

**Minutes of the Meeting of Bradfield Parish Council held on Tuesday 3rd September 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
District Cllr. R. MacKinnon
Mrs. H. Pratt (Clerk)
Five members of the public.

124. **Public Forum.**

124.1 **Proposals for the Bradfield Village Telephone box.**

A group of parishioners from Bradfield Village reported that they really wanted to keep the telephone box in Bradfield Village and felt that the telephone box belonged there. They presented a quote for approximately £2,500 to restore the telephone box including parts from X2 (the only official supplier of parts for K6 telephone boxes). References for the contractors, who had supplied the quote, were shared. ~~They are willing to look after the telephone box moving forwards.~~ It is planned that a defibrillator can ultimately be housed in the telephone box. The group of parishioners are hoping that the project can be funded by a WBC CIL bid via BPC.

Cllr. Dearing thanked the parishioners for all their work in obtaining and sharing all the information.

125. **Apologies.**

There were no apologies of absence.

126. **Declarations of Interest.**

There were no updates to the Register of interests.

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

There were no declarations of interest in any agenda items.

127. **Approval of Minutes of the BPC meeting on Tuesday 6th August 2024.**

The minutes of the BPC meeting held on Tuesday 6th August 2024 were agreed as a true record of the meeting and signed by the Chairman.

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

128.1 **Height of Appendages.**

Cllr. O'Reilly commented that having checked planning regulations, generally, appendages over 1m above the approved ridge height need to have planning permission.

129. **Planning Applications**

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

129.1.1 **24/01399/HOUSE – 52 Southend Road.**

Construction of a 2-storey side extension in order to form, at ground floor, a larger kitchen, dining, living space with separate utility room and relocation of the downstairs WC. At first floor to extend to the side to form an additional bedroom with ensuite. In addition to include Velux rooflights to front and rear of extension and a dormer window to the rear elevation.

It was agreed that BPC **objects** to this application for the following reasons:

- The lack of subservience to the existing dwelling.
- The bulk of the extension, which could be reduced by incorporating a half hip on the main roof.
- The application doesn't show three parking spaces with sufficient space for a vehicle to turn.
- The extension extends the building line forwards and is of a style which doesn't fit with the existing vernacular.

It was also noted that the velux window in the front elevation is for the en-suite bathroom and is relatively low in the room.

129.1.2 **24/01680/NONMAT – Brewery Fields Farm.**

Application for a Non-Material Amendment Following a Grant of Planning Permission 22/02048/COMIND – The development of an exercise track for equestrian use in a field already approved for equestrian use. Amendments: The addition of an equestrian menage with associated traditional agricultural post and rail fencing within the curtilage of the approved exercise track.

BPC were not notified of this application, but on the basis of it resulting from concerns raised by BPC to WBC it was included on the agenda. However, prior to the meeting, the application was **approved** by WBC. BPC would have raised issues about lighting, which have been covered by the case officers report and restrictions are in place from application 22/02048/COMIND.

129.2 Consultations on Amendments have been received on the following applications:

129.2.1 **24/01174/FUL – Bradfield College**

Demolition of existing College bungalow, garage and associated boundary enclosures, erection of College Health and Wellness Centre and associated ambulance/nurse parking, drainage works, air source heat pump, hard and soft landscaping, new pedestrian footways and associated works, and temporary change of use of College car park to site compound with associated cabins, storage and enclosures for the duration of the construction works.

More information has been submitted about bin storage, parking and pedestrian footways. BPC had no objection to the original application and continues to have **no objection**.

129.2.2 **24/00785/FUL – Peartree Copse (Beenham Parish).**

Section 73a: Variation of Condition No2 (Approved Plans) of previously approved application 23/01388/FUL: Part retrospective to put two pond areas into a field.

The amendment to this application reduces the number of lorry loads of clay, required for puddling the ponds from 175 to 50.

BPC continues to have **no objection** to this application.

129.3 Planning Decisions taken by WBC:

129.3.1 **24/00972/HOUSE – 8 Pounsett Gardens.**

Single storey rear extension and detached single garage.

BPC **objected** to this application which has been **approved** by WBC.

129.3.2 **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.

