

**Minutes of a Meeting of Bradfield Parish Council held on Tuesday 2<sup>nd</sup> September 2025  
at 7.30pm in Bradfield Methodist Church, Tutts Clump.**

**Present:** Cllr. K. Dearing (Chairman)  
Cllr. G. Allen  
Cllr. G. Allnutt  
Cllr. R. Balsdon  
Cllr. K. Bishop  
Cllr. A. House  
Cllr. S. O'Reilly  
Cllr. T. Wale  
Cllr. B. Wyatt  
Mrs. H. Pratt (Clerk)  
One member of the public.

104. **Public Forum.**

104.1 **Bradfield Village Hall.**

The project manager reported that the planned improvements to the hall are essentially on schedule and should be substantially complete by the end of September. Due to issues with the ground contractors, the main drainage works won't be complete; this work should be complete by the 2<sup>nd</sup> week in October. Plasterers, painters and joiners have all been on site.

The site will be tidier by the 15<sup>th</sup> September, following a programme to clear surplus materials. The scaffolding "top hat" is due to be dismantled either at the end of this week or the beginning of next week so that the solar panels can be installed next Wednesday (10<sup>th</sup> September).

A traffic management plan needs to be in place for the week beginning the 29<sup>th</sup> September, particularly for parents of pupils at the primary school who use the carpark, because parts of the carpark will be dug up to complete the drainage works.

The project manager and another parishioner were praised for getting the project going and keeping at it.

105. **Apologies.**

There were no apologies for absence.

106. **Declarations of Interest.**

There were no updates to the Register of Interests.

106.1 **Declaration of Interest in Agenda Items.**

There were no declarations of interest in any agenda items.

107. **Approval of Minutes of BPC meetings:**

107.1 **Tuesday 5<sup>th</sup> August 2025.**

The minutes of the BPC meeting held on Tuesday 5<sup>th</sup> August 2025 were agreed as a true record of the meeting and signed by the Chairman.

107.2 **Matters arising from the minutes not noted elsewhere.**

107.2.1 **The Old Doctor's Surgery, Cock Lane.**

It was noted that the new entrance for "house 1" didn't have to be completed until after "house 2" was finished, by which time, "house 1" may be occupied.

107.2.2 **Common Hill.**

The vegetation on Common Hill has been cut back.

107.2.3 **New Grit Bins on Mariners Lane.**

The grit bin to be replaced has not yet been removed from Mariners Lane.

108. **Planning Applications**
- 108.1 **Planning Applications on which BPC has been consulted by WBC:**
- 108.1.1 **25/01714/FUL – Bradfield College.**  
*Installation of roof mounted solar panels.*  
 It was agreed that BPC **supports** this application.
- 108.2 **Planning Decisions taken by WBC:**
- 108.2.1 **25/00732/HOUSE & 25/00733/LBC – Gardeners Cottage, Buckhold.**  
*Erection of side extension to existing dwelling and internal alterations.*  
 BPC had **no objection** to these applications which have been **approved** by the Eastern Area Planning Committee.
- 108.2.2 **25/01181/HOUSE – 1 Buscot Copse, Bradfield.**  
*Retrospective: Erection of single storey outbuilding to front of dwelling, and installation of swimming pool with plant room to rear.*  
 BPC **objected** to this application which has been **refused** by WBC.
- 108.2.3 **25/01165/FUL – 1 Buscot Copse, Bradfield.**  
*Retrospective: Erection of 1.5 storey cabin for tourism use with log burner and change of use of part of site to provide camping site.*  
 BPC **objected** to this application which has been **refused** by WBC.
- 108.2.4 **25/01326/FUL - Land West of Herons Cottages, Buckhold.**  
*Construction of a livestock building within existing farmyard and located between existing livestock buildings and storage barn.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 108.2.5 **25/01327/FUL - Land West of Herons Cottages, Buckhold.**  
*Construction of a livestock building within the existing farmyard and located between existing livestock buildings and storage barn.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 108.2.6 **25/01491/HOUSE - Orchard Lodge, Tutts Clump.**  
*Roof light additions to existing property.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 108.3 **Enforcement Issues.**
- 108.3.1 **General Update.**  
 Cllr. House reported that he had discussed (and subsequently emailed) the list of enforcement issues with District Cllr. Mackinnon at the Eastern Area Planning Committee meeting on the 6<sup>th</sup> August.
- 108.3.2 **Earlham, Southend Road.**  
 An excessively large outbuilding, with a black finish, was constructed during July in the rear garden. The outbuilding is believed to be within 2m of the boundary. It was agreed that this be reported to WBC Enforcement.
- 108.3.3 **The Old Piggery, Mariner's Lane.**  
 It was reported that the left bay of the piggery is now fully enclosed with windows and a door. Domestic paraphernalia including a table and chairs are outside the building. The container also remains in situ. It was agreed to report this to WBC Enforcement.
109. **District Councillor's Report.**  
 There was no report from District Cllr. MacKinnon.
110. **Finances.**
- 110.1 **Bank Reconciliation dated 2<sup>nd</sup> September 2025.**  
 The Clerk circulated a bank reconciliation dated the 2<sup>nd</sup> September 2025 prior to the meeting. This reconciled to the balance on the Community Account on the 1<sup>st</sup> August

