



Little Bromley Parish Council

MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 21 MAY 2026 AT 7:10PM AT THE HAYWAIN PUBLIC HOUSE, LITTLE BROMLEY

Parish Councillors in attendance:

Cllr Neil Stock (Chair)
Cllr Christine Barrett
Cllr Kate Hodgkiss (item 37 (part) to end)
Cllr Tony Monger
Cllr Iain Smith (Vice-Chair)

Also in attendance:

Essex County Councillor - Cllr Pat Murray
Tendring District Councillor - Cllr Zoe Fairley
Interim Parish Clerk and RFO - Lizzie Ridout

Members of the public: 12

1. Election of Chairman

In accordance with Section 15(1) of the Local Government Act 1972, Members elected the Chairman for the forthcoming municipal year. Cllr Smith proposed Cllr Stock. Cllr Barrett seconded the nomination, and it was **RESOLVED** that Cllr Stock be elected Chairman for 2026/27.

Cllr Stock signed the Declaration of Acceptance of Office and took the Chair.

2. Election of Vice-Chairman

In accordance with Section 15(6) of the Local Government Act 1972, Members elected the Vice-Chairman for the forthcoming municipal year. Cllr Barrett proposed Cllr Smith, Cllr Stock seconded the nomination, and it was **RESOLVED** that Cllr Smith be elected Vice-Chairman for 2026/27.

3. Apologies for absence

Cllr Hodgkiss had advised she would be late to the meeting due to work commitments.

4. 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. There were none.

5. Approval of Minutes of the last meeting

The minutes of the meeting held on Thursday 19 March 2026, having been previously circulated, were approved and signed as a correct record. Cllr Barrett proposed, Cllr Monger seconded and it was **RESOLVED** that the minutes be approved as a correct record.

6. Briefing on Fly-Tipping Management and Enforcement

An officer from Tendring District Council (TDC) had been invited to attend the meeting and discuss fly-tipping issues within the parish, including processes, responsibilities, liaison with relevant authorities, and expected clearance timelines.

Following apologies received from the Corporate Director for Operations and Delivery, and the request to attend the July meeting as an alternative, this item was deferred until then.

7. Review and Adoption of Standing Orders

Members noted that the Council's Standing Orders had been adopted in January 2026 and were scheduled for review in May 2027. Cllr Stock proposed, Cllr Barrett seconded and it was **RESOLVED** that the Standing Orders be noted with no amendments required.

8. Review and Adoption of Financial Regulations

Members noted that the Council's Financial Regulations had been adopted in January 2026 and were scheduled for review in May 2027. Cllr Stock proposed, Cllr Monger seconded and it was **RESOLVED** that the Financial Regulations be noted with no amendments required.

9. Council appointments

- | | |
|----------------------------------|----------------|
| a) Responsible Financial Officer | - Clerk |
| b) Accounts Monitoring Officer | - Cllr Barrett |

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- | | |
|-------------------------------------|-----------------------------|
| c) Internal auditor | - Clacton Business Services |
| d) Council Website and Social Media | - Cllr Barrett |
| f) Tree Warden | - Cllr Monger |
| g) Footpath Warden | - Graeme Knott |
| h) Personnel Committee | - Appointed as required |

The Council appointments were noted.

10. Appointment of Council representatives

- | | |
|--|-------------------------------|
| a) Emergency Planning | - Cllr Smith |
| b) Tendring District Association of Local Councils | - Cllr Barrett and Cllr Smith |

The appointment of Council representatives were noted.

11. Confirmation of Insurance Cover

The Council's insurance arrangements for 2026/27 had been reviewed in March 2026 and the levels of cover for assets, public liability, employer's liability, and other relevant risks were adequate and appropriate for the Council's activities. It was proposed by Cllr Stock, seconded by Cllr Monger and **RESOLVED** that the Council's insurance cover for 2026/27 be confirmed as adequate and appropriate.

12. Review of Subscriptions to Other Bodies

Members reviewed the Council's subscriptions to external organisations for 2026/27, which were the Tendring District Association of Local Councils, the Essex Association of Local Councils, and the National Association of Local Councils, and confirmed that they remained appropriate and continued to provide value to the Council. It was proposed by Cllr Stock, seconded by Cllr Smith, and **RESOLVED** that the Council's subscriptions for 2026/27 be approved as appropriate and continued.