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

129.4 Enforcement Issues.

129.4.1 **Applecroft.**

Whilst WBC Enforcement have closed their case for Applecroft on the basis that the vertical runners for the panelled garage doors have been removed, it is believed that they are still in the roof of the garages, with the associated rollers.

129.4.2 **Orchard Lodge.**

It was reported that three roof windows had been seen in the car port. It is therefore assumed that the roof windows, which contravened planning were removed, prior to the sale of the property.

130. **District Councillor's Report.**

130.1 **Clawback of funds from Schools.**

Schools are allowed to overspend where they have high needs, but ultimately the funding for the overspend needs to be found by the local council. WBC voted to claw back funds, which some schools have been saving for various projects, to fund the overspend of other schools. In the case of the Downs School in Compton, WBC is proposing to claw back £500,000, which the school has saved for improvements because WBC view the funds as being surplus.

There is an emergency meeting of WBC on Thursday 5th September to debate the proposed clawback.

130.2 **Local Plan.**

The new Government has changed the way in which the number of houses which must be built is calculated, resulting in the number for West Berkshire being more than doubled. The Planning Inspector, reviewing the Draft Local Plan has instructed WBC to increase the number of units in the North East Thatcham development from 1,500 to 2,500, and requested additional sites, in order to accommodate the increase. WBC has therefore added development at Pincents Hill and two developments at the bottom of Cold Ash Hill to the Local Plan.

130.3 **Mobile Phone Signal.**

District Cllr. MacKinnon reported that he will be asking publicly at a meeting of WBC what is being done about notspots. Additionally, he has spoken to the Berkshire Digital Infrastructure Group (DIG) who are understood to be mapping notspots and working towards improving the situation.

130.4 **Parking on Southend Road.**

Mathew Hensby from Sovereign Housing Association is aware of the parking issue. There was a discussion about the possibility of double yellow lines outside the shop, but these would ultimately simply cause parking further along Southend Road. Cllr. Dearing will speak to the residents of the flats about parking and encourage them to contact Sovereign about their lack of parking provision.

130.5 **Attendance at Parish Council meetings.**

District Cllr. MacKinnon commented that he is not a member of the Parish Council and often works on a Tuesday evening, in addition to family commitments. He will always come to BPC meetings when he can.

131. **Finances.**

131.1 **Bank Reconciliations.**

The Clerk circulated a finance report, showing the financial position on 2nd September 2024. The report reconciled to the bank statements which showed balances of £11,165.08 in the Treasurer's Account (current account) on the 2nd August 2024 and £73,536.72 in the Business Account on the 27th August 2024. Once all cheques and credits have cleared, the balance in the Treasurer's Account will be £9,754.16.

Cllr. Allnutt verified the finance report against the bank statements.

131.2 **List of payments and receipts.**

The following payments have been made since the last meeting:

Salaries (August 2024)	£510.65
Tactical Facilities Management Ltd (Emptying 4 dog bins in August)	£65.28

