

**Minutes of a Meeting of Bradfield Parish Council held on Monday 5<sup>th</sup> January 2026  
at 7.30pm in Bradfield Village Hall, Bradfield Southend.**

**Present:** Cllr. K. Dearing (Chairman)  
Cllr. G. Allen  
Cllr. G. Allnutt  
Cllr. R. Balsdon  
Cllr. A. House  
Cllr. S. O'Reilly  
Cllr. Wale  
Cllr. B. Wyatt  
Mrs. H. Pratt (Clerk)  
Five members of the public.

1. **Public Forum.**

1.1 **Christmas Lights.**

Results for the Bradfield Christmas lights were announced as follows:

- Third place – Bourne Rise
- Second place – 46 Southend Road
- First – Cripps Farm

Cllr. Wyatt reported that the lights at Cripps Farm had raised approximate £1,200 for charity; 80% for Cancer Research and 20% for St. Peter's Preschool.

2. **Apologies.**

There were apologies for absence from Cllr. Bishop and District Cllr. Mackinnon.

3. **Declarations of Interest.**

There were no updates to the Register of Interests.

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

Cllr. Balsdon declared an interest in application 25/02882/HOUSE for Waterman's Cottage as she is the applicant.

Cllr. Dearing declared an interest in application 25/02544/PACOU as a close friend of the applicant.

4. **Approval of Minutes of the BPC meeting on Monday 1<sup>st</sup> December 2025.**

The minutes of the BPC meeting held on Monday 1<sup>st</sup> December 2025 were agreed as a true record of the meeting and they were signed by the Chairman.

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

4.1.1 **Drains on Southend Road.**

BPC understood that the roots in the drains on Southend Road were to be cut before the end of November 2025; this work is still to be done.

5. **Planning Applications**

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

5.1.1 **25/02544/PACOU – Glenvale Nurseries, Hungerford Lane.**

(Cllr. House chaired this item on the agenda).

*Application under General Permitted Development (England) Order 2015 (as amended) – Schedule 2, Part 3, Class R to determine if prior approval is required for a proposed: Change of use of existing agricultural buildings to B8 storage and distribution.*

It was agreed that BPC would comment stating that loading and unloading should take place from on the site and not in the road, that any access to the site must be via the approved access and not Oak Lodge and that any conditions on the storage units to the rear of the site, which are relevant to the front of the site should be replicated.

- 5.1.2 **25/02671/FULMAJ – Land East of Buscot Hill and North of Union Road (Kaya Farm, Buscot Hill).**  
*Part retrospective siting of temporary rural workers dwelling; erection of general purpose agricultural building and yard; use of land for a mixed agricultural/equestrian use; use of land as a dog walking field; and ancillary works.*  
 Cllr. O'Reilly visited the site prior to the meeting and commented that fencing has already been set up. The application includes a 30m buffer strip parallel to Buscot Hill for wildlife. The proposed barn will be constructed of concrete blocks and clad in green metal sheets. It will have rooflights and no power supply. The timber cabin will be dependent upon solar power and will have a sewage treatment plant. The only access to the site will be from Buscot Hill. It was noted that the dog walking business and the alpaca business are two separate businesses.  
 There was a discussion about potential affordable accommodation within the immediate vicinity of the site.  
 It was agreed that BPC has **no objection** to this application, subject to the timber cabin having permission for three years only.
- 5.1.3 **25/02873/HOUSE – Orchard Lodge, Bishops Road.**  
*Temporary rear glazed enclosure.*  
 The meaning of temporary was questioned. It was agreed that BPC would comment on this application about the term temporary and note that a building of the same total footprint on this site was refused on the basis of overdevelopment on applications 22/00125/FULD and 22/01874/FULD.
- 5.1.4 **25/02882/HOUSE – Waterman's Cottage, Dark Lane.**  
*Single storey side extension.*  
 It was agreed that BPC has **no objection** to this application.
- 5.1.5 **25/02902/FUL – Queen's Head, Southend Road.**  
*Form new 1.2m by 3m sloped roof porch over existing side entrance. New front 5.25m by 7.3m timber pergola with flat, single ply covered roof complete with parapet glazed screens. Removal of existing stone walkway and entrance. Replace with new, timber arbor entranceway. New timber picket fence with lower planting and flowers. Allow to install new bike racks to car park. Adjust close boarded fencing with gates layout to side. New scaffold poles and festoon lighting to existing boundary planters.*  
 After a discussion, it was agreed that BPC would **object** to this application for the following reasons: obstruction of the site lines at the junction of Cock Lane and Southend Road, the impact of festoon lighting on residents and its impact on the dark skies of the National Landscape and the loss of parking spaces for bike parking. It was also noted that the existing planters potentially encroach onto the pavement/walkway and do not have any permission, assuming it is needed.
- 5.2 Planning Decisions taken by WBC:  
 No decisions have been taken on any applications which BPC has commented on.
- 5.3 Applications decided on Appeal.
- 5.3.1 **25/001181/HOUSE - 1 Buscot Copse**  
*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 was **refused** by WBC. This application has been **allowed** on appeal. WBC didn't submit their proposed conditions and didn't respond when the inspector requested.
6. **District Councillor's Report.**  
 There was no District Councillor's report.