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|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|-----------------------------------------------|---------|--------------------------------------------------------|---------|--------------|-------|--|
|                                                        | <p>2025 which showed a balance of £12,612.47. Once all cheques and credits have cleared, the balance in the Community Account will be £10,978.48.</p> <p>The statement for the Community Instant Access account dated 27<sup>th</sup> July 2025 showed a balance of £74,170.39. Since the last meeting, £32,357.00 has been transferred from the Community Instant Access account to the Community Account to fund payment of the ring-fenced sum of £32,357.00 to Bradfield Village Hall for the refurbishment project. This transfer took place on 28<sup>th</sup> August and left a balance in the community Instant Access Account of £41,813.39.</p> <p>Cllr. Allnutt verified the bank reconciliation against the bank statements.</p> |                        |            |                                               |         |                                                        |         |              |       |  |
| 110.2                                                  | <p><u>List of payments since the last BPC meeting.</u></p> <p>The following payments have been made since the last meeting:</p> <table><tr><td>Bradfield Village Hall</td><td>£32,357.00</td></tr><tr><td>Salaries, PAYE, NI and Microsoft subscription</td><td>£686.97</td></tr><tr><td>Bibby Commercial Finance Limited (bin emptying August)</td><td>£106.08</td></tr><tr><td>Bank charges</td><td>£7.25</td></tr></table>                                                                                                                                                                                                                                                                                                                | Bradfield Village Hall | £32,357.00 | Salaries, PAYE, NI and Microsoft subscription | £686.97 | Bibby Commercial Finance Limited (bin emptying August) | £106.08 | Bank charges | £7.25 |  |
| Bradfield Village Hall                                 | £32,357.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |            |                                               |         |                                                        |         |              |       |  |
| Salaries, PAYE, NI and Microsoft subscription          | £686.97                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                        |            |                                               |         |                                                        |         |              |       |  |
| Bibby Commercial Finance Limited (bin emptying August) | £106.08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                        |            |                                               |         |                                                        |         |              |       |  |
| Bank charges                                           | £7.25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                        |            |                                               |         |                                                        |         |              |       |  |
| 110.3                                                  | <p><u>Clerk's Salary.</u></p> <p>Payment of the Clerk's salary for September 2025 was approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                        |            |                                               |         |                                                        |         |              |       |  |
| 110.4                                                  | <p><u>LGA Pay Award.</u></p> <p>Whilst the Clerk was paid the back pay due for the last agreed LGA pay award (FY24/25), the hourly rate was not increased by the payroll company. BPC accepted the annual pay award approved by the LGA (back dated to the 1<sup>st</sup> April 2025); the Clerk will inform Autela Payroll Services of the increase and also the error following the last pay rise.</p>                                                                                                                                                                                                                                                                                                                                     | HP                     |            |                                               |         |                                                        |         |              |       |  |
| 111.                                                   | <p><b><u>Highways.</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                        |            |                                               |         |                                                        |         |              |       |  |
| 111.1                                                  | <p><u>Update on any Highway Issues.</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                        |            |                                               |         |                                                        |         |              |       |  |
| 111.1.1                                                | <p><b>St. George's Crosses.</b></p> <p>People have been painting St. George's crosses on the white road markings across the country. Those which have appeared in Bradfield Parish have been reported to WBC. They are already beginning to wear/wash off.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                        |            |                                               |         |                                                        |         |              |       |  |
| 111.1.2                                                | <p><b>Buscot Hill.</b></p> <p>It was noted that vegetation has grown into the road on Buscot Hill. The Clerk will report this to WBC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | HP                     |            |                                               |         |                                                        |         |              |       |  |
| 111.1.3                                                | <p><b>Southend Road flooding.</b></p> <p>During the heavy rain, water was once again coming up through the drains on Southend Road; this has been reported to WBC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                        |            |                                               |         |                                                        |         |              |       |  |
| 111.1.4                                                | <p><b>Admoor Lane.</b></p> <p>The laurel hedge on the west side of Admoor Lane (outside Brookfield Cottage) is growing into the road; the Clerk will report this to WBC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | HP                     |            |                                               |         |                                                        |         |              |       |  |
| 111.2                                                  | <p><u>WBC Members Bid for new VAS.</u></p> <p>It was agreed (subject to District Cllr. Mackinnon's support) that BPC apply for a solar powered vehicle activated sign (VAS) unit with the recording option which is expected to cost in the region of £6,000. It is understood that WBC will install the device.</p>                                                                                                                                                                                                                                                                                                                                                                                                                         | HP                     |            |                                               |         |                                                        |         |              |       |  |
| 112.                                                   | <p><b><u>Clerk's Report.</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |            |                                               |         |                                                        |         |              |       |  |
| 112.1                                                  | <p><u>Remembrance Service – Sunday 9<sup>th</sup> November.</u></p> <p>The Clerk has spoken to Revd. Steve Newbold and the service is in his diary, and returned the necessary information to WBC for the road closure permit, including the Public Liability insurance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |            |                                               |         |                                                        |         |              |       |  |

