

**Minutes of the Annual Meeting of Bradfield Parish Council held on Tuesday 6<sup>th</sup> May 2025  
at 7.30pm in the Committee Room, Bradfield Village Hall, Bradfield Southend.**

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

**57. Election of Chairman.**

Cllr. Allen proposed that Cllr. Dearing be Chair of BPC, this was seconded by Cllr. Balsdon and unanimously agreed.

Cllr. Dearing signed the Declaration of Office for the Chair.

**58. Election of Vice-Chairman.**

Cllr. Balsdon proposed that Cllr. House be Vice-Chair of BPC; this was seconded by Cllr. O'Reilly and unanimously agreed.

**59. Apologies.**

Apologies for absence were received and accepted from Cllr. Wale and District Cllr. MacKinnon.

**60. Declarations of Interest.**

There were no updates to the Register of interests.

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

There were no declarations of interest in any agenda items.

**61. Public Forum.**

**61.1 Bradfield May Fayre.**

The May Fayre Committee were thanked for all the work they did to organise this year's Fayre. Formal thanks were extended to all those involved.

**61.2 Housing Quotas.**

A parishioner asked whether the quota of new homes allocated to Bradfield in the current Local Plan, had been developed. It was thought that Bradfield was allocated 40 houses in the current Plan and they have been developed.

**62. Approval of Minutes of the BPC meeting on Tuesday 1<sup>st</sup> April 2025.**

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

**63. To review the Asset Register.**

Review of the Asset Register was deferred until the next meeting.

**64. To review the Council Insurance Policy.**

The Clerk reported that BPC is about to start the third year of a long term agreement with Zurich Municipal.

**65. Positions on External Committees:**

The following positions on external committees were agreed:

Bradfield Parochial Charities:	Cllr. Wyatt
Bradfield Village Hall Management Committee:	Cllr. O'Reilly (Trustee) Cllr. Balsdon (PC rep and deputy)
Pang Valley Flood Forum:	Cllr. Balsdon

66. **Positions of Responsibility.**

The following positions of responsibility were agreed:

Planning:	Cllr. O'Reilly
Footpaths:	Cllr. Dearing & Cllr. Bishop
Incidents:	Cllr. Allnutt
Newslink:	Cllr. Allen & Cllr. Bishop
Anti-speed:	Cllr. Allnutt
Mobile Infrastructure:	Cllr. Allnutt

67. **Council meetings in 2025/26.**

It was agreed that, for the time being, meetings would continue to take place on the first Tuesday of each month.

During August, September and October, work will be going on at the Village Hall, resulting in the Committee Room being unavailable. It has been suggested that BPC meet in St. Peter's Church and this was agreed.

Part of the work on the Village Hall, may involve the Committee Room being repurposed for accessible toilet facilities and an enlarged kitchen; this would result in there not being a separate Committee Room in the future. It was agreed that if this situation occurs, BPC will have a further discussion on the options available.

68. **Planning Applications**

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

68.1.1 **25/00732/HOUSE & 25/00733/LBC – Gardeners Cottage, Buckhold.**

*Erection of side extension to existing dwelling and internal alterations.*

It was agreed that BPC has **no objection** to these applications, subject to Gardeners Cottage remaining as one property.

68.1.2 **25/00437/OUT – Copyhold Farm, Bradfield.**

*Outline application for conversion of barns to provide four dwellings including one self-build dwelling and associated infrastructure. (Three access options presented). Matters to be considered: Appearance, Landscaping and Scale.*

It was agreed that BPC **objects** to this application on the basis of the barns not being suitable for conversion, the impact on the National Landscape, the site is outside of the settlement boundary, the development represents over development of the site and that concern was raised about each of the three access options.

68.1.3 **25/00339/HOUSE – Linden House, Burnt Hill (Ashampstead Parish).**

*Installation of a fenced tennis court.*

It was agreed that BPC has **no objection** to this application.

