

**Minutes of a Meeting of Bradfield Parish Council held on Tuesday 2<sup>nd</sup> April 2024  
at 7.30pm in Bradfield Village Hall Committee Room, Bradfield Southend.**

**Present:** Cllr. A. House (Vice Chairman)  
Cllr. G. Allnutt  
Cllr. R. Balsdon  
Cllr. S. O'Reilly  
Cllr. B. Wyatt

42. **Apologies.**  
Apologies of absence were received and accepted from Cllr. Dearing, Cllr. Allen; Cllr. Bishop and District Cllr. R. MacKinnon.  
*Apologies of absence were received after the meeting from Cllr. Wales.*
43. **Declarations of Interest.**  
There were no updates to the Register of interests.
- 43.1 **Declaration of Interest in Agenda Items.**  
There were no declarations of interest in any agenda items.
44. **Public Session.**  
There were no matters raised during the public session.
45. **Approval of Minutes of BPC meetings.**
- 45.1 **Meeting held on Tuesday 6<sup>th</sup> February 2024.**  
The minutes of the meeting held on Tuesday 6<sup>th</sup> February 2024, having been amended were approved and signed by Cllr. House.
- 45.2 **Meeting held on Tuesday 5<sup>th</sup> March 2024.**  
The minutes of the meeting held on Tuesday 5<sup>th</sup> March 2024 were approved and signed by Cllr. House.
- 45.3 **Updates on matters raised in the minutes.**
- 45.3.1 **Replacement Litter Bins on Southend Road.**  
The Clerk has requested these from WBC.
- 45.3.2 **Travellers Rest Garage Block.**  
The garage block at the Travellers Rest has always contained two open bays, which remain open, and an enclosed garage. The open bays have had hessian sheeting over the front when contractors have been working on site to provide protection against the weather.
46. **Planning Applications**
- 46.1 **Planning Applications on which BPC has been consulted by WBC:**
- 46.1.1 **24/00578/OUT - Land East of Southfield House, Cock Lane.**  
*Outline application for residential development. Matters to be considered: Access.*  
Whilst it is noted that Cock Lane is in flood zone 1, some properties in Cock Lane are subject to ground water and surface water flooding.  
The application includes a "Reptile Receptor Hedge" on the boundary with Southend Road. Visibility at the junction of Cock Lane and Southend Road is frequently a problem due to vegetation growth from this hedge. Questions were asked about the proposed ownership and management of the hedge.  
Concerns were raised about parking and additional cars being parked on Cock Lane, very close to the junction, which is very busy at school collection and drop off times.  
It was agreed that BPC **objects** to this application on the grounds of highway safety.

- 46.1.2 **23/02549/FUL – Land at Copyhold Farm (Amendment).**  
*Conversion of the existing barns to provide four dwellings including one self-build dwelling and associated infrastructure.*  
 The amendments include:
1. Visibility splays shown and annotated.
  2. Existing access annotated to show new bonded surface with dimensions.
  3. Three parking spaces shown per dwelling externally.
  4. Secure bikes stores already shown on site plan and annotated accordingly.
  5. EV charging points.
- BPC continue to be concerned at the level of parking provided on the site and in particularly the lack of visitor parking. The parking spaces to the northwest of the site are likely to be very difficult to manoeuvre in and out of, and it was questioned whether there is sufficient width for the number of spaces shown.
- A number of supporters of the scheme have commented on the bonus of the wildflower mix planting, however this is the lawn area of each property and likely to be managed as lawn rather than only be cut twice a year as required for wildflowers.
- 46.2 Planning Decisions taken by WBC:
- 46.2.1 **23/02981/FUL – Sports Complex, Bradfield College.**  
*Replacement of air handling unit and associated ducting and installation of solar PV panels onto sports centre roof and installation of air source heat pumps and associated works.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 46.2.2 **23/02668/FULMAJ – Hewins Wood House.**  
*Change of use and conversion of redundant commercial buildings to create four new dwellings.*  
 BPC **objected** to this application which has been **approved** by WBC.
- 46.2.3 **23/02540/FUL – Land Rear of The Beacon, Tutts Clump.**  
*Removal of existing barn for storage and replacement of similar smaller barn.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 46.2.4 **23/02435/LBC – Army House, Bradfield College.**  
*Window repairs and associated works to louvres and vents.*  
 BPC had **no objection** to this application which has been **withdrawn**.
- 46.2.5 **23/02354/FUL – Main Car Park, Bradfield College.**  
*Temporary use of College car park as construction compound and associated structures and cabins for the period 1<sup>st</sup> April 2024 to 1<sup>st</sup> April 2027 in association with works to Army House and Sculpture and Photography Classrooms.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 46.3 Enforcement Issues.
- 46.3.1 **Brewery Fields Farm.**  
 A menage has been constructed in the middle of the training track, with post and rail fencing and surfacing. Jumps have been set up in the menage. It was agreed that this should be reported to enforcement.
- 46.4 Neighbourhood Development Plan (NHDP).  
 There was a discussion about a Housing Needs Assessment, which would be required for a NHDP.  
 It was agreed that investigations would be made into registering the area of Bradfield Parish for a NHDP.
47. Finances.
- 47.1 Bank Reconciliations.  
 The Clerk circulated two finance reports, one for the financial year ending on the 31<sup>st</sup> March 2024 and one to the 2<sup>nd</sup> April 2024. Income for FY23/24 (excluding interest) was

