

**Minutes of the Meeting of Bradfield Parish Council held on Tuesday 2nd July 2024
at 7.30pm in Bradfield Village Hall Committee Room, Bradfield Southend.**

Present: Cllr. K. Dearing (Chair)
Cllr. G. Allen (GiA)
Cllr. G. Allnutt (GeA)
Cllr. R. Balsdon
Cllr. K. Bishop
Cllr. A. House
Cllr. S. O'Reilly
Cllr. T. Wale
Cllr. B. Wyatt
Mrs. H. Pratt (Clerk)
Four members of the public.

94. **Public Forum.**

94.1 **Planning application 24/01176/HOUSE – Cherry Orchard, Tutts Clump.**

The applicant for this application commented that they would like to replace the existing outbuilding because there are structural issues which are uneconomic to repair.

95. **Apologies.**

There were no apologies of absence.

96. **Declarations of Interest.**

There were no updates to the Register of interests.

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

There were no declarations of interest in any agenda items.

97. **Approval of Minutes of the BPC meetings:**

97.1 **Tuesday 4th June 2024.**

The minutes of the BPC meeting held on Tuesday 4th June 2024 were agreed as a true record of the meeting and signed by the Chairman.

97.2 **Tuesday 18th June 2024.**

The minutes of the Extra Ordinary BPC meeting held on Tuesday 18th June 2024 were agreed as a true record of the meeting and signed by the Chairman.

98. **Matters arising from the minutes not covered elsewhere (for information only).**

98.1 There were no matters arising from the minutes not covered on the agenda.

99. **Planning Applications**

99.1 **Planning Applications on which BPC has been consulted by WBC:**

99.1.1 **24/01146/HOUSE – Ille Terrarum, Southend Road**

Demolition of existing detached garage with flat roof and erection of new detached garage with pitched roof incorporating first floor storage area.

It was agreed that BPC has **no objection** to this application, subject to a condition that the new garage remain ancillary/incidental to the dwelling Ille Terrarum.

99.1.2 **24/01159/AGRIC – Land West of Herons Cottages, Buckhold.**

Application to determine if prior approval is required for a proposed: A new agricultural storage building.

It was agreed that BPC **objects** to this application on the grounds of excessive size and the restricted access.

99.1.3 **24/01176/HOUSE – Cherry Orchard, Tutts Clump.**

Replacement outbuilding.

- The replacement building increases the footprint from 33.98m² to 45.14m² and increases the height by 1.37m.
- It was agreed that BPC has **no objection** to this application subject to the replacement outbuilding remaining ancillary/incidental to Cherry Orchard.
- 99.1.4 **24/01097/COND – Doctors Surgery, Cock Lane.**
Approval of details reserved by Conditions (10) Drainage, (11) Hard Landscaping, (12) Soft Landscaping and 14 (External Lighting of approved application 23/00494/FUL: Refurbishment and conversion of former doctor’s surgery into a detached dwelling and erection of new detached dwelling, with associated parking spaces, landscaping and infrastructure.
- The drainage information in this application shows a soak away in the garden of the new bungalow. This area is highlighted by the Environment Agency as at risk of surface water flooding. It was agreed that this information should be submitted to WBC.
- 99.2 Planning Decisions taken by WBC:
- 99.2.1 **24/00780/FUL – Telecommunications Mast, Maidenhatch.**
The proposed installation of a shareable telecommunications base station installation comprising a 30m lattice tower supporting up to 12 no antennas and 4 no dishes on 2 no headframes, together with up to 6 no ground based cabinets, 1 no meter cabinet and ancillary development thereto including compound fencing.
- BPC **objected** to this application which WBC has found to be **invalid**.
- 99.2.2 **24/00658/HOUSE - 4 Heath Road.**
Build log shed to house golf simulation (between side of garage and fence).
- BPC had **no objection** to this application which has been **approved** by WBC.
- 99.3 Enforcement Issues.
- 99.3.1 Applecroft.
WBC Enforcement has been informed of the lack of compliance with the enforcement notice of 1st February 2024, but the Enforcement team have visited and believe the doors have been removed.
- BPC thought the doors were still in situ. Because they are roller doors, rather than up and over traditional garage doors they are not so obvious. Councillors will carry out a further inspection from the road and inform the Clerk of the situation.
- 99.3.2 Land opposite the Old Travellers Rest.
The calves which were in the temporary structure opposite the Old Travellers Rest have now been removed from the structure, leaving it empty.
- 99.4 Neighbourhood Development Plan (NDP).
It was reported that there is up to £10,000 grant funding available from the Levelling Up fund for NDPs. If three or more parishes work together on a NPD, there are extra funds available. It was questioned whether Stanford Dingley Parish Council and Bucklebury Parish Council might be interested in working together. The implications of this were questioned.
100. **District Councillor’s Report.**
There was no report from District Cllr. MacKinnon.
101. **Finances.**
- 101.1 **Bank Reconciliations.**
The Clerk circulated a finance report, showing the financial position on 2nd July 2024. The report reconciled to the bank statements which showed balances of £16,748.85 in the Treasurer’s Account (current account) on the 3rd June 2024 and £73,304.71 in the Business Account on the 24th May 2024. Once all cheques and credits have cleared, the balance in the Treasurer’s Account will be £10,990.13.
Cllr. Allnutt verified the finance report against the bank statements.

