

**Minutes of the Annual Meeting of Bradfield Parish Council held on Tuesday 7th May 2024
at 7.30pm in Bradfield Village Hall Committee Room, Bradfield Southend.**

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

55. **Election of a Chairman.**
Cllr. Allen proposed that Cllr. Dearing be Chairman of BPC for the coming year. This was seconded by Cllr. Wyatt and unanimously agreed.
The Chairman signed her declaration of office as Chairman of the Council.
56. **Election of a Vice Chairman.**
Cllr. Dearing proposed that Cllr. House be Vice Chairman of BPC; this was seconded by Cllr. Allnutt and unanimously agreed.
57. **Apologies.**
Apologies of absence were received and accepted from Cllr. Balsdon and District Cllr. MacKinnon.
58. **Declarations of Interest.**
There were no updates to the Register of interests.
- 58.1 **Declaration of Interest in Agenda Items.**
There were no declarations of interest in any agenda items.
59. **Public Session.**
- 59.1 **Planning Application 24/00658/HOUSE for 4 Heath Road.**
The applicant of this application commented that the proposed log cabin to house a golf simulator is for private use only. The height of the log cabin is required in order to enable a full swing.
- 59.2 **Speeding on Southend Road.**
A parishioner reported that WBC has deployed a “black cat in Southend Road. It was questioned what results were obtained. The Clerk will request the results from WBC.
- 59.3 **Planning Application 24/00780/FUL – Telecommunications mast at Maidenhatch.**
A number of parishioners were in attendance to raise their concerns and objections to application 24/00780/FUL. The reasons for objection included that the application doesn't mention the close proximity of the proposed mast to residential properties and the impact on residents. At least seven other sites were considered for the mast, one of which was discounted due to its proximity to residential properties, but the proposed site is considered acceptable to the applicant. It was questioned why the adjacent National Grid tower cannot be used.
60. **Approval of Minutes of BPC meeting held on Tuesday 2nd April 2024.**
The minutes of the BPC meeting held on Tuesday 2nd April 2024 were agreed as a true record of the meeting and signed by the Chairman.
61. **To review Corporate Documents.**
- 61.1 **Standing Orders.**
The Standing Orders were reviewed, and no changes were felt to be necessary.

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61.2	<p><u>Financial Regulations.</u> The Clerk reported that NALC has, today, produced a revised template for the Financial Regulations. It was agreed that a new Financial Regulations document based on the new template would be considered at the June BPC meeting.</p>	HP
61.3	<p><u>Code of Conduct.</u> The Code of Conduct was reviewed, and no changes were felt to be necessary.</p>	
61.4	<p><u>Risk Assessment.</u> The Risk Assessment was reviewed. It was agreed that the Clerk would add GDPR to the Risk Assessment before being approved at the June BPC Meeting.</p>	HP
62.	<p><u>To review the Asset Register.</u> It was agreed to write off the Youth shelter, (which has been removed from the Village Field) and the printer. The commemorative shields will be added and additional details on the locations of some assets.</p>	HP
63.	<p><u>To review the Insurance Policy.</u> The Clerk advised BPC that they were just starting the second year of a three-year long-term agreement with Zurich. Details of the policy had been circulated to councillors.</p>	
64.	<p><u>To confirm positions on external Committees:</u> The following positions on external committees were agreed:</p> <ul style="list-style-type: none"> • Bradfield Parochial Charities (The Alms Houses) – Cllr. Wyatt. • Bradfield Village Hall Management Committee – Cllr. O’Reilly. • Pang Valley Flood Forum (PVFF) – Cllr. Balsdon. 	
65.	<p><u>To confirm positions of responsibility.</u> The following positions of responsibility were agreed:</p> <ul style="list-style-type: none"> • Planning – Cllr. O’Reilly. • Footpaths – Cllr. Wale. • Incidents – Cllr. Allnutt. • Newslink – Cllr. Allen. 	
66.	<p><u>BPC meetings in 2024/25.</u> BPC meetings will continue to be held on the first Tuesday of each month in the Committee Room at Bradfield Village Hall. There will be an extra ordinary meeting on Tuesday 18th June to approve the AGAR, after the internal audit and before it is submitted to the external auditors – Pkf Littlejohn LLP.</p>	
67.	<p><u>Planning Applications</u></p>	
67.1	<p><u>Planning Applications on which BPC has been consulted by WBC:</u></p>	
67.1.1	<p>24/00658/HOUSE – 4 Heath Road. <i>Build log shed to house golf simulation (between side of the garage and fence).</i> BPC has no objection to this application.</p>	
67.1.2	<p>24/00780/FUL – Telecommunications Mast, Maidenhatch. <i>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.</i> BPC agreed to object to this application on the basis that the application is too close to residential properties and the proposed access is impractical. The potential area to be covered by the mast was also questioned; Bradfield Southend needs better mobile coverage. Of the sites considered by ICON, this was not considered, by those present, to be the most suitable.</p>	