68.2 **Planning Decisions taken by WBC:**

68.2.1 **25/00219/HOUSE & 25/00220/LBC – 56 Church View.**

*Installation of air source heat pump and removal of existing oil tank.*

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

68.2.2 **25/00424/DEMO – Pump House, Tutts Clump.**

*Application to determine if prior approval is required for a proposed: Demolition of Building set within the curtilage of a former reservoir site that has planning permission (22/01953/FULD) for the erection of a detached dwelling.*

BPC had **no objection** to this application which WBC has determined as **not requiring planning permission.**

68.3 **Enforcement Issues.**

The following issues were noted:

- Garden Cottage, Tutts Clump needs to be reported to enforcement for noncompliance with a retrospective planning application.

HP

- It was noted that the approved plans for the enclosed porch at Kiln Lodge, Hungerford Lane have been developed and extended with an additional open porch of approximately 1.5m.
- Work continues on clearance of the site at Little Caanan, Tutts Clump.
69. **District Councillor's Report.**  
There was no District Councillor's report.
70. **Finances.**
- 70.1 **Bank Reconciliation for FY24/25.**  
The Clerk circulated a bank reconciliation for FY24/25 to the 31<sup>st</sup> March 2025, showing a balance of £6,235.58 in the Community Account, once all payments have cleared, and £73,966.93 in the Community Instant Access Account.  
The following additional payments were made prior to the end of the financial year:
- |   |         |
|---|---------|
| Bradfield Methodist Church (Burial Ground)      | £300.00 |
| Bradfield Methodist Church (Friday Coffee Club) | £250.00 |
| Pang Valley Flood Forum                         | £150.00 |
| CPRE (Membership)                               | £60.00  |
| Bank charges for February                       | £6.75   |
- 70.2 **Expenditure against Budget for FY24/25.**  
The budgeted income for the year was £24,600. In reality, £26,191.16 was received, the difference comprising of £1,525 in a CIL payment.  
Budgeted expenditure for the year was £35,442.53 which included £5,000 for Village Hall refurbishment and £5,000 for an Adult Gym, neither of which have currently been used. Actual expenditure was £27,241.94, which included two payments, totalling £7,900 for Village Field maintenance which was for two years (none having been paid in FY23/24). Over the year the defibrillators have cost £307.34, which includes a replacement battery and pads.  
Unallocated funds (after ring fenced funds for the Village Hall have been allocated), are currently at approximately £47,000 which is too high. BPC should discuss how these funds could be used.
- 70.3 **Standing Orders/Direct Debits.**  
The only Direct Debit is currently to Hugo Fox who are paid for the website and the “.gov.uk” domain on an annual basis.
- 70.4 **Bank Reconciliation dated 6<sup>th</sup> May 2025.**  
The Clerk circulated a bank reconciliation dated the 6<sup>th</sup> May 2025 prior to the meeting. This reconciled to the balance on the Community Account on the 3<sup>rd</sup> April 2025 with a balance of £16,105.20. Once all cheques and credits have cleared, the balance in the Community Account will be £18,532.75, this includes the first half of the precept and a CIL payment of £1,525.30. The statement for the Community Instant Access account shows a balance of £73,966.93 on the 27<sup>th</sup> March 2025.  
Cllr. Allnutt verified the finance report against the bank statements.
- 70.5 **List of payments and receipts in FY25/26.**  
The following payments have been made since the last meeting:
- |   |         |
|---|---------|
| Salaries/HMRC for April 2025                                  | £601.98 |
| Bibby Commercial Finance Limited (bin emptying March & April) | £176.80 |
| Bradfield Village Hall (rent of April, May & June meetings)   | £192.60 |
| Bank charges  | £6.75   |
- The first half of the precept (£11,750) and a CIL payment (£1,525.30) have been received from WBC.

