Minutes of the Parish Council meeting held on

Tuesday 9th May 2023 at 7.30pm at

**Bradley Village Hall, Church Lane, Bradley ST18 9DY**

Attendees

Cllr P Oxley (Chairman) Cllr Martin Rossi (Vice Chairman) Cllr R Turner Cllr T Luck

Cllr M Newman Cllr M Yarwood Cllr L Phillips

Clerk – Nikola Evans

Before the meeting began the parish council presented the previous clerk Stewart Wilkes with a gift, thanked him for his service and wished him all the best for the future.

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| **1** | **To Elect a new Chairman of Bradley Parish Council**   1. Newly elected chairman to sign the declaration of office to Chairman. LGA 1972 s83(4)(a)   Cllr P Oxley was unanimously elected chairman of Bradley Parish Council.  Proposer – Cllr Luck, Seconder – Cllr Rossi |
| **2** | **Election of Vice Chairman**  Cllr M Rossi was unanimously elected vice chairman of Bradley Parish Council.  Proposer – Cllr Luck, Seconder – Cllr Newman |
| **3** | **To receive Apologies**  None received, all cllr’s attended. |
| **4** | **Minutes of the last meeting – 14th March 2023**  Proposed by Cllr Rossi, seconded by Cllr Newman – minutes approved as a true record of events by all that attended. |
| **5** | **Declaration of Interests on agenda items**  Item 12, Cllr Luck expressed an interest. |
| **6** | **To adjourn parish council meeting to allow for public participation -** None in attendance |
| **7** | **To resume parish council meeting –** Parish council meeting was not adjourned. |
| **8** | **To receive an update on matters arising from previous minutes**   1. Potholes in Littywood Lane – repaired w/c 18th April 2. Broken drain in Barton Lane – No further update 3. Giveaway sign at the end of Bradley Lane – Done 4. Cost of buying further dog fouling bins for the village – Cllr Luck was investigating, Prices range from £200 to £500 depending on style, this item is on the list of priority matters from the community plan, further information about this project will be discussed as part of that. 5. Replacement of Dog Fouling signs, along Barton Lane – Cllr Rossi to update – Cllr Rossi advised the finger post has been removed and needs replacing, in order for him to place the signs. Cllr Rossi will provide the location and pictures to the clerk for her to report to ROW. 6. Air pollution caused by the burning of tyres and potentially other items at the Old Nursey Site – The Environmental agency advised, we as a parish council cannot take action, reports must come from individuals around the village. All the environmental agency can do is issue a £50 fine, however if a log can be put together of all incidents (to include times, dates and pictures) to identify a pattern of what’s being burnt, a deeper investigation could be done and they can possibly investigate them for Tax purposes. 7. Erection of the wall for the entrance to the holiday lodges – Contacted Diane Firkins, Highways. She advised a highway report to be raised, an inspector will attend site to look at the safety implications or she will be happy to do a site visit and take it from there. Cllr R Turner has agreed to meet with Highways – Diane Firkins, time and date to be arranged. |
| **9** | **To receive reports on any new footpath, village maintenance or highways issues. –** None received |
| **10** | **Consideration of new planning applications**   1. 23/37139/FUL – New buildings Farm, Wollaston Lane, Church Eaton – Proposed development is, two storey side extension and single storey front and side extension, new entrance porch, new double garage, reduction in length of existing pole barn, change of use of two areas of farm yard to domestic area. – **No objections from the parish council.** 2. Update on old planning applications – see appendix 1  |  |  |  |  | | --- | --- | --- | --- | | **Application Number** | **Site Address** | **Proposed Development** | **Action** | | 21/34176/HOU | Bradley Hall Farm | Conversion and reinstatement of derelict building | Awaiting decision | | 21/35263/FUL | Fosters Foliage | Change of use, self-storage containers | Awaiting decision | | 21/35264/FUL | Foster Foliage | Glamping Site | Awaiting decision | | 22/36312/FUL | Wells Farm Dairy | New maintenance and storage building | Awaiting decision | | 22/35686/FUL | Finney’s House | Holiday Lodges | Awaiting decision | | 21/34176/HOU | Bradley Hall Farm, Mitton Road | Planning amendment | Awaiting decision | | 22/36173/FUL | Land at Holly Lane | New access | Awaiting decision | | 22/36472/FUL | Dearnsdale Farm | Steel framed extension | Awaiting decision | | 21/36472/FUL | The old Cottage site | Amendment to plans – this plan has now been changed back to the original plan. Building regulations stated they had visited site and were happy with current safety | Planning application reference not recognised, need address | |