- 67.1.3 **24/00826/HOUSE – Mariners Cottage, Mariners Lane.**
Part conversion of existing garage to habitable use. New external staircase to upper floor.
 It was agreed that BPC has **no objection** to this application, subject to the converted areas not being rented out.
- 67.2 Planning Decisions taken by WBC:
- 67.2.1 **23/02341/FUL – Barn, Malthouse Farm.**
Partial demolition of existing barn and repairs to the remaining building.
 BPC had **no objection** to this application which has been **approved** by WBC.
- 67.2.2 **23/02694/HOUSE & 23/02695/LBC – Little Thatch, The Avenue (Adjacent Parish).**
Single-storey infill rear extension with internal alterations, addition of dormer window and covered porch and replacement of existing windows.
 BPC had **no objection** to these applications which have been **approved** by WBC.
- 67.2.3 **23/02948/FUL – Old Rectory, Bradfield.**
Change of use from 4 C2 staff flats to a single dwelling house (Class C3) and associated external alterations.
 BPC had **no objection** to this application which has been **withdrawn**.
- 67.2.4 **24/00177/AGRIC – 1 Buscot Copse.**
Application to determine if prior approval is required for a proposed: New woodland tool and machine store with wood drying lean-to for forestry purposes.
 BPC had **no objection** to this application. WBC has determined that a **full application is required**.
- 67.3 Planning Decisions taken to appeal:
- 67.3.1 **23/01040/FULMAJ - Walnut Tree Cottage, Ashampstead Common (Adjacent Parish).**
Application for a sing-storey side garage extension.
 BPC **objected** to this application which was **refused** by WBC. The applicant has taken this decision to appeal by written representation.
- 67.4 Enforcement Issues.
- 67.4.1 **Brewery Fields Farm.**
 The menage has been reported to Enforcement.
- 67.4.2 **Orchard Lodge.**
 The original plans for Orchard Lodge included a ground and first floor. Conditions of the planning permission included restriction of permitted development and specifically no additional windows in elevations. However, the sales details of the property show a further two “bonus” rooms and a shower room in the roof space and three roof lights in the flat roof. It was agreed this would be reported to WBC enforcement.
- 67.5 Neighbourhood Development Plan (NHDP).
 It was agreed that more information needs to be sought about any fixed time scales, prior to registering a NHDP area. HP
68. Finances.
- 68.1 Bank Reconciliations.
 The Clerk circulated a finance report, showing the financial position on 7th May 2024. The report reconciled to the bank statements which showed balances of £10,936.57 in the Treasurer’s Account (current account) on the 3rd April 2024 and £73,226.47 in the Business Account on the 26th April 2024. Once all cheques and credits have cleared, the balance in the Treasurer’s Account will be £16,498.85.
 Cllr. Allnutt verified the finance report against the bank statements.
- 68.2 List of payments and receipts.
 The following payments have been made since the last meeting:
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| Autela Payroll Services | £73.73 |
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	BALC Membership	£374.42	
	Salaries and PAYE (April 2024)	£577.85	
	Tactical Facilities Management Ltd (Emptying 4 dog bins in April)	£81.60	
	Zurich Municipal (Insurance)	£807.51	
	Bradfield Village Hall (rent for meetings: 1/5/24 – 30/9/24)	£231.00	
	The first half of the precept, £11,500 has been received.		
68.3	<u>Clerk's Salary.</u>		
	Payment of the Clerk's salary for May 2024 was approved.		
69.	<u>Highways.</u>		
69.1	<u>Speeding and use of SID (Speed Indicator Device) in the Parish.</u>		
