

**Minutes of a Meeting of Bradfield Parish Council held on Monday 5th October 2026
at 7.30pm in Bradfield Village Hall, Bradfield Southend.**

Present:

Cllr. K. Dearing (Chair)
Cllr. G. Allen
Cllr. G. Allnutt
Cllr. R. Balsdon
Cllr. K. Bishop
Cllr. A. House
Cllr. S. O'Reilly
Cllr. R. Wyatt
Mrs. H. Pratt (Clerk)
Three members of the public.

117. **Apologies.**
Apologies for absence were received and accepted from Cllr. Wale and District Cllr. Mackinnon.
118. **Declarations of Interest.**
There were no updates to the register of interests.
- 118.1 **Declaration of Interest in Agenda Items.**
No declarations of interest were declared in any agenda items.
119. **Public Forum.**
- 119.1 **Footpath BRAD11/1.**
A parishioner reported that BRAD11/1 from Union Road to Buscot Hill is very overgrown and the line of the path is not clear. It was agreed that she would report it to WBC with photographs.
It was reported that the footpath sign for BRAD11/1 is missing on Buscot Hill.
- 119.2 **Highway issues on Union Road.**
A parishioner raised concerns about the speed of traffic on Union Road. It narrows to the west of Waylands Close, almost forming an unmarked chicane for larger vehicles. Cllr. Dearing will raise these issues with a WBC Highways officer.
120. **Approval of Minutes of the BPC meeting on Monday 7th September 2026.**
The minutes of the BPC meeting held on Monday 7th September 2026 were agreed as a true record of the meeting and signed by the Chairman.
121. **Planning Applications**
- 121.1 **Planning Applications for consultation:**
- 121.1.1 **26/02016/HOUSE & 26/02017/LBC – 2 Hollytree Cottages, Cock Lane.**
Ground floor extension to rear of listed dwelling.
The proposed extension is quite discrete and will be quite difficult to see from Cock Lane. The red line is not believed to go around the whole curtilage of 2 Hollytree Cottages. Concern was raised about parking for contractors' vehicles and deliveries which will have the potential to impact on users of Cock Lane, particularly parents dropping off or collecting children from school.
It was agreed that BPC has **no objection** to these applications with comments about the curtilage, contractor parking and delivery times.
- 121.2 **Planning Decisions taken by WBC:**
No planning decisions have been made relating to any applications in Bradfield since the last meeting.

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- 121.3 Planning Decisions taken to appeal:
- 121.3.1 **26/00620/PIP – Glenvale Nurseries, Hungerford Lane**
Application for permission in principle for a phased application for up to 5 serviced plots for custom build housing.
 BPC **objected** to this application, which was **refused** by WBC, however the applicant has taken this decision to appeal.
- 121.4 Other Planning Matters.
- 121.4.1 **Land East of Buscot Hill, North of Union Road.**
 Whilst planning application 26/01411/FULMAJ has not yet been determined, alpacas and two caravans have been moved onto the site.
- 121.4.2 **Queen's Head Planning Application.**
 Following the approval of planning application 25/02902/FUL, significant concern has been raised about sight lines when turning into Southend Road from Cock Lane. Cllr. Dearing will be meeting with District Cllr. Mackinnon and WBC Highways to review the situation.
122. **District Councillor's Report.**
- 122.1 Planning.
 District Councillors can no longer request that planning applications are considered by the Planning Committee. Ten letters of objection will no longer result in an application being considered by the Planning Committee (assuming it was written up for approval). Under the National Scheme of Delegation all applications, for routine, small-scale developments (including HOUSE applications), minor commercial projects and minor residential schemes of up to 9 homes, must be decided by planning officers and not a Planning Committee.
123. **Finances.**
- 123.1 Bank Reconciliation to the 5th October 2026.
 The Clerk circulated a bank reconciliation to the 5th October 2026 showing a balance in the Community Account of £30,154.32 once all transactions have cleared. This was reconciled to the bank statement, which showed a balance of £30,532.52 on the 2nd October 2026.
 The balance in the Community Instant Access Account was £42,117.97 on the 25th September 2026.
 Cllr. Allnutt verified the bank reconciliation against the bank statements.
- 123.2 List of payments and receipts since the last BPC meeting.
 The following payments have been made since the meeting on the 7th September 2026:
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|-----------------------------------|---------|
| Bank charges (10/7/26 – 9/8/2026) | £6.25 |
| Staff costs (September 2026) | £647.18 |
| Chair's allowance | £125.00 |
| External Limited Assurance Review | £378.00 |
- The second half of the precept has been received from WBC.
- 123.3 Income and expenditure against budget to the 30th September 2026.
 Income (of £31,680.08) has already exceeded the budget for the year because £4,000 was received from a grant from the Police and Crime Commissioner.
 Expenditure for the first half of the year, including VAT was £7,717.48 against a budget for the full year of £16,573.86, excluding any grants which are made at the end of the year.
- 123.4 LGA Pay Award.
 The Local Government Association has agreed the pay award for clerks of 3.3%. It was agreed that the Clerk would be awarded this increase.

