAR on the PC website.
- c) To agree any training that new councillors wish to attend.

23-24/45. Planning.

Application, Appeal & Decision lists e-mailed since last meeting: 19/20/21/22/23

23-24/46. Highways & public footpaths.

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

23-24/47. Groundsman

- a) Update from the Groundsman.
- b) To receive an update on the tree report and agree any work that needs to be completed.

23-24/48. Village Hall and play area.

- a) Update from the VH Committee.
- b) Update/ reports on any findings on Councillors weekly checks of the hall. Any immediate repairs to be decided on.
- c) To agree on the location for the Oak tree to celebrate King Charles III coronation.

23-24/49. Blossom Cottage.

To discuss the boundary issue with Blossom Cottage and the recent results from the surveyor.

The owner has asked the following:

- a) Could the Oak tree be looked at as there are some dead branches on it that need a trim. – tree survey has been completed.
- b) Could the compost be moved over the other side as it attracts gnats and the children are playing in it and kicking it around. – discuss next meeting.

23-24/50. Churchyard.

- a) Discuss the recent works to the Churchyard fence and agree any further work that needs carrying out.
- b) Report back from the PCC representative regarding the below proposed Churchyard floodlighting change in hours.
 - Proposed summer hours (beginning of May – beginning of Sept) 9pm – 11.30pm
 - Proposed winter hours (September – April) 4pm – 11.30pm. It was felt that it would be a good idea to have the lights on for the school children as they walk from the bus stop, through the village and home during the winter month.

23-24/51. Dog waste bin.

To agree a new dog waste bin installation.

23-24/52. Risk assessment.

To formally adopt the Risk assessment completed by Cllr Neall.

23-24/53. District & County Councillors report.

To receive a report from the District Councillor.

County Councillors report had been emailed to all Councillors.

23-24/54. Receive and consider reports and minutes of meetings attended or information relating to meetings coming up.

23-24/55. Ongoing village projects.

To note and update as necessary, the ongoing village projects list.

23-24/56. Date of next meeting.

Monday 17th July 2023 at 7.30pm

23-24/57. Any items for the next agenda.

23-24/58. Pass a motion to exclude members of the public during item 209 of this agenda.

To agree to pass a motion to exclude members of the public during item 209 to progress a confidential staffing matter. Information about an individual member of staff is confidential. Under the Data Protection Act 1998, a council has obligations as to how it uses such information.

23-24/59. Confidential staffing matter.

To progress staffing issues referenced in report dated 19/06/2023 referenced EES5.