| **11** | **To review Playing Field maintenance contract with JWH Ground Maintenance**   1. A minimum of 15 cuts @ £65 per cut from March 2023 to October 2023. Grass will be mowed, strimmed where necessary, collected and taken away on each visit. 2. Tarmac areas to be kept tidy 3. Hedges to be cut against perimeter fence line 4. To strim the verge in village by Elm Drive (ad-hoc) £20 per visit   The parish council approved the maintenance contract – Proposed by Cllr Rossi, Seconded by Cllr Yarwood |
| **12** | **To approve ground maintenance work for Tennis court and surrounding tarmac by TSL Home and Garden Services.**   1. Winter leaves and removal of dead moss   The parish council approved the maintenance contract – Proposed by Cllr Rossi, Seconded by Cllr Yarwood |
| **13** | **To nominate members to Bradley Trust Committee from May 2023 to 2027 (4-year term) Proposed:**   1. Cllr P Oxley 2. Mr T Kettle   Proposed by Cllr Rossi, seconded by Cllr Luck |
| **14** | **To receive a report, discuss and approve, items on the Bradley Parish Council’s administration action plan from the clerk – see appendix 1**   1. Clerk has completed a VAT reclaim for the last four years totalling £1,529.56. 2. Resolved to accept quote from Zurich Municipal for parish council insurance at £437, clerk to organise 3. Resolved to pay the data protection fee of £35 DD from clerks personal account, details to be changed once the clerk has been approved as a signatory. 4. Resolved for the clerk to purchase a laptop to carry out parish council administration, up to £500. |
| **15** | **To review the following policies**   1. Standing Orders – LGA 1972, s135 – Circulated and adopted 2. Financial Regulations – LGA 1972, s151 – Circulated and adopted 3. Data Protection Policy – DPA 2018 – Circulated and adopted 4. Freedom of Information Policy – FOIA 2000 s1, part II, para 7 – Circulated and adopted 5. Complaints Policy – ACAS 2015 – Circulated and adopted 6. Grievance Policy – ACAS 2015, Code of Conduct – Circulated and adopted 7. Asset Register – Accounts and Audit Regulations 2015 – Circulated and adopted 8. Risk Assessment for the Parish council and its functions. (Internal Control) – Accounts and Audit Regulations 2015 – Circulated and adopted 9. Scheme of delegation – LGA 1972, s101 – Circulated and adopted |
| **16** | **Finance – RFO**   1. Payment approval – circulated and approved  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Payments made & to be made since last meeting on 14th March 2023** | | | | |  | |  |  | Sub total | VAT | Total | Cheque Number | | Clerk Salary | Stewart Wilkes | £203.68 |  | £203.68 | 000827 | | Civic Amenity Visits | SBC | £510.00 | £102.00 | £612.00 | 000828 | | Precept - Income | SBC |  |  | £0.00 | BACS | | Room Hire | Bradley Trust | £48.00 |  | £48.00 | 000829 | | Office Expenses | Clerk - Office Exp | £39.75 |  | £39.75 | 000830 | | Internal Audit | Hospice Care Kenya | £75.00 |  | £75.00 | 000831 | |  |  |  |  |  |  | |  |  |  |  |  |  | | **Total** |  |  |  | **£978.43** |  | | **less payments already made** | |  |  | **£0.00** |  | | **Total left to pay** |  |  |  | **£978.43** |  |  1. Office expenses summary – circulated and approved 2. Budget summary – circulated and approved 3. Bank reconciliation – circulated and approved 4. Circulation and approval of end of year bank reconciliation 2022/23 – circulated and approved 5. Circulation and receipt of Internal Audit – circulated and approved 6. Approval of Annual Governance Statement 2022/23 – circulated and approved 7. Approve Accounting Statements 2022/23 – circulated and approved 8. Approve Certificate of Exemption 2022/23 – circulated and approved |
| **17** | **To receive a report from Cllr Newman on the community plan for Bradley**  Cllr M Newman presented an updated version of the community plane and requested the parish council adopt the following:   1. Vision 2. List of priority matters   The parish council resolved that it would need a bigger discussion and agreed to hold an extra ordinary meeting to discuss the vision and plan, further. The updated version of the community plan and priority list can be found on our website <https://www.bradleypc.co.uk/news-article/bradley-community-plan/>. The parish council approved £65 towards the cost of printing. |
|  | **The meeting was adjourned to allow comfort breaks @ 20:47pm and resumed @ 20:50pm** |
| **18** | **Councillor Information and items for the next Agenda**  Cllrs are invited to give reports on parish issues which do not require a resolution.   1. To discuss installing planters within the village |
| **19** | **To agree date of next meetings**   1. Extraordinary meeting – 6th June 2023 @ Bradley Village Hall, from 7.30pm 2. Future meeting dates – 11th July 2023, 12th September 2023 & 14th November 2023 |
| **20** | **Meeting Closed – Meeting closed at 21:31pm** |