

## Minutes of a Meeting of Bradfield Parish Council held on

Tuesday 3<sup>rd</sup> January 2023 at 7.30pm Bradfield Village Hall, Bradfield Southend.

**Present:** Cllr. A. House (Chairman)  
Cllr. M. Ashbrook  
Cllr. R. Balsdon  
Cllr. K. Dearing  
Cllr. P. Henwood  
Cllr. P. Isherwood  
Cllr. S. O'Reilly  
Cllr. T. Wale  
Cllr. R. Wyatt  
Mrs. H. Pratt (Clerk)

**There was one member of the public in attendance.**

1. **Apologies.**  
Apologies of absence were received from District Cllr. MacKinnon.
2. **Declarations of Interest.**  
Cllr. House declared an interest in application 22/02997/HOUSE as the applicant is a relative; he has no other involvement.  
Cllr. O'Reilly declared an interest in application 22/03050/HOUSE as a near neighbour.
3. **Public Forum.**
  - 3.1 **Planning applications 22/02973/HOUSE & 22/02974/HOUSE for 6 Wellington Gardens.**  
The eight detached dwellings in Wellington Gardens were built in 1997 in the AONB. Concern was raised by the resident that the first he, and his neighbours, had heard or seen of these applications was when an orange notice appeared for 22/02974/HOUSE. The orange notice for 22/02973/HOUSE has still not been put up and is therefore only known about from searches on the WBC website.  
The neighbour strongly objects to application 22/02973/HOUSE, for the side and rear ground floor extension, which is shown as encroaching on neighbouring land and uses an existing neighbour's wall as a party wall. The neighbour does not give permission for the wall to be used as such and has no wish to live in a semi-detached house, given that they value their peace and privacy. All the properties in Wellington Gardens have oil tanks at the rear; this application proposes to move it to the front of the property where it will be very visual and is not in keeping with the AONB. Concern was raised about potential damage to the neighbour's property during construction. The drive is currently full with the owner's two cars and there is no space for construction vehicles, as a result there is concern about traffic disruption and access issues during the construction period.
  - 3.2 **Christmas Lights.**  
This year over eighty sites displaying lights were visited by the judge. There were six highly commended awards as well as first, second and third. The property winning the Perpetual Shield was 2, Ash Grove.  
Cllr. Wyatt reported that the lights at Cripps Farm had raised approximately £1,200 for Cancer Research.
4. **Approval of Minutes.**
  - 4.1 **BPC meeting held on Tuesday 6<sup>th</sup> December 2022.**  
The minutes of the BPC meeting on Tuesday 6<sup>th</sup> December 2023 were approved as an accurate reflection of the meeting and were signed by Cllr. House.
5. **Matters arising from the minutes.**

- 5.1 McVeigh Parker Planning Conditions.  
Trees have been planted on the perimeter of the site. A series of tall telegraph posts have been installed, but their purpose is unclear.
- 5.2 Bradfield Alms Houses.  
There has been no update on the constitution of the Alms House Charity. The Clerk will check the website and see if there have been any updates.
- 5.3 Picnic Benches.  
Delivery of the picnic benches to the play area and the field is still pending.
- 5.4 Sovereign Housing Footway.  
The footway from South End Road to New Way is overgrown with brambles and weed in addition to the surface needing attention. It was reported that at least one person has suffered injury resulting from the surface. This will be reported to Sovereign Housing Association.
- 5.5 Footway from Hungerford Lane to The Avenue.  
Works around the outfall of the ditch at The Avenue end of the footway still need to be fenced. The Clerk will raise this with Jon Winstanley at WBC.
- 5.6 Heath Road Tree Replacement.  
No recommendation has been received about a replacement for the cedar/pine tree. The Clerk will follow this up.
- 5.7 Footway from Wellington Gardens to Hungerford Lane.  
This has been raised with WBC; the footway has been pre-patched before being resurfaced on the footway resurfacing programme.
6. Planning Applications
- 6.1 Planning Applications on which BPC has been consulted by WBC:
- 6.1.1 **22/02997/HOUSE – The Hollies, Heath Road.**  
*Single-storey side extension, internal alterations, alterations to fenestration, garden room and associated works (Minor amendments to approved scheme 21/01273/HOUSE).*  
Whilst the garden room is referred to as an office and a shed, BPC has **no objection** to this application.
- 6.1.2 **22/02973/HOUSE – 6 Wellington Gardens.**  
*Proposed ground floor rear and side extension, internal alterations, floor plan redesign and all associated works at 6 Wellington Gardens.*  
Concern was raised that this application encroaches on the neighbouring plot and joins the neighbouring property. The proposal would change the street scene from detached houses to include a pair of link detached houses. Concern was raised about moving the oil tank to a position close to an opening window and main door into the property.  
It was agreed that BPC **objects** to this application.
- 6.1.3 **22/02973/HOUSE – 6 Wellington Gardens.**  
*Proposed rooflights, internal alterations and all associated works at 6 Wellington Gardens.*  
The proposed windows to the rear roof have the potential to essentially be Juliet balconies which would overlook neighbouring properties. The significant number of roof lights could cause light pollution in the AONB. The roof lights were felt to feel awkward in terms of their varied size and positions. Questions were raised about whether there is sufficient parking for the increase in number of bedrooms.  
It was agreed that BPC **objects** to this application.
- 6.1.4 **22/03050/HOUSE – Earlham, Southend Road.**  
*Front two storey porch extension.*  
It was agreed that BPC has **no objection** to this application, but concerns were expressed on the use of the second entrance about which WBC highways have previously raised concerns.

