

# BRADFIELD PARISH COUNCIL

**To:** All members of Bradfield Parish Council

You are hereby summoned to attend the annual meeting of Bradfield Parish Council. If you are unable to attend, please send your apologies to the clerk.

## Notice of Meeting

Date: Tuesday 7<sup>th</sup> May 2024

Time: 7.30pm

Location: Bradfield Village Hall, Southend Road, Bradfield Southend.

*Helen Pratt*

Helen Pratt – Clerk to Bradfield Parish Council

30<sup>th</sup> April 2024

## Agenda

- 1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- 2 To elect the Vice-Chairman.
- 3 To receive apologies for absence.
- 4 Declarations of Interest:
  - 4.1 To receive any updates to the Register of Interests.
  - 4.2 To receive any interests in agenda items.
- 5 Public forum.
- 6 To approve the minutes of the meeting held on Tuesday 2<sup>nd</sup> April 2024.
- 7 Matters arising from the minutes not covered elsewhere by the agenda (this is for information only: no decisions can be made under this item).
- 8 To review Corporate Documents:
  - 8.1 Standing Orders,
  - 8.2 Financial Regulations (a new version of the Financial Regulations is expected from NALC imminently),
  - 8.3 Code of Conduct,
  - 8.4 Risk Assessment.
- 9 To review the Asset Register.
- 10 To review the Council insurance policy.
- 11 To confirm positions on external committees:
  - 11.1 Bradfield Parochial Charities (The Alms Houses),
  - 11.2 Bradfield Village Hall Management Committee,

11.3 The Pang Valley Flood Forum.

12 To confirm positions of responsibility:

12.1 Planning,

12.2 Footpaths,

12.3 Incidents,

12.4 Newslink.

13 To consider ordinary Council meetings in 2023/24.

13.1 To fix the dates and times.

13.2 To discuss the location of meetings.

14 Planning matters:

14.1 To consider the following planning applications:

14.1.1 24/00658/HOUSE – 4 Heath Road.

*Build log shed to house golf simulation (between side of garage and fence).*

14.1.2 24/00780/FUL – Telecommunications Mast, Maidenhatch.

*The proposed installation of a shareable telecommunications base station installation comprising a 30m lattice tower supporting up to 12 no antennas and 4 no dishes on 2 no headframes, together with up to 6 no ground based cabinets, 1 no meter cabinet and ancillary development thereto including compound fencing.*

14.1.3 24/00826/HOUSE – Mariners Cottage, Mariners Lane.

*Part conversion of existing garage to habitable use. New external staircase to upper floor.*

14.2 Planning decisions taken by WBC.

14.3 Enforcement matters.

14.3.1 To receive any updates on known issues.

14.3.2 To consider any new breeches in planning permission.

14.4 To discuss and consider any further thoughts on a Neighbourhood Developments Plans.

15 To receive the District Councillors report.

16 Finances.

16.1 To receive a bank reconciliation (dated 7/5/2024).

16.2 To receive a list of receipts and payments since the last meeting.

16.3 To approve the Clerks salary for May 2024.

17 Highways.

17.1 To receive an update on speeding and SID locations in the Parish.

17.2 To receive an update on parking on Southend Road.

18 To receive the Clerk's report.

18.1 To receive a report on income and expenditure against budget for the financial year ending 31<sup>st</sup> March 2024.

18.2 Correspondence

18.2.1 To consider the requires for locations which may need on street residential EV Charging points.

19 Environment.

19.1 To receive an update on the Emergency Plan for Bradfield.

20 Bradfield Village Hall (BVH).

20.1 To receive an update on the Development Committee.

20.2 To consider taking on the management of the Village Field and any implications.

21 To receive reports from meetings attended on behalf of BPC.

22 Round table comments (note this is for information only and no decisions may legally be taken).

**Date of future meetings:**

**Next Parish Council meeting Tuesday 4<sup>th</sup> June 2023 at 7.30pm in the Committee Room, Bradfield Village Hall.**