KD

131.3	<u>Clerk's Salary.</u> Payment of the Clerk's salary for September 2024 was approved.	
132.	<u>Highways.</u> Cllr. Dearing has been trying to contact one of the PCSOs covering Bradfield without any success.	KD
132.1	<u>Anti Speeding measures in the Parish.</u> Cllr. Allnutt reported that the West Berkshire Speed Intervention Programme recommends that Vehicle Activated Signs (VAS) be installed if more than 15% of vehicles are speeding. Given that there is a VAS installed on Southend Road (albeit not working), assumably more than 15% of vehicles are speeding. It was questioned what the objectives would be of BPC doing more work on speeding, it was suggested that BPC would be seen to be doing something about it. Cllr. Allnutt will work with Cllr. House to establish locations where SID can constructively be used (close to likely volunteers to operate SID). Moving forwards, BPC will also consider purchase of its own SID.	AH GeA
132.2	<u>SORN vehicle on New Way.</u> The SORN vehicle parked on New Way is due to be removed over the coming week.	
133.	<u>Clerk's Report.</u>	
133.1	<u>Correspondence.</u>	
133.1.1	Instruction for Internal Auditor It was agreed to appoint April Skies as the Internal Auditor for FY24/25 at a cost of £315, (including an interim audit), based on all work taking place online.	HP
133.2	<u>Remembrance Service (10th November).</u> The Clerk reported that the road closure permit has been requested through WBC. Cllr. House has obtained a quote of £1,050 plus VAT for signage and manning of the closure itself; this being the same as 2023 was approved. Cllr. Dearing has spoken to the Rev. Steve Newbold (the new Rector) who will take the service. He is working with the chaplain at Bradfield College on order of service and what is expected. Cllr. Balsdon will ask Bradfield WI about the provision of refreshments in the Social Club after the service. Cllr. House will organise the wreath from the British Legion.	RB AH
133.3	<u>Commemorative Plaques.</u> Cllr. House reported that he has had a conversation with the Chairman of Bradfield Village Hall Committee about installation of the plaques. There is concern that if they are installed before development work, they could easily be damaged or lost. Cllr. O'Reilly has the necessary parts for the installation.	
133.4	<u>Replacement Benches.</u> Cllr. House reported he has had a conversation with the Chairman of Bradfield Village Hall Committee about the installation of the replacement picnic benches. The bench to be replaced/installed in the playground will require the use of a tractor or similar to lift the bench over the hedge (it won't fit through the gateway). Cllr. Wyatt commented that with straps, it could be lifted using the front forks on his tractor.	AH BW
134.	<u>Environment.</u>	
134.1	<u>Bradfield Village Telephone Box.</u> BPC considered the proposal put forwards by residents to retain and refurbish the telephone box, and to install a defibrillator in it. It was agreed that a CIL bid should be submitted to WBC for funds to carry out the work.	HP
134.2	<u>Emergency Plan.</u> To progress the Emergency Plan, community engagement and volunteers are needed.	

	<p>It was agreed that Cllr. Allnutt would prepare the draft for publication on the website with a paragraph of introduction to go on the news section.</p>	GeA
135.	<p><u>Bradfield Village Hall (BVH).</u></p>	
135.1	<p><u>Bradfield Village Hall Development Committee Report.</u></p>	
	<p>There have been two meetings of the Development Committee during August and the momentum for the project is beginning to grow. The funding situation is being examined and current grant applications have the potential to raise £300,000.</p>	
136.	<p><u>Reports from any meetings.</u></p>	
136.1	<p><u>Bradfield Village Hall Committee.</u></p>	
	<p>Cllr. O'Reilly reported that there is a meeting of the Bradfield Village Hall Committee on Wednesday 4th September which he will be attending.</p>	SOR
137.	<p><u>Round table comments.</u></p>	
137.1	<p><u>Overgrown Hedges.</u></p>	
	<p>Several overgrown hedges were reported, including in Mariners Lane, Back Lane and Hungerford Lane.</p>	
137.2	<p><u>Potholes not filled.</u></p>	
	<p>It was questioned why some potholes are filled and not others when they are next to each other. This was particularly relevant to Mariners Lane between Fishers Copse and Folly Bridge.</p>	
137.3	<p><u>Ragwort.</u></p>	
	<p>A Beenham councillor has contacted the council about ragwort and what can be done to reduce the increasing amount of it.</p>	
137.4	<p><u>Volunteer Policy.</u></p>	
	<p>Cllr. Allnutt suggested a volunteer policy. He will draft a policy for consideration at the next BPC meeting.</p>	
137.5	<p><u>Adult Gym.</u></p>	
	<p>There are funds ringfenced for an adult gym. It was explained that this was originally ringfenced when there were early discussions on the hall development. It was suggested that this should be reviewed.</p>	
137.6	<p><u>Publicity of BPC.</u></p>	
	<p>Cllr. Dearing commented that publicity of parish councillors should be improved. It was agreed that councillors should write a brief paragraph introducing themselves to the parish to go on the website, possibly along with a photograph. Councillors were asked to write a paragraph introducing themselves.</p>	All
	<p>It was also agreed to look at getting an A-frame to go outside the Committee Room during meetings, so that any parishioners planning to attend can more easily find the meeting.</p>	
137.7	<p><u>VE Day – 80: 8th May 2025.</u></p>	
	<p>Cllr. Dearing commented that there is the possibility of doing something for the 80th Anniversary of VE Day in combination with Bradfield May Fayre.</p>	
138.	<p>The meeting concluded at 9.55pm.</p>	
	<p>BPC meeting: Tuesday 1st October 2024 at 7.30pm in the Committee Room, Bradfield Village Hall.</p>	