70.6	<u>Clerk's Salary.</u> Payment of the Clerk's salary for May 2025 was approved.	
71.	<b><u>Highways.</u></b>	
71.1	<u>Update on usage of SID in the Parish.</u> To date, one volunteer has come forwards to help operate SID. Cllr. Allnutt is working his way through the necessary paperwork, required for each individual site from which SID can be operated. Cllr. Allnutt has been set up on the WBC SID portal. It was questioned whether the insurance would cover the WBC SID, if it is left unattended.	GeA HP
72.	<b><u>Clerk's Report.</u></b>	
72.1	<u>Hours worked by the Clerk.</u> This is deferred until the next meeting due to a recent bereavement.	HP
72.2	<u>Correspondence.</u>	
72.2.1	<b><u>Noticeboard on Southend Road.</u></b> The Clerk reported that new owners of the property in Southend Road where the PC noticeboard is located wish to make alterations to their drive and move the hedge requiring the noticeboard to be moved. The new owner's suggestions are: move the noticeboard to the right of the telegraph pole, move it forwards to the boundary between the hedge and the pavement, or to remove it altogether. It was agreed that removing it was not the right thing to do.	
73.	<b><u>Environment.</u></b>	
73.1	<u>Installation of Commemorative Plaques.</u> The plaques will be installed when confirmation has been received from Bradfield Village Hall Committee on the exact location where the plaques are to be installed.	
73.2	<u>Installation of replacement Benches.</u> This is waiting for Bradfield Village Hall Committee to arrange to transport and install the benches in their new locations at the Play Area and the Village Field. It is understood this will be done when the weather has warmed up.	
74.	<b><u>Bradfield Village Hall (BVH).</u></b>	
74.1	<u>Bradfield Village Hall request for the remainder of the funds for the development project.</u> BVH has asked that BPC pay them the £32,357.00 which is currently ring fenced for the development project. If BPC pay the money to BVH, BPC can't pay for things directly where discounts may be applicable if BPC pays for them. If there are sufficient funds without all the money being handed over to BVH, BPC could use the funds to purchase new tables or play equipment for the play area and then reclaim VAT; this would not be possible if the funds are handed over to BVH. It was agreed that BVH needs to be more transparent about the funds it currently holds and how much has been promised for the project from other sources. The funds are available, but BPC does not want to transfer them to BVH if they are not needed.	
74.2	<u>Bradfield Village Hall Development Committee.</u> During April, a tremendous amount of work has been done by the Development Committee to progress the development project so that the pre-commencement timescales could be met. There was the option to carry out four additional options; these packages have now been agreed in principle. Final costing of these is now being undertaken. It is expected that there will be a financial shortfall which is likely to be the new kitchen fit out. It has been agreed that the work of the Development Committee is essentially over and work has gone on to hand control back to the BVH trustees by the end of April.	

At the May Fayre, it was the Development Committee who pulled together displays showing the plans and how the public can support the project.

A sincere expression of gratitude needs to be extended to all those involved with the Development Committee since its inception. The Trustees now need to rise to the challenge to deliver the project within the timescale and financial parameters.

75. **Round table comments.**

75.1 **Berkshire Digital Infrastructure Group (DIG).**

Andrew Hockedy (from DIG) has agreed to attend a meeting to talk about the findings of BIG on the poor mobile signal in the parish, what causes it and what can be done about it. Whilst he has agreed to attend the June meeting, it was agreed that he be asked to attend the meeting on the 1<sup>st</sup> July at 6.30pm instead.

75.2 **Elmwood.**

A question was asked about what is happening with Elmwood.

75.3 **Dog Walking Field.**

It was noted that there appears to be a dog walking field under construction on Buscot Hill behind the war memorial.

75.4 **Drains on Southend Road.**

Two of the drains on Southend Road are full of mud and debris; right to the top.

75.5 **Pothole on Mariners Lane.**

There is a pothole on Mariners Lane, outside Ash Barn.

75.6 **Pothole on entrance to the Methodist Church.**

There is a pothole at the entrance to the Methodist Church in Tutts Clump.

75.7 **Fly-tipping on Bishop's Road.**

There are materials frequently fly tipped onto Bishop's Road.

75.8 **Fly-tipping on the Village Field.**

Two lots of fly-tipping of green waste have been reported to the Village Hall Committee.

76. **The meeting concluded at 9.45pm.**

**BPC meeting: Tuesday 3<sup>rd</sup> June 2025 at 7.30pm in the Committee Room, Bradfield Village Hall.**