

# **BRADFIELD PARISH COUNCIL**

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

You are hereby summonsed to attend the Annual meeting of Bradfield Parish Council. If you are unable to attend, please notify the clerk.

## **Notice of Meeting**

Date: Tuesday 9<sup>th</sup> May 2023

Time: 7.30pm

Location: Bradfield Village Hall Committee Room, South End Road, Bradfield Southend.

*Helen Pratt*

Helen Pratt – Clerk to Bradfield Parish Council

2<sup>nd</sup> May 2023

## **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 Declarations of Interest from Councillors for the Register of Interests.
  - 4.2. To receive any interest in agenda items.
5. To receive Declarations of Office from Councillors.
6. To approve the minutes of the meeting held on Tuesday 4<sup>th</sup> April 2023.
7. To consider matters arising from the minutes not covered elsewhere on the agenda and for information only.
8. To review the Standing Orders for Bradfield Parish Council.
9. To review the Financial Regulations for Bradfield Parish Council.
10. To review the Code of Conduct for Bradfield Parish Council.
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 Floor Forum,
  - 11.4. Neighbourhood Action Group.
12. To confirm positions of responsibility:
- 12.1. Planning,
  - 12.2. Footpaths,
  - 12.3. Incidents,
  - 12.4. Newslink.
13. To review the Council asset register.
14. To review the Council insurance policy.
15. To consider ordinary Council meetings in 2023/24.
- 15.1. To fix the dates and times.
  - 15.2. To discuss the location of meetings.
16. Planning matters:
- 16.1. Planning applications which BPC has been advised of by WBC:
  - 16.2. 23/00797/HOUSE – Stanford Wood Lodge, Tutts Clump.  
*The erection of a timber orangery and repositioning of veranda.*
  - 16.3. 23/00903/CERTP – Oakthorpe, Southend Road.  
*Single storey extension built off an existing rear and side facing wall.*
  - 16.4. 23/00971/HOUSE – 19, The Laffords.  
*Propose conversion of existing attached double garage to a hobby room with WC and shower and the construction of a new attached double garage.*
  - 16.5. Planning decisions taken by WBC.
  - 16.6. To receive an update on enforcement matters.
17. To receive the District Councillors report.
18. To receive an update on the defibrillator in the phone box in Bradfield.
19. Correspondence.
20. Finances
- 20.1. To receive a bank reconciliation (dated 9/5/2023).
  - 20.2. To verify the bank statements and the bank reconciliation.
  - 20.3. To receive a list of payments and invoices since the last meeting.
21. Round table comments (for information only, no decisions may legally be taken).
- Next meeting of Parish Council: Tuesday 6<sup>th</sup> June 2023 at 7.30pm.**