13. Adoption of the Local Government Association Model Councillor Code of Conduct 2020 (updated May 2021)

Members considered the Local Government Association's Model Councillor Code of Conduct 2020 (updated May 2021) and reviewed the requirements relating to its adoption, including whether to adopt the Code in full, whether any local amendments or appendices were required, and the date from which it would take effect. It was proposed by Cllr Stock, seconded by Cllr Barrett and **RESOLVED** that the LGA Model Councillor Code of Conduct 2020 (updated May 2021) be adopted in full, with no local amendments, to take effect immediately.

14. Register of Members' Interests

Members were reminded of their statutory duty to complete and maintain an up-to-date Register of Interests, in accordance with the Localism Act 2011 and the Council's adopted Code of Conduct.

15. Adoption of NALC Model Complaints Policy

Members considered the adoption of the NALC Model Complaints Policy. Cllr Barrett proposed, Cllr Monger seconded, and it was **RESOLVED** that the NALC Model Complaints Policy be adopted.

16. Adoption of a Publication Scheme

Members considered the adoption of a Publication Scheme, based on the ICO Model Scheme. Cllr Stock proposed, Cllr Barrett seconded, and it was **RESOLVED** that the Publication Scheme, based on the ICO Model Scheme, be adopted.

17. Adoption of a Health & Safety Policy, including Lone Worker provisions.

Members considered the adoption of a Health & Safety Policy, including Lone Worker provisions. Cllr Stock proposed, Cllr Barrett seconded, and it was **RESOLVED** that the Health & Safety Policy, including Lone Worker provisions, be adopted.

18. Consideration of Parish Councillor Allowances for 2026/27

To consider whether the Council wishes to adopt a Scheme of Allowances for the 2026/27 municipal year, in accordance with the Local Authorities (Members' Allowances) (England)

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Regulations 2003 and having regard to the recommendations of TDC's Independent Remuneration Panel (PIRP) 2023. Members confirmed that they did not wish to adopt a Scheme of Allowances for 2026/27.

19. Banking Arrangements for 2026-27

Members confirmed that the Council should continue to bank with Barclays Bank Plc under its current terms of business, with two authorised signatories required to operate the account. It was further agreed that the Council's signatories will continue to be Cllr Barrett, Cllr Smith and Cllr Hodgkiss.

20. 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 (updated 2023)
- ii) Standing Orders
- iii) Model Financial Regulations
- iv) Complaints procedure (including vexatious or abusive complaints)
- v) Publication Scheme
- vi) Budget for 2026-27 (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 JPAG Practitioners' Guide 2024.

21. Council's 2025-26 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, the Council confirms that its internal financial controls are operating in accordance with proper practice. In-year reviews are undertaken at each meeting of the Parish Council, with a formal end-of-year review completed prior to submission of the accounts to the internal auditor." Cllr Barrett.

- b) To approve the Council's accounts for 2025-26.

Cllr Stock proposed, Cllr Barrett seconded, and it was **RESOLVED** that the Council's accounts for 2025-26 be approved.

22. Internal Audit Report

Members received and noted the Internal Audit Report for 2025/26.

23. Approval of the Annual Governance Statement (AGAR Section 1) for 2025/26

Members reviewed the Annual Governance Statement for the year ended 31 March 2026 and confirmed that the Council had maintained an adequate system of internal control throughout the financial year.

Cllr Stock proposed, Cllr Barrett seconded, and it was **RESOLVED** that the Annual Governance Statement (AGAR Section 1) for 2025/26 be approved.

24. Approval of the Accounting Statements (AGAR Section 2) for 2025/26

Members considered the Accounting Statements for the year ended 31 March 2026 and noted that they had been signed and certified by the Responsible Financial Officer prior to their presentation to the Council.

Cllr Stock proposed, Cllr Barrett seconded, and it was **RESOLVED** that the Accounting Statements (AGAR Section 2) for 2025/26 be approved.

25. Certificate of Exemption from Limited Assurance Review 2025/26

Members considered whether the Council met the criteria to declare itself exempt from a limited assurance review for 2025/26. It was noted that the Council's gross income and gross expenditure for the year were each below £25,000, and that the Council therefore qualified for exemption. Members agreed that the Certificate of Exemption should be completed and submitted.