	It was noted that the permanent speed indicator device opposite Heath Road has not been fixed. The Clerk will report it.		
	Cllr. Allnutt will be talking to Cllr. Southgate (Bucklebury Parish Council) who oversees the use of SID in Bucklebury.		
69.2	<u>Parking opposite St. Peter's Church.</u>		
	There was no update on the parking situation. However, it was reported that congestion continues if too many cars are parked outside the flats and opposite St. Peter's Church on Southend Road.		
70.	<u>Clerk's Report</u>		
70.1	<u>Income and Expenditure against budget in FY23/24.</u>		
	Prior to the meeting the Clerk circulated a spreadsheet showing expenditure against budget for FY23/24 and included the budget and expenditure for the previous two years as a comparison. The Clerk commented that costs for the Remembrance Service were for FY22/23 and FY23/24. Equally, membership of CPRE covers two years (FY23/24 and FY24/25).		
70.2	<u>Correspondence.</u>		
70.2.1	<u>Locations where residential on-street EV charging may be required.</u>		
	There are properties at the eastern end of New Way and the flats on Southend Road, who are all supposed to use the communal parking off New Way. This area would require on-street EV charging. In addition, Oakfield Cottages, Cock Lane and the Almshouses on Mariners Lane would require on-street EV charging.		
71.	<u>Environment.</u>		
71.1	<u>Emergency Plan for Bradfield.</u>		
	Cllr. Allnutt was congratulated on his work on the Emergency Plan to date. Cllr. Allnutt commented that the Emergency Plan needs to be Community led. There are questions about insurance implications as well as GDPR issues with the plan. Ideally an Emergency Plan panel needs to be formed.		
	The Clerk has forms for those who are considered to fall into vulnerable groups to register with SSE, so that in the event of a power cut, SSE are aware that they need extra support. The Clerk will give forms to Cllr. House, for the Tutts Clump coffee mornings and put some into the shop.		
72.	<u>Bradfield Village Hall (BVH).</u>		
72.1	<u>Bradfield Village Hall Development Committee Report.</u>		
	Meetings of the Development Committee have been held. The requirements for the building/site need to be determined. A survey to inspect the existing foundations, structure (and state) of the walls and the roof are required. BVH has agreed to fund the inspection of the foundations.		

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	A report on the potential development options will be written. The possibility of energy assessment grants for the existing hall are also being explored.	
72.2	<u>Management of the Village Field.</u> It was agreed that Cllr. Dearing, Cllr. House and the Clerk would meet to try and more forwards the funding for the management of the Village Field. This item will be on the agenda for the June BPC meeting.	KD AH HP
73.	<u>Round table comments.</u>	
73.1	<u>Telephone Signal in Bradfield Southend.</u> It was agreed this would be on the agenda for the June BPC meeting.	
73.2	<u>Bradfield Village Red Telephone Box.</u> It was agreed this would be on the agenda for the June BPC meeting.	
73.3	<u>Admore Lane.</u> It was reported that the bushes on the side of the road are overgrown and obscure the bend sign. The Clerk will send Cllr. Bishop the link to the “Report a Problem” page on the WBC website.	HP KB
73.4	<u>Visits to St. Andrew’s Church.</u> Cllr. Allnutt will contact Bradfield College and investigate facilitating visits for parishioners during the half term break.	GeA
74.	The meeting concluded at 9.35pm. BPC meeting: Tuesday 4th June 2024 at 7.30pm in the Committee Room, Bradfield Village Hall.	