



Great Bromley Parish Council

MINUTES OF THE ANNUAL MEETING OF GREAT BROMLEY PARISH COUNCIL HELD ON WEDNESDAY 14TH MAY 2025 AT 7.15PM AT GREAT BROMLEY VILLAGE HALL

In attendance: Cllr Fairley (Vice-Chair in the Chair), Cllr Blowers, Cllr Hardy, Cllr Nicholls and Cllr Smith.

Also in attendance: Lizzie Ridout (Clerk) and Chris Morgan (Village Maintenance Team)

Members of the Public: 3

1. Election of Chairman

Cllr Fairley welcomed those present to the meeting and called for nominations for the position of Chairman for the 2025-26 municipal year.

Cllr Blowers proposed Cllr Murch, Cllr Hardy seconded and all were in favour. Cllr Murch would sign the Declaration of Acceptance of Office at the next meeting.

Cllr Blowers proposed Cllr Fairley to chair the meeting in Cllr Murch's absence, Cllr Nicholls seconded, and all were in favour.

2. Election of Vice-Chairman

Cllr Nicholls nominated Cllr Fairley to be the Council's Vice-Chairman for the 2025-26 municipal year, Cllr Smith seconded and all were in favour.

3. Apologies for absence and Minutes of the last Annual Meeting

Apologies for absence had been submitted by Cllr Murch, Cllr Mander, TDC Cllrs Scott and Wiggins, and ECC Cllr Guglielmi.

Cllr Hardy proposed, Cllr Nicholls seconded and all agreed that the minutes of the Annual Meeting held on Wednesday 8th May 2024, previously circulated, be approved and signed as a correct record.

4. Register of Members' interests

Members were invited to notify the Clerk separately of any changes in, or additions to, their interests.

5. Council appointments

The following Council appointments were agreed:

- | | |
|--------------------------------------|-----------------------------|
| a) Responsible Financial Officer | (Clerk) |
| b) Accounts Monitoring Officer | (Cllr Blowers) |
| c) Internal auditor | (Clacton Business Services) |
| d) Council Website and Social Media | (Clerk) |
| e) Community Speed Watch Coordinator | (Cllr G Smith) |
| f) Tree Warden | (Col M Frostick OBE) |
| g) Footpath Liaison | (Cllr Mander & Cllr Smith) |
| h) Personnel Committee | (Appointed as required) |

6. Appointment of Council representatives

The Council's representatives on the following bodies were agreed:

- | | |
|--|----------------|
| a) Great Bromley Village Hall Committee | (Cllr Mander) |
| b) Hare Green Recreation Ground Representative | (Cllr Hardy) |
| c) Parish Passenger Transport Representative | (VACANT) |
| d) The Messenger Management Committee | (Cllr G Smith) |
| e) Emergency Planning Representative | (VACANT) |
| f) Tendring District Association of Local Councils | (Cllr Fairley) |

7. Adoption of the Local Government Association Model Councillor Code of Conduct 2020

Members considered the adoption of the LGA Model Councillor Code of Conduct 2020. Cllr Smith proposed, Cllr Blowers seconded and all were in favour.

8. Adoption of revised Standing Orders

Members considered the adoption of revised Standing Orders in line with current legislative

requirements and best practices recommended by the National Association of Local Councils. Cllr Smith proposed, Cllr Blowers seconded and all were in favour.

9. Adoption of updated Financial Regulations

Members considered the adoption of the latest version of the Model Financial Regulations (2024), as published by the National Association of Local Councils (NALC), ensuring compliance with current financial governance standards. Cllr Smith proposed, Cllr Blowers seconded and all were in favour.

10. Adoption of NALC Model Complaints Procedure

Members considered the adoption of the NALC Model Complaints Procedure to ensure a fair and transparent process for handling complaints, including vexatious and abusive complaints. Cllr Smith proposed, Cllr Blowers seconded and all were in favour.

11. Adoption of a Publication Scheme

Members considered the adoption of a Publication Scheme, outlining the types of information the Parish Council will routinely make available to the public in accordance with the Freedom of Information Act 2000. Cllr Smith proposed, Cllr Blowers seconded and all were in favour.

12. Councillors' allowances for 2025-26

Members noted the Chairman's and Councillors' annual allowances of zero for 2025-26 based on TDC's Remuneration Panel's recommendations in its 2023 report.