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|         | Confirmation is still awaited from Sunbelt Rentals for the closure of the road. Cllr. House will organise and collect the wreath. Cllr. Dearing will clear last year's wreaths from the memorial.                                                                                                                                                                                                                                                                                                                                                                     |    |
| 112.2   | <u>Correspondence.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |
| 112.2.1 | <b>St. Peter's Preschool.</b><br>St. Peter's Preschool has written to BPC about the situation they find themselves in and the consequences if things do not change. The preschool has created a "GoFundMe" page to raise funds.<br>There was a discussion about the difference in the services provided by preschools and nurseries, and the demands of today's society on such establishments.<br>It was agreed that the Clerk would respond to the letter as positively as possible.                                                                                | HP |
| 112.2.2 | <b>WBC Ask the Leader Q &amp; A Session – Tuesday 30<sup>th</sup> September 6.30pm to 8.30pm.</b><br>This event will be held at Burghfield Parish Hall, Burghfield Common. This is only in person and not online.                                                                                                                                                                                                                                                                                                                                                     |    |
| 113.    | <b><u>Environment.</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |
| 113.1   | <u>Working Group to look at the Mobile Phone Signal.</u><br>At the presentation from the Berkshire Digital Infrastructure Group (DIG), two possible suggestions were put forward for a mast: on the Village Field and behind St. Peter's Church. In both cases, the mast would be approximately 20m high and would be unlikely to relay a signal beyond Tutts Clump.<br>Berkshire DIG are engaging with an operator who is exploring the possibility of a mast on Englefield Estate land off Southend Road/Union Road.<br>It was agreed to wait and see what happens. |    |
| 113.2   | <u>Installation of Commemorative Plaques.</u><br>The plaques will be installed on Bradfield Village Hall, once the development work has been completed.                                                                                                                                                                                                                                                                                                                                                                                                               |    |
| 113.3   | <u>Installation of replacement Benches.</u><br>A trustee of the Village Hall has arranged with Cllr. House to collect the picnic benches and deliver them to the Village field for installation.<br>It was agreed that they be gifted to the Village Hall.                                                                                                                                                                                                                                                                                                            | HP |
| 113.4   | <u>Defibrillator for Bradfield telephone box.</u><br>The Community Heartbeat Trust have returned a revised quote for a Zoll 3 defibrillator and cabinet. The Zoll 3 defibrillator is a more modern defibrillator than the SU ipad and doesn't require a heated cabinet. Over the year there has not been an increase in the cost of this equipment. It was agreed that the Clerk go ahead and purchase this configuration.                                                                                                                                            | HP |
| 114.    | <b><u>Bradfield Village Hall (BVH).</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |
| 114.1   | <u>Trees around the Village Field.</u><br>Following several significant branches falling from trees around the Village Field, two councillors have suggested to Village Field Trustees, that it might be sensible to get a tree survey carried out.                                                                                                                                                                                                                                                                                                                   |    |
| 114.2   | <u>Reopening of the refurbished Village Hall.</u><br>The refurbished Village Hall will have an official opening on Saturday 1 <sup>st</sup> November.                                                                                                                                                                                                                                                                                                                                                                                                                 |    |
| 114.3   | <u>Funding Situation.</u><br>To date, £80,000 has been spent on the refurbishment. BVH is grateful for the £50,000 of CIL funding which BPC has been able to contribute to the project. BVH has submitted a request to BPC for a further £2,000 for a power inverter for use in the case of emergency.<br>It was agreed that BPC would not contribute further funds to the project, mainly on the basis that no form of financial statement on the project has been shared.                                                                                           | HP |
| 114.4   | <u>Other activities.</u><br>The clock on the front of the hall is to be repainted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |

There is to be a new gate on the entrance to the play area.

115. **Round table comments.**

115.1 **Footpath Issues.**

A parishioner reported that footpath BRAD 9/1 (Mariners Lane, south of Orchard Lodge), had been blocked, however the parishioner was not walking on the definitive footpath.

The latch on the gate by the old piggery needs attention.

The closure on the gate at the junction of BRAD 7/3 and BRAD 6/1 needs adjustment.

It was noted that there are no right of way signs on Cock Lane for Green Lane (BRAD 15/1) or Heath Road (BRAD 5/1).

115.2 **Dog Mess.**

People are leaving more dog mess around Bradfield Southend than usual.

115.3 **Land behind The Laffords.**

It was questioned whether there was a covenant on the land behind The Laffords, which was originally allotments, prohibiting the construction of outbuildings.

115.4 **New Way Posts.**

It was reported that some of the posts along New Way on the cricket field are rotting off. This needs to be reported to the Cricket Club.

115.5 **Christmas Lights.**

A potential judge for the Christmas lights has been selected. Cllr. Dearing will make enquiries about whether they would be willing to consider the post for 2025.

116. **The meeting concluded at 9.55pm.**

**Next BPC meeting: Tuesday 7<sup>th</sup> October 2025 at 7.30pm in the Tutts Clump Methodist Church, Tutts Clump.**