7. **Finances.**

7.1 **Bank Reconciliation dated 5<sup>th</sup> January 2026.**

The Clerk circulated a bank reconciliation dated the 5<sup>th</sup> January 2026 prior to the meeting. This reconciled to the balance on the Community Account on the 3<sup>rd</sup> December 2025 which showed a balance of £19,204.77. Once all cheques and credits have cleared, the balance in the Community Account will be £16,443.27.

The statement for the Community Instant Access account dated 27<sup>th</sup> November 2025 showed a balance of £41,935.51.

Cllr. Allnut verified the bank reconciliation against the bank statements.

7.2 **List of payments and receipts since the last BPC meeting.**

The following payments have been made since the last meeting:

Chair's allowance	£125.00
Salaries & PAYE	£601.98
Bibby Commercial Finance Limited (December bins)	£106.08
Bradfield Village Hall (rent for December meeting)	£54.00
Expenses for postage (2024 & 2025)	£47.28
Bank charges (10/10/2025 to 9/11/2025)	£7.25

A VAT reclaim of £768.31 has been submitted for the period 1<sup>st</sup> April 2024 to the 31<sup>st</sup> March 2025.

7.3 **Clerk's Salary.**

Payment of the Clerk's salary for January 2026 was approved.

7.4 **Budget for 2026/2027.**

The Clerk circulated a draft budget prior to the meeting. The draft budget showed an operational expenditure of £16,573.86, with an additional £10,000 of grants and donations taking the total expenditure to £26,573.86.

It was agreed that a total of £25,000 would be ring fenced for the play area and £6,000 for speed mitigation measures. These sums come from funds already held.

It was resolved to approve this budget.

7.5 **Precept for 2026/27.**

It was resolved to increase the precept to £26,500 for FY26/27, this being an increase from £23,500.

8. **Highways.**

8.1 **Pot hole on Southend Road.**

A significant pot hole appeared in Southend Road on the 19<sup>th</sup> December. This was reported to WBC by multiple people and has now been filled. But the patch is already sinking.

8.2 **Community Speedwatch.**

The Community Speedwatch group (CSW) which operates in Bradfield has a Thames Valley Police speed gun. When this is in use, details of the vehicle must be noted down by three volunteers with pen and paper, to be passed to TVP for processing. Bucklebury PC has asked if Bradfield PC are interested in jointly purchasing a speed camera which automatically records the information for TVP and only requires two volunteers. TVP has suggested that they will claim back their speed gun (for use elsewhere) if a parish invests in this camera.

9. **Clerk's Report.**

9.1 **Grant Application Form.**

The Clerk circulated a grant application form which was approved for use in this financial year. The Clerk will put a copy on the website.

9.2 **Date for Annual Parish Assembly.**

The Annual Parish Assembly will be held on Monday 20<sup>th</sup> April 2026.

HP

10.	<b><u>Bradfield Village Hall (BVH).</u></b>	
10.1	<u>Registration of the Village Field.</u> Cllr. Balsdon reported that she is working with Blandy and Blandy to get the Village Field registered. Englefield Estate have been asked if they will contribute towards the costs.	RB
10.2	<u>Update on the Refurbishment.</u> BPC has made a grant of funds to Bradfield Village Hall Committee for the refurbishment of the hall and that work has been completed. BPC has no jurisdiction over Bradfield Village Hall Committee and no involvement with the Hall. Bradfield Village Hall Committee gives an annual report to the Charity Commission. Any futures requests for funding need to be formally submitted to BPC and will then be considered.	
11.	<b><u>Round table comments.</u></b>	
11.1	<u>White Entrance Gates on Cock Lane.</u> One of the white entrance gates on Cock Lane, at the entrance to Bradfield Southend was damaged in an accident and then removed. At the time of the accident this was reported to WBC, but to date has not been replaced. Cllr. Allnutt will follow up on this with WBC.	GA
11.2	<u>Village Hall.</u> Electric bikes and scooters have been used on the Village Field. It was questioned whether the Village Hall Committee have any policies covering this area. It was also questioned whether the Village Hall Committee has a policy on metal detecting. BPC had suggested that a tree survey should be carried out on the trees on the Village Field; it was questioned whether there was an update on this.	RB
11.3	<u>Dog bin on Southend Road.</u> Questions were asked about progress with the dog bin on the footpath (BRAD 3/1) opposite Wellington Gardens.	HP
11.4	<u>Opposite end of Church Road.</u> It was noted that someone was seen recording traffic and marking pot holes in Bradfield Village at the end of Church Road.	
12.	<b>The meeting concluded at 10pm.</b> <b>Next BPC meeting: Monday 2<sup>nd</sup> February 2026 at 7.30pm in Bradfield Village Hall.</b>	