6.1.5 **22/03039/FUL – Orchard Lodge.**

*Section 73: Variation of Condition 2 (Approved Drawings) of previously approved application 22/01874/FULD: Demolition of existing house, rear and side outbuildings, erection of replacement dwelling and cycle store.*

In the approval report for 22/01874/FULD, the case officer referred to the application as being “within the upper limits of what was acceptable”, as a result, BPC **objects** to this variation which increases the footprint. There were some questions about whether this proposed extension is really a conservatory; conservatories should have at least 45% glass walls and at least 75% glass in the roof. The proposed building has a flat solid roof and walls consisting of French doors and two windows.

6.1.6 **22/02996/FUL – St. Andrew’s School, Buckhold.**

*External alterations to Old Hall including installation of solar panels, blocking up existing first floor windows, installation of roof lights, single storey timber canopy, air source heat pump and new external steps.*

BPC had **no objection** to this application but suggested that black out blinds be installed in the roof lights to prevent light pollution.

6.1.7 **22/03031/COND – Orchard Lodge.**

*Application for approval of details reserved by condition 4 ‘arboricultural supervision’, 5 ‘drainage’, 14 ‘external lighting’ of approved application 22/01874/FULD: Demolition of existing house, rear and side outbuildings, erection of replacement dwelling and cycle store.*

BPC commented that whilst the existing house has some external lighting it only has a maximum of three lights; the proposed lighting plan has eight lights, one of which (number 4) is immediately below a bat box.

In addition, the cycle store is not sufficient to hold two bicycles and the bin store is only large enough to hold two wheelie bins and not the two crates, bag and food waste bin.

6.2 Planning decisions taken by WBC:

6.2.1 **22/02309/FUL – Fishers Copse House, Rotten Row.**

*Ground based solar panels.*

BPC had **no objection** to this application which has been **approved** by WBC.

6.2.2 **22/02429/COND – Hewins Wood House.**

*Application for approval of details reserved by conditions 3 (Materials), 6 (Construction Method Statement), 14 (Arboricultural Watching Brief), 15 (Landscaping), 17 (SuDs), 20 (Land Contamination), 21-22 (Remediation), 22-24 (Investigation and risk assessment) of approved 19/00829/FULMAJ – Change of use and conversion of redundant commercial buildings to create four new dwellings.*

BPC made no comments on this application which WBC has decided **cannot be determined** because the working hours are incorrect and there is insufficient detail on SuDs.

6.2.3 **22/02501/HOUSE – Stanford Woods, Tutts Clump.**

*Erection of three-bay, oak-framed garage.*

BPC had **no objection** to this application which has been **approved** by WBC.

6.2.4 **22/02597/FUL and 22/02598/LBC – The Lodge, Buckhold.**

*Reroofing, window and door repairs, installation of new rooflight, internal alterations to move bathroom to first floor level and installation of air source heat pump.*

BPC had **no objection** to these applications which have been **approved** by WBC.

6.2.5 **22/02707/HOUSE – 38 Heath Road.**

*2 Storey rear extension. Single storey front extension. Detached garage.*

BPC had **no objection** to this application which has been **approved** by WBC.

6.3 Enforcement Issues.

6.3.1 **6 Wellington Gardens.**

It was noted that a large alfresco dining area and hot tub have been installed in the rear garden potentially in contravention of the permitted development rights.

7. **District Councillor's Report.**

District Cllr. MacKinnon had sent apologies that he couldn't attend the meeting.

8. **Affordable Housing.**

8.1 Pouncett Gardens.

It is understood that one local family are moving into one of the 2-bedroom properties imminently.

9. **Highways.**

9.1 Drains on Southend Road.

The drains in Southend Road had further work carried out on them and are now working well.

9.2 Drainage on Buscot Hill.

Buscot Hill floods in the dip next to the unused gateway. A gully needs to be cleared into the gateway and down to the stream (when the gateway was in use there were not any problems). The Clerk will report this to WBC.

9.3 Footway from Wellington Gardens to Hungerford Lane.

Debris and vegetation will need to be cleared before the surface can be applied.

