

# 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: Monday 1<sup>st</sup> June 2026

Time: 7.30pm

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

*Helen Pratt*

Helen Pratt – Clerk to Bradfield Parish Council

27<sup>th</sup> May 2026

## Agenda

1. To receive apologies for absence.
2. Declarations of Interest:
  - 2.1. To receive any updates to the Register of Interests.
  - 2.2. To receive any interests in agenda items.
3. Public forum.
4. To approve the minutes of the meeting held on Tuesday 5<sup>th</sup> May 2026.
  - 4.1. Matters arising from the minutes not covered elsewhere by the agenda (this is for information only: no decisions can be made under this item).
5. Planning matters:
  - 5.1. To consider the following planning applications:
    - 5.1.1. 26/00994/HOUSE – Hollybank, Cock Lane.  
*Side and rear ground floor extensions plus new 1<sup>st</sup> floor.*
    - 5.1.2. 26/00695/HOUSE – Heath Farm Cottage, Southend Road (amendment).  
*Detached garage with home office (revised parking layout).*
  - 5.2. Planning decisions taken by WBC.
  - 5.3. To receive an update on enforcement matters.
6. To receive the District Councillors report.
7. Finances.
  - 7.1. To receive a bank reconciliation (dated 1/6/2026).
  - 7.2. To receive a list of receipts and payments since the last meeting.
  - 7.3. To approve the Clerks salary for June 2026.
8. Highways.
  - 8.1. To receive an update on any other highway issues.
9. To receive the Clerk's report.

- 9.1. To review the External Audit Report for FY24/25.
  - 9.2. To review the Internal Auditors Report for FY25/26.
    - 9.2.1. To produce an action plan to address any issues.
  - 9.3. To consider and approve the Annual Governance Statement (see AGAR section 1).
  - 9.4. To consider and approve the Annual Statement of Accounts (see AGAR section 2).
  - 9.5. To receive an update on insurance.
  - 9.6. Correspondence.
10. To receive reports from meetings attended on behalf of BPC.
11. Round table comments (note this is for information only and no decisions may legally be taken).

**Date of future meetings:**

**Bradfield PC: Monday 6th July 2026**

**Monday 3rd August 2026**

**Monday 7th September 2026**

**Monday 5th October 2026**

**Monday 2nd November 2026**

**Monday 7th December 2026**

**Monday 4<sup>th</sup> January 2027**

**Monday 1<sup>st</sup> February 2027**

**Monday 1<sup>st</sup> March 2027**

**Monday 5<sup>th</sup> April 2027**

**Tuesday 11<sup>th</sup> May 2027**