AH
HP

101.2	<u>List of payments and receipts.</u> The following payments have been made since the last meeting: Bradfield PCC (Re issue of Luncheon Club grant cheque) £250.00 April Skies, Internal Audit £250.00 Salaries, allowances and PAYE (June 2024) £702.85 Bradfield Village Hall (grant for Village Field maintenance in FY23/24) £3,500.00 Tactical Facilities Management Ltd (Emptying 4 dog bins in June) £65.28	
101.3	<u>Clerk's Salary.</u> Payment of the Clerk's salary for July 2024 was approved.	
101.4	<u>Bank Mandate.</u> It was agreed to add Cllr. Allnut, Cllr. Allen and Cllr. Bishop to the bank mandate. The Clerk will also investigate the options for online banking.	HP HP
102.	<u>Actions required following internal audit.</u>	
102.1	<u>To set up a working group to consider the Clerk's Contract.</u> It was agreed that Cllr. Dearing and Cllr. House would work with the Clerk to ensure there is a contract of employment in place. The spinal column point (SCP) against which the Clerk is paid will be reviewed.	KD AH HP
102.2	<u>Use of Excel versus Accounting Package.</u> The internal auditor recommended moving to an accounting package or a revised Excel template so that there is a running total. The Clerk would prefer to remain with a revised Excel spreadsheet.	HP
103.	<u>Highways.</u>	
103.1	<u>Anti Speeding measures in the Parish.</u> Publishing the number of vehicles speeding and reported to the police in a parish magazine in another parish, was discussed and thought to be a good idea. The Clerk will contact Cheryl Evans (WBC) about use of the WBC SID in the parish and whether there are any locations where it can be used.	HP
103.2	<u>Parking on Southend Road.</u> There has been no update or change in the situation with parking on Southend Road outside the flats. Cllr. Dearing will contact Thames Valley Police, attempt to find out who is the PCSO covering Bradfield and if they can offer any assistance with the problem.	KD
103.3	<u>Parking on Cock Lane.</u> A black pickup truck is being repeatedly parked, obstructing the pavement, on Cock Lane. Anyone with a pushchair would have to go into the road to pass the vehicle. Obstruction of the pavement is an offence.	
103.4	<u>Vehicle on New Way.</u> A vehicle, on axle stands which is SWORN is situated with two wheels on the road and two wheels on the grass. This is believed to be illegal.	
104.	<u>Clerk's Report.</u>	
104.1	<u>Correspondence.</u>	
104.1.1	<u>Making the Village Field a Dog Free Zone.</u> Following the last meeting when this issue was raised by a parishioner, a letter and impact statement have been sent to the Village Hall committee. They have acknowledged the correspondence. The parishioner has requested that this is on the agenda for the next BPC meeting, but it is not a matter for BPC.	
104.1.2	<u>WB Heritage Forum – Friday 5th July.</u> The AGM of the WB Heritage Forum will be held on Friday 5 th July at 7.30pm in the Frank Hutchins Hall, Bradley Moore Square.	