9.4 Wheelie Bin proposals.

The process for distribution of the wheelie bin stickers will be developed once the order for the stickers has been placed.

9.5 Open ditch and gully works required.

There is a ditch from Rotten Row Hill eastwards along Bishop's Road on the north side, however the water doesn't get to Stanford Lodge because the ditch is blocked.

There are issues at the junction of Bishop's Road and Cock Lane.

On the south side of Cock Lane there is a drainage ditch from Boot Farm to Crack Willow however, it needs digging out and the pipe under the field entrance needs clearing. In cold weather the water on Cock Lane becomes sheet ice.

9.6 Green Lane Byway BRAD 15.

The surface of the byway nearest Tutts Clump is good, but it deteriorates as you approach Cock Lane.

9.7 Pot hole in Heath Road.

There is a big pothole in Heath Road between Southend Road and New Way. *This has been filled since the meeting.*

9.8 Salt Bins.

Cllr. House has checked all of the salt bins and they are all at least 95% full.

9.9 Damage to verge in New Way.

Damage to the verge opposite 1b New Way by vehicles will be reported to Sovereign Housing Association.

9.10 Wall by chicane on Ashampstead Road.

The wall by the chicane on Ashampstead Road has been made safe, the bollard reinstalled and the road reopened.

10. **Clerk's Report.**

10.1 Clerk's CiLCA Qualification.

The Clerk was congratulated on achieving the qualification.

Councillors need to be aware that NALC have announced pay increases for the current year which need to be back dated to April 2022. The Clerk must be rewarded for achieving the CiLCA qualification and the revised budget must respect these two aspects.

10.2 Location of meetings in 2023.

As a result of dog training not having started for the term, this meeting is being held in the main hall rather than the committee room. The location for future meetings was discussed and it was agreed that meetings would be held in the committee room, unless there was a controversial subject on the agenda which would attract a number of parishioners when an alternative venue would be sought.

10.3 Budget for 2023/24.

The budget for 2023/24 includes £5,000 to be ringfenced from CIL funds for both the Village Hall and adult gym equipment. The budgeted expenditure is £35,130.36 (including £10,000 to be allocated from already held CIL funds). The Clerk alerted BPC to the fact that the amount of unallocated funds is reducing year on year, and it might be prudent to consider an increase in precept to prevent reserves being significantly eroded, or a more significant increase in precept in the coming years.

10.4 Precept for FY2023/24.

It was agreed to increase the precept from £19,500 to £20,500, this being an increase for a band D property from £23.11 in FY22/23 to £23.60 in FY23/24. This level of precept will result in expected income of £21,500.

11. Environment.

11.1 Defibrillators.

Cllr. Balsdon reported that Bradfield College has a defibrillator, available for public use, in the reception of the College very close to the crossroads. This defibrillator is on the national network of defibrillators.

Residents of Bradfield would like a defibrillator in the phone box at Bradfield. The cost of repairing the telephone box is expected to be in the region of £2,000, which would be in addition to the cost of the defibrillator and cabinet.

12. Reports.

No reports were given.

13. Correspondence.

13.1 Coronation Gift possibilities/thoughts.

It was agreed that commemorative gifts for children in the parish would be considered at the February BPC meeting.

*Since the meeting, information about medals from Tower Mint (who produced the Platinum Jubilee medals) has been received.*

13.2 Update on royal Plaque.

Further information on the plaque to commemorate the reign of HM Queen Elizabeth II and the coronation of HM King Charles III is still awaited.

14. Finance.

14.1 Bank Reconciliation to the 3/1/2023.

The finance report showed a balance of £13,117.01 in the Treasurers account once all cheques and lodgements have cleared. This reconciles to the current account bank statement dated the 2/12/2022 with a balance of £14,397.76. The business account statement showed a balance of £87,152.42 on the 23/12/2022.

14.2 List of payments and receipts since the last meeting.

The following payments have been made since the last meeting:

Rent for meetings in St. Peter's (April to December 2022):	£495.00
Salaries, Chairmans allowance and expenses to 3/1/2023:	£582.66
Payroll services:	£66.27

Payment of the Clerk's salary for January 2023 was approved.

15. **Round table comments.**

15.1 Buscot Hill pothole.

A pothole on Buscot Hill, just past Heath Drive was reported.

15.2 Newslink articles.

Parish groups will be reminded about grant applications to the BPC in the next edition of NewsLink.

15.3 Invoices.

No invoices have been received for either the road closure for Remembrance Sunday or for the ground rent for the youth shelter.

15.4 Parish Council Elections.

Councillors were reminded that there are elections for parish councils in May this year and that nomination papers will need to be submitted to WBC.

16. **The meeting concluded at 10pm.**

**Next meetings: Tuesday 7<sup>th</sup> February 2023 at 7.30pm in the Committee Room, Bradfield Village Hall, Southend Road.**