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Cllr Stock proposed, Cllr Barrett seconded, and it was **RESOLVED** that Little Bromley Parish Council declare itself exempt from a limited assurance review for 2025/26 and that the Certificate of Exemption be signed.

26. Meeting dates for 2026-27

Thursday 16 July 2026
Thursday 17 September 2026 (provisional date)
Thursday 19 November 2026
Thursday 21 January 2027
Thursday 18 March 2027
Thursday 20 May 2027

Members received and noted the schedule of meeting dates for the 2026/27 municipal year, including a provisional date for September which may be subject to change.

27. Public Participation

Members reaffirmed the Council's commitment to open and constructive public engagement. Little Bromley Parish Council valued the exceptionally positive relationship it enjoyed with its residents. While the formal Public Participation item provided a dedicated opportunity for parishioners to raise matters, the Council recognised that its meetings consistently benefited from constructive, respectful dialogue with those attending. With regular public attendance of around ten residents or more, this ongoing engagement had become a distinctive strength of the parish. Councillors therefore continued to welcome brief, relevant contributions from the public at appropriate points during the meeting, provided this supported the smooth conduct of business and respected the Chairman's direction. This approach complemented the SLCC's guidance and reflected the collaborative, community-focused ethos that worked so effectively in Little Bromley.

Members of the public were welcome to speak, and questions relating to agenda items were responded to during the relevant discussion.

During the public participation period, the following matters were raised:

- **Welcome letter for new residents:** A resident suggested that the Parish Council consider sending a welcome-to-the-village letter containing useful information about the parish and local services. Members agreed that this was a positive idea and would explore options for producing a reusable welcome pack.
- **Litter-pick:** A resident asked whether future litter-pick dates could be planned and publicised. Members agreed to consider suitable dates and arrangements.
- **Condition of POWER signs:** A resident noted that some of the anti-Windfarm/POWER campaign signs around the village were looking untidy. The Council clarified that the signs had been installed by the POWER group, not the Parish Council, but agreed to pass the concern on to the group.

28. Planning application

REFERENCE	26/00590/DETAIL Mr Dan Baldwin - Friendly Homes Ltd
LOCATION	Hunyani Ardleigh Road Little Bromley Manningtree Essex CO11 2QA
PROPOSAL	Submission of details under Outline Planning Permission 23/00439/OUT considering access/scale/appearance/landscaping/layout for the erection of 2no. dwellings.
COMMENT	Little Bromley Parish Council submits a formal objection to planning application 26/00590/DETAIL. 1. Unlawful Development on Adjacent Land The Parish Council does not object to the <i>principle</i> of development as established under outline consent 23/00439/OUT . However, the Council is extremely concerned that a building has

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recently been erected on land immediately adjacent to the application site, apparently for use in connection with the applicant's building business.

This land is understood to be **classified as agricultural**, not commercial, residential, or amenity land. The presence of this unauthorised structure is acknowledged within the submitted site plan for 26/00590/DETAIL. The Parish Council cannot support any application that might be interpreted as condoning, legitimising, or facilitating unlawful development. Until this matter is fully investigated and resolved by the Local Planning Authority, the Council must object.

2. Protection of Adjacent Land and Prevention of Linear Development

While the Parish Council supports the principle of the outline consent already granted, it **does not support any development of the adjacent plot**. Such development would constitute **linear sprawl** along Ardleigh Road, which is wholly out of keeping with its **extremely rural, undeveloped, and landscape-sensitive character**.

The adjacent land has also been used historically as a **public open space for village events**. Little Bromley is a very small rural parish with **no formal public amenities**, and the protection of this informal community space is of significant importance to residents. Any encroachment or implied acceptance of development on this land is strongly opposed.

3. Foul Water and Sewerage Concerns

The Parish Council has serious concerns regarding the **lack of adequate foul water and sewerage provision**. The site appears to have **insufficient space for a compliant soakaway system**, and any alternative arrangement would require effluent to be discharged onto neighbouring land **not owned or controlled by the applicant**.

Little Bromley does not benefit from mains sewerage, and inappropriate or unworkable foul water solutions pose a **significant environmental and public health risk**. The Council will maintain its objection unless and until a **fully compliant, technically sound, and independently verified foul drainage strategy** is provided.