104.1.3	<p>Walking in Bradfield document on WBC Website. This document, encouraging people to walk in Bradfield parish, suggesting that people could visit St. Andrew’s Church and view the telephone box refurbished for the platinum jubilee has been taken down from the WBC website. St. Andrew’s Church is not open to the public and the telephone box referred to is in Essex!</p>	GiA
104.1.4	<p>New Bus Shelters. BPC has been contacted by a company installing bus shelters and maintaining them for a limited number of years at WBC’s expense, after which their ownership and maintenance would be transferred to the PC. It was agreed that BPC is not interested in additional bus shelters.</p>	HP
105.	<p><u>Environment.</u></p>	
105.1	<p><u>Telephone Box in Bradfield Village.</u> There was a discussion about whether the telephone box in the conservation area at Bradfield should be kept or not. It was agreed that local residents be asked via Newlink if anyone is interested in maintaining it going forwards. The Clerk will investigate whether permission is required from WBC to remove it (given it is in a conservation area).</p>	GiA
105.2	<p><u>Defibrillator.</u> Bradfield College have been contacted about the public defibrillator provision they make. They do not see a need to change the current arrangements. Bradfield Village residents and BPC believe that there is a need for a defibrillator in Bradfield Village, which only requires a 999 call to access it. The possibility of locating it in the telephone box has been discussed, but it is felt that this is not the ideal location. A safer alternative might be near the telephone exchange on Ashampstead Road. The Clerk is currently exploring options for cabinets which don’t require electricity for another parish.</p>	HP
105.3	<p><u>Mobile phone signal in Bradfield.</u> The mobile phone signal around Bradfield Southend is very poor. It was suggested by Cllr. Allnut that writing to the Secretary of State for Digital, Culture, Media and Sport should be considered.</p>	
105.4	<p><u>Dog Waste Bin on Rotten Row Hill.</u> This bin doesn’t close properly. It was agreed to ask Tactical Facilities Management to quote to replace the bin.</p>	HP
106.	<p><u>Bradfield Village Hall (BVH).</u></p>	
106.1	<p><u>Bradfield Village Hall Development Committee Report.</u> Councillors who attended the Development Committee meeting on the 17th June were thanked. At the meeting, an outline of the options considered, and recommendations following the review of updated requirements for a Village Hall in Bradfield. The Hall Committee has accepted the recommendations, and the Development Committee is now working on more details to fulfil the specification brief. Whilst short notice was given for the meeting on the 17th, it was questioned how much support there is for the project from individual councillors and from the council as a whole. It was agreed that BPC is in support of the project.</p>	
106.2	<p><u>Management of the Village Field.</u> It was agreed to carry this item over to the August BPC meeting.</p>	
107.	<p><u>Round table comments.</u></p>	
107.1	<p><u>Hedge on Southend Road to the east of Mariner’s Lane.</u> This section of hedge is overgrown, limiting visibility at the junction.</p>	
107.2	<p><u>Southend Road.</u></p>	

Vehicles are parking on the grass alongside Southend Road; it is not a carpark. The hedge to the west of Heath Road is growing out over the pavement and poses a risk to the visually impaired or those with a pushchair.

107.3 E-Scooters and Electric Bikes.

Use of E-Scooters and Electric Bikes by young people is increasing. E-Scooters are illegal in public places. It was suggested that signage could be put up on the Village Field.

107.4 Cock Lane.

Vegetation growing into Cock Lane from the area between the Village Field and the Cricket Field needs cutting back.

107.5 Dog Bins.

The dog waste bins emptied by Tactical Facilities Management are generally emptied on a Tuesday. Triangle, since the take up of an annual contract have ceased to use bin liners and the internal bucket is removed to empty the contents. Often it is not put back in properly which prevents the bin from closing correctly.

107.6 Cock Lane/Hungerford Lane.

It has been noted that the gullies have been filled with crushed stone. It was questioned how long it will take for this to be washed across the road and into drains.

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

BPC meeting: Tuesday 6th August 2024 at 7.30pm in the Committee Room, Bradfield Village Hall.