13. Banking Arrangements for 2025-26

Cllr Blowers proposed, Cllr Smith seconded and all agreed that the Parish Council should continue to bank with HSBC Bank as per its current terms of business, with two approved signatories required to operate each of the two accounts, and that the four Council's bank signatories would continue to be Cllr Owen Blowers, Cllr Andrew Fairley, Cllr David Hardy and Cllr Carole Mander.

14. Administrative and financial matters

Members noted that the following documents, which had been approved by the Council and provided by the Clerk to all members, governed the Council's business:

- i) LGA Model Councillor Code of Conduct 2020
- ii) Standing Orders 2018 (England) (updated April 2022)
- iii) Model Financial Regulations 2024
- iv) Complaints procedure (including vexatious or abusive complaints)
- v) Publication Scheme
- vi) Budget for 2025-26 (with agreed precept)

It was noted that the general legal and financial framework for the Council's activities were laid-down in the following publications which were held by the Clerk: Local Council Administration (13th Edition 2022) and Governance and Accountability for Local Councils (2010).

15. Council's 2024-25 accounts

- a) Members received a report by the Council's Accounts Monitoring Officer and considered and adopted the findings of the review of the effectiveness of the council's internal control and audit procedures.

"In accordance with the Council's Financial Regulations, our internal financial controls are confirmed as being in accordance with proper practice. In-year reviews take place at the monthly meetings of the Parish Council and an end of year review takes place prior to the accounts being submitted to our auditor." Cllr Blowers.

- b) Cllr Nicholls proposed, Cllr Hardy seconded and all agreed to approve the Council's accounts for 2024-25.
- c) Cllr Nicholle proposed, Cllr Hardy seconded and all agreed to approve the annual return to the external auditor, including the accounting and governance statements (statements circulated).

16. Hare Green recreation ground boundary: leylandii trees

Cllr Hardy proposed, Cllr Blowers seconded and all agreed the annual letter to a resident with trees on Council land.

17. To agree the Council's meeting dates for 2025-26

Wednesday	11 th	June	Wednesday	10 th	December
Wednesday	9 th	July	Wednesday	14 th	January

Wednesday 13 th August	Wednesday 11 th February
Wednesday 10 th September	Wednesday 11 th March
Wednesday 8 th October	Wednesday 8 th April
Wednesday 12 th November	Wednesday 13 th May

Cllr Smith proposed, Cllr Nicholls seconded and all agreed the Council's meeting dates for 2025-26.

18. There was a short pause in proceedings of approximately five minutes, due to the large number of items on the agenda.

19. Minutes of the last ordinary meeting

Cllr Smith proposed, Cllr Blowers seconded and all agreed that the minutes of the meeting held on Wednesday 9th April 2025, previously circulated, could be approved and signed as a correct record.

20. Declarations of Interest

Members were invited to declare any Disclosable Pecuniary Interests, or other interests, and the nature of them, in relation to any item on the agenda from this point forward. There were none.

21. Co-option of councillors

There were no applications to consider.

22. Public Participation

A member of the public asked if there had been any update on the memorial trees and plaques at Hamilton Lodge. The clerk undertook to send an update.

The same member of the public commented positively on the VE80 events at the War Memorial and at Seven Rivers.

23. Planning Determinations – for information only

REFERENCE	PROPOSAL	LOCATION	DECISION
24/01235/OUT Mr D Rapson – Privo Land Ltd	Outline Planning Application (Access to be considered) – Outline planning application for the erection of up to 48 dwellings with associated infrastructure, open space, parking, drainage and landscaping.	Paddocks, Land North of Harwich Road, Great Bromley CO7 7UH	Application Withdrawn Delegated Decision
25/00247/FULHH Mr David Snazell	Householder Planning Application – Oak framed cartlodge/gym/store with home office over.	Mousetraps, Parsons Hill, Great Bromley CO7 7JA	Approval – Full 01.04.2025 Delegated Decision
25/00108/FULHH Mr Robert Cobb	Householder Planning Application – Erection of porch.	1 Field Mews, Great Bromley, CO7 7JX	Approval – Full 17.04.2025 Delegated Decision
25/00197/FULHH Mr and Mrs Williams	Householder Planning Application – Single storey front extension, single storey rear extension, new porch and revised windows.	Michaelmas House, Parsons Hill, Great Bromley CO7 7JA	Approval – Full 24.04.2025 Delegated Decision
25/00532/NMA Mr Justyn French – Rose Builders	Non Material Amendment to 22/01010/FUL – Alteration to the approved siting of Plots 31/32 to avoid any potential issues with the adjacent trees and hedges.	Park 2 Land at Badley Hall Farm, Badley Hall Road, Great Bromley CO7 7HU	Approval Non Material Amendment 23.04.2025 Delegated Decision

The planning determinations were noted.