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123.5	<u>Clerk's Salary.</u> Payment of the Clerk's salary for September 2026 and backpay to the 1 st April 2026 was approved.	
124.	<u>Highways.</u>	
124.1	<u>Replacement Vehicle Activated Sign (VAS).</u> Progress with the application for a VAS has been awaiting the start of the new WBC Highways contractor, which took place on the 1 st October 2026. The post which supports the VAS needs to be replaced and a quote from the new Highways contractor is needed. It was noted that the existing VAS still works, but that it can be quite difficult to see; the new type of sign, supplied by WBC, will be much brighter.	HP
124.2	<u>Community Speed Watch (CSW).</u>	
124.2.1	<u>Joint purchase of Sentinel Camera.</u> There's been no progress on the potential for the joint purchase of a new CSW camera which would only require two volunteers.	
124.2.2	<u>Update on CSW activities.</u> Due to other commitments, there have been a limited number of CSW deployments since the last BPC meeting.	
124.2.3	<u>CSW Signage across the parish.</u> There are ten locations across the parish where CSW signage is required. The total cost of one sign in each of the ten locations is expected to be approximately £750. However, WBC have suggested that, where possible, there should be two signs. The size of the clips to attach the signs need to be specific to each post. The Clerk and Cllr. Dearing will make site visits and assess the options later in the month.	KD HP
124.3	<u>Any Other Highway Issues.</u>	
124.3.1	<u>Heath Road Signs.</u> The Heath Road sign at its junction with Southend Road has now been replaced.	
124.3.2	<u>Car on Cock Lane.</u> The car which appeared to have been dumped on Cock Lane has now been moved.	
125.	<u>Clerk's Report.</u>	
125.1	<u>Completion of External Limited Assurance Review by PFK Littlejohn LLP.</u> The external limited assurance review has now been completed by PKF Littlejohn LLP. They have commented that the following weren't supplied: 1. An explanation for the possible inconsistency between Boxes 6 and 9 of Section 2. 2. Confirmation that risk management arrangements by the whole authority occurred during 2025/26. Point 1 was a question on whether the Village Hall belonged to BPC and, if it did, the asset value of the Village Hall should be increased in line with the donation to the Village Hall. Point 2 was questioning whether BPC had reviewed its Risk Assessment during the year, which has been carried out. Whilst both points were answered, the answers were not submitted within the timeframe required.	HP
125.2	<u>Remembrance Sunday – Sunday 8th November 2026.</u> The quote from Sunbelt Rentals for manning the road closure and signage has been accepted. Cllr. Balsdon confirmed that the WI will provide refreshments at the Social Club after the event. The license application, issued by WBC, for the road closure has been completed and approved. It was noted that the article in NewsLink refers to parking being courtesy of Copyhold Farm, when in fact it is courtesy of Beechwood Eggs.	HP

- 125.3 The Clerk will review the Risk Assessment again prior to the event.
Correspondence.
- 125.3.1 **WBC District Parish Conference (13th October 2026).**
The agenda has now been circulated for the District Parish Conference which is on Tuesday. Cllr. Dearing and Cllr. Bishop will attend virtually.
126. **Reports from any meetings.**
- 126.1 **Bradfield Village Hall.**
A meeting to celebrate the first year of the refurbished hall was held on the 23rd September. Approximately 30 people attended. Two receptions have been advertised for current hall users to attend the hall, immediately prior to hall committee meetings. These are aimed at identifying issues for the current users.
A map has been drawn of the village field which shows all of the trees which are now being monitored on a regular basis.
A new website has been developed for the Village Hall, but this is yet to go live.
The application for the site to be registered with the Land Registry has now been submitted.
To improve the acoustics in the hall, it is being proposed to install panels on the walls.
A jazz evening is planned for the 5th November and there is to be a theatrical performance of "A Christmas Carol".
- 126.1.1 **Litter Bins.**
It was agreed that the Clerk would engage with a hall committee member about the exact requirements for the bins; there are a significant number of options.
- 126.1.2 **Fencing along Cock Lane.**
Concern has been raised about the number of gaps, in the hedge between the Village Field and Cock Lane, which enable children to run out of the Field into Cock Lane. The Chairman of the Village Hall Committee (who own the Village Field) has suggested that a fence needs to be installed, but the Village Hall Committee don't have the finances for a fence. It has been suggested that BPC should pick up this cost.
BPC has no responsibility for the Village Field.
If the Village Hall Committee needs funds to complete this fence, a grant application could be made to BPC, accompanied by three quotes, such that it can be considered prior to the budget being set and the precept requested for FY27/28. Any funds would not be available until the April/May 2027.
127. **Round Table Comments.**
- 127.1 **Christmas Lights Judge.**
The Harris family are discussing the proposal of the previous years winner being the judge for the current year's Christmas Light competition.
- 127.2 **Travellers Rest Dog Walking Field.**
Despite the planning application for a dog walking field, next to the Travellers Rest Farm, being refused, a vehicle and three dogs were seen using the field.
- 127.3 **Dog Waste Bin on the South side of Southend Road.**
The Clerk commented that there was no update on this bin.
- 127.4 **Parking on New Way.**
Between ten and fourteen cars park in New Way at school drop off and collection times. These cars turn round, where they are parked, driving onto the edge of the cricket field when they leave which is damaging the field. Whilst some of the posts around the cricket field have been replaced, the posts are too far onto the field to stop the behaviour.

- 127.5 Emergency Box.
Cllr. Allen will inspect the contents of the emergency box, stored in the Village Hall, and look at what needs to be done to maintain it.
- 127.6 Drug Dealing in the Parish.
The PCSO is aware of drug dealing going on within Bradfield Southend and is monitoring known locations.
128. **The meeting concluded at 9.00pm.**
Next BPC meeting: Monday 2nd November 2026 at 7.30pm in Bradfield Village Hall, Southend Road, Bradfield Southend.

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