4. Highway Safety and Access Risks

The Parish Council also raises strong concerns regarding the proposed new access serving two dwellings. The access point lies **extremely close to a junction with a completely blind bend**, creating a serious hazard for all road users.

There are **no footpaths** in this location, meaning the risks extend beyond vehicle-to-vehicle collisions to include the potential for pedestrians to be **struck, seriously injured, or killed**. The Council seeks clear evidence that the Highways Authority has fully assessed these risks and that the proposed access meets all required safety standards. In the absence of such assurance, the Council must object.

Conclusion

For the reasons set out above—namely the presence of apparent unlawful development, the unacceptable precedent for linear expansion, the unresolved foul drainage issues, and the significant highway safety concerns—Little Bromley Parish Council objects to planning application **26/00590/DETAIL**.

The Council respectfully requests that the Local Planning Authority refuse the application unless and until all matters raised are fully addressed to the satisfaction of the community and relevant statutory bodies.

Cllr Stock proposed, Cllr Smith seconded, and it was **RESOLVED** to submit the objection as drafted.

29. Reports

- a) **County Councillor** - Cllr Murray introduced himself to the Parish Council. He reported that he had been nominated to stand as Vice-Chair of Essex County Council and noted his

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background representing a rural area, including twelve years as a district councillor. He explained that he was keen to understand where funds would be allocated under the new administration and expected to know more following the next full Council meeting. Monthly ECC reports would resume in due course.

- b) **District Councillor** – A written report from the Cllr Fairley had been received by email. Members noted that it would be uploaded to the website and circulated to councillors.
- c) **Parish Councillors** - No reports were received.
- d) **Footpath Warden** - No report was received.
- e) **Police** – The latest police report had been uploaded to the Council's website.
- f) **Clerk** – The Clerk reported that a request for support for the Flower Festival taking place at St George's Church in June had been received by letter. Members agreed that a contribution of £25 should be made, with the payment to be ratified at the next meeting. Cllr Barrett proposed, Cllr Monger seconded, and it was **RESOLVED** that a donation of £25 be approved in principle, subject to formal ratification at the next meeting.

30. Neighbourhood Plan update

Members received an update from Cllr Stock on progress with the Neighbourhood Plan. An email update had been received from Tendring District Council's Planning Policy team, and work on the draft Plan continued to progress.

Cllr Stock also raised a request to explore the potential designation of certain parish roads as Quiet Lanes, noting that this would require initial guidance from Essex Highways on the process and the suitability of candidate roads. Members agreed that this should be investigated further.

Cllr Stock proposed, Cllr Smith seconded, and it was **RESOLVED** that work on the Neighbourhood Plan continue and that enquiries be made with Essex Highways regarding the Quiet Lanes designation process.

31. Memorial Garden – St Mary's Church

Members received an update from Cllr Barrett on the Memorial Garden proposal, which continued to progress through the Diocese's Faculty system. Cllr Barrett reported that an email had been received from Gregory Frostick confirming that the application was now with the registry in London awaiting release of the Faculty. The oak corner posts for the garden had been made and were ready for installation once permission was formally issued.

32. Local Plan update

There was no update to report at this meeting.

33. Infrastructure Projects

Members received updates on the major infrastructure projects affecting Little Bromley and the surrounding area, and considered the implications for the parish.

• National Grid – Pylons and Proposed Substation

Members noted that the project remained with the Planning Inspectorate. A series of hearings had taken place a couple of weeks earlier, with further hearings scheduled. The Planning Inspectorate would be undertaking site visits, although it was understood that Little Bromley would not be included. The Parish Council continued to work closely with the Ardleigh Planning Infrastructure Working Group (PIWG) and Barrister Simon Bell in preparing objections and responding to deadlines.

• Five Estuaries Windfarm – Underground Cables and Proposed Substation

Members noted ongoing activity relating to the Five Estuaries project.

• North Falls Windfarm – Underground Cables and Proposed Substation

Members noted that the North Falls project had recently received its Development Consent Order (DCO) to proceed.