24. Planning Applications

REFERENCE	PROPOSAL	LOCATION
25/00614/FUL Mr Vijay Ponnusamy	Change to approved opening times (from 7:30am until 10:00pm to 6:00am until 10:00pm – 7 Days a week) and installation of security gates. Great Bromley Parish Council was in favour of the proposal.	Costcutters, Little Paddocks, Frating Road, Great Bromley
25/00578/WTPO Mr Ross Chadwick	Works related to Tree Preservation Order (95/00032/TPO) – Pollarding of Oak tree to the front of the property. Great Bromley Parish Council had no comment.	4 Peace Cottages, Badley Hall Road, Great Bromley

25. Reports

- a) County Councillor's Report – previously circulated
 - b) District Councillors' Reports – previously circulated
 - c) Parish Councillors' Reports
- Cllr Smith
 - o Cock Lane bridlepath was blocked and needed cutting back, preferably twice a year. The Village Maintenance Team (VMT) had been made aware. Cllr Smith undertook to initially cut back, with a further cut by the VMT.
 - o Re-surfacing gaps near ironworks needed to be filled along Brook Street and Hall Road. The Clerk undertook to raise with Cllr Guglielmi.
 - o New delivery person recruited for the Messenger.
 - o Community Speedwatch – no sessions had been carried out this month however Essex Police had undertaken a session on Harwich Road.
 - o Fly tipping on Badley Hall Road had been reported to Tendring District Council on 17th February, 30th March and 2nd April but remain in situ. The Clerk undertook to raise with TDC and Cllrs Scott and Wiggins.
 - Cllr Hardy
 - o Use of Hare Green by the football club was going well with no issues to report. The playing surface was being well looked after with frequent cuts.
 - Cllr Fairley
 - o Thanked the VMT for their innovative repair of damaged the war memorial post and the creation of a mould to allow future low-cost repairs. This approach had saved the Council a significant percentage of the precept.
 - o Clerk to send letters of thanks to Seven Rivers and to Plymouth Brethren for their support in the VE80 event.
 - o Thanks to Cllr Murch for organising the event.
 - d) Clerk's Report and Correspondence received – under agenda items.

26. Action Sheet review and update

The actions from the last meeting were reviewed and noted.

- Maintenance work had been carried out on the tarmac between the path and the church.
- Improvements were underway on Parsons Hill to widen the path where feasible.

27. Accounts

The Accounts Monitoring Officer confirmed the accounts were in order.

28. Footpath 22

It was agreed that the Public Rights of Way liaison officer at ECC be asked to carry out an inspection.

29. Highways update

To receive an update regarding local highways issues.

- A120 Horsley Cross to Parkeston – safety improvements – circulated and added to social media.

30. Insurance renewal quote

Members consider the renewal quote and the option to opt in to a three-year agreement, subject to no changes or claims being made. It was agreed to delegate authority to the Clerk to explore other quotes and arrange the policy before 1st June 2025.

31. Hare Green Playing Field inspection

Members were advised that much of the low-level maintenance had been completed by the VMT over the last four weeks. Cllr Hardy proposed, Cllr Nicholls seconded and all agreed that the inset mini-trampoline should be removed immediately following concerns for safety.

32. To approve the following payments:

Clerk's salary	£649.49
HMRC	£162.20
Employer's NI	£65.91
LGPS – ECC Pension	£250.74
Great Bromley Village Hall	£26.00
Lewis Mander – Village Maintenance	£763.86
Chris Morgan – Village Maintenance	£752.39
EALC & NALC – affiliation fee	£389.53
Clacton Business Services – payroll	£57.00
Clacton Business Services – internal audit	£240.00
TDC Print Unit – VE Day	£129.00
Bee-Line Entertainment – stage for VE Day	£336.00

Receipts	
TDC Precept & LCTSS	£16,976.00

Cllr Blowers proposed, Cllr Hardy seconded and all agreed the payments, and noted the receipt of the first instalment of precept from Tendring District Council. It was further agreed to include payments of £96.00 and £189.00 for invoices received from GB Farm Services Ltd since the agenda was published.

33. Climate Change and Carbon Footprint

Members considered the effect of any decisions on our Carbon Footprint and Climate Change in general.

34. Date of next meeting – Wednesday 11th June 2025 at 7pm

Items of business should be sent to the Clerk before Monday 2nd June 2025.

The meeting closed at 8.21pm.