• Tarchon

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Members received an update from Cllr Fairley via Tendring District Council (TDC). TDC had met with Tarchon the previous week. Intrusive borehole surveys were being undertaken along the preferred route. Public consultation was expected to take place between June and August, across five venues. Tarchon intended to meet with Little Bromley Parish Council to provide a direct update.

Members discussed the updates and agreed that the Parish Council would continue to monitor all projects closely, maintain engagement with partner organisations, and respond to consultations as required.

34. Speedwatch Group

Members received an update on the proposed Community Speedwatch project. It was noted that there had been no expressions of interest from residents in forming a Speedwatch group at this time.

Members also noted that the VAS (Vehicle Activated Sign) had been without a functioning battery for the past two years, preventing it from being used effectively. It was agreed that this issue should be raised with Cllr Murray, along with the key points discussed, to seek support in resolving the matter.

35. Village Planters

Members received an update on the ongoing maintenance of the six village planters. It was noted that Roly and Ken were stepping down from their voluntary roles after many years of hard work. The Council expressed its sincere thanks to both for their long-standing contribution to the appearance of the village.

Members noted that all but one planter had been planted for the summer, and that the Council was still seeking volunteers to assist with watering and ongoing maintenance.

It was further suggested that one of the planters be relocated nearer the car park, and Members agreed that options for repositioning it would be explored.

36. War Memorial

Members considered a request to agree a sum towards the purchase of plants for the War Memorial. It was agreed that a contribution of £30 be approved.

Cllr Barrett proposed, Cllr Stock seconded, and it was **RESOLVED** to approve a £30 contribution for plants for the War Memorial.

37. Tree Preservation Orders

Members received an update from Cllr Monger on the Tree Preservation Order (TPO) initiative. Cllr Monger had liaised with the District Council's Tree Officer, who confirmed that the remaining trees at Hunyani had now been protected with TPOs. Work was underway to compile a list of potential further TPO candidates within the parish.

Members noted that residents were invited to submit suggestions for any trees they believed warranted protection.

Cllr Hodgkiss joined the meeting during this item.

38. Quiet Lanes

Members considered whether the Parish Council should pursue the Quiet Lanes initiative for certain roads within the village. It was noted that Chequers Road and Dead Lane were potential candidates. Members further noted that Essex Highways had not approved the previous scheme, but agreed that the initiative remained worthwhile and should be explored again.

Cllr Stock proposed, Cllr Hodgkiss seconded, and it was **RESOLVED** that the Parish Council should pursue the Quiet Lanes initiative and make further enquiries with Essex Highways regarding the process and suitability of the identified roads.

39. Tendring District Council – Overview & Scrutiny Work Programme Consultation 2026/27

Members noted the consultation by Tendring District Council on its 2026/27 Overview & Scrutiny Work Programmes and considered whether the Parish Council wished to submit any suggestions.

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Members agreed that the cumulative impact of major infrastructure projects on Little Bromley should be raised as a matter requiring scrutiny, given the scale of proposals affecting the parish and surrounding area.

Members also agreed that concerns regarding local healthcare provision should be highlighted as an issue of importance to residents.

It was agreed that Cllr Stock would draft a response to the consultation reflecting these points.

40. Defibrillator training event

Members received an update on arrangements for the parish defibrillator training event. Cllr Hodgkiss reported that the defibrillator had now been registered on the national network and that a new battery had been fitted.

Contact had been made with the Manningtree First Responders, who had confirmed that they were able to hold a training session on Thursday 11 June. Members noted that an earlier start time of 6.00pm would be more suitable for families, and Cllr Hodgkiss would enquire whether this could be accommodated.

It was agreed that the event would be publicised via the village email database and on the parish noticeboard.

41. Accounts 2026-27

Members received confirmation from the Accounts Monitoring Officer, Cllr Barrett, that the Council's accounts were in order.

42. Approval of payments

EALC and NALC Affiliation Fee 2026/27	£101.20
Clacton Business Services – internal audit fee	£120.00

Members considered the schedule of payments. Cllr Stock proposed, Cllr Smith seconded, and it was **RESOLVED** that the payments be approved.

43. Date of next meeting – Thursday 16 July 2026 at 7:30pm

Members were reminded that items of business for inclusion on the agenda should be submitted to the Clerk by Monday 6 July 2026.

The Chairman thanked all those attending and closed the meeting at 8.20pm.