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£27,913.10 and expenditure was £37,576.15 including a payment of £17,643 to Bradfield Village Hall.

Both reports were reconciled to the bank statements which showed balances of £3,101.80 in the Treasurer's Account (current account) on the 1<sup>st</sup> March 2024 and £83,062.05 in the Business Account on the 27<sup>th</sup> February 2024.

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

47.2 List of payments and receipts.

The following payments have been made since the last meeting:

Bradfield Parish Magazine (NewsLink)	£400.00
St. Peter's Preschool	£400.00
Bradfield WI	£250.00
Bradfield Luncheon Club	£250.00
John Symonds Trust	£600.00
Bradfield Parochial Charities	£100.00
Bradfield Methodist Church (Burial Ground)	£400.00
Bradfield Methodist Church (Friday Coffee mornings)	£250.00
Salaries, Chairs allowance and PAYE	£1,652.28
West Berkshire District Council (Uncontested election costs)	£80.00
Tactical Facilities Management Ltd (4 bins for March 2024)	£65.28
Triangle Management Company Ltd (2 bins for FY24/25)	£505.44

47.3 Clerk's Salary.

Payment of the Clerk's salary for April 2024 was approved.

48. Highways.

48.1 Speeding and use of SID (Speed Indicator Device) in the Parish.

Cllr. Allnutt agreed to start a conversation with Cllr. Southgate (Bucklebury Parish Council) who manages all of the use of SID in Bucklebury Parish.

The Clerk will register Cllr. Allnutt with the WBC SID portal. This should enable Cllr. Allnutt to undertake the training and then to borrow the WBC SID for use in the parish.

48.2 Parking opposite St. Peter's Church.

The Clerk has requested an update from District Cllr. MacKinnon on progress with Sovereign Housing on the parking issues associated with the flats on Southend Road.

48.3 Road Closures due to works at Bradfield College.

The closure of Buscot Hill from 1<sup>st</sup> April for six months had been advertised on one.net (the streetworks website), however BPC had not been notified of the closure.

WBC Highways have confirmed that this closure has been delayed until the **27<sup>th</sup> May 2024 and will be in place until the 25<sup>th</sup> October.**

Ashampstead Road is expected to have one way traffic, controlled by traffic lights at some stage during this year, but WBC is still awaiting the application. There is also expected to be a complete closure of Ashampstead Road next year to enable a temporary roof structure to be in place over Army House.

Cllr. Balsdon will invite Owen Adams from Bradfield College to attend the Annual Parish Assembly and give an update on the planned work and associated road closures.

49. Clerk's Report

49.1 Councillor Email Addresses.

Cllr. Allnutt, Cllr. Allen, Cllr. Balsdon and Cllr. O'Reilly have created Bradfield PC specific gmail addresses.

49.2 Annual Parish Assembly – Monday 15<sup>th</sup> April 2024.

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	The Clerk will advertise the Assembly on the website. Cllr. Dearing will comment on use of SID and the NHDP in her report.	
49.3	<u>Internal Audit.</u>	
	Caroline Hyde, who has carried out the internal audit for BPC is unable to complete the work going forwards due to an imminent move out of the area.	
	Following enquiries, the Clerk has contacted April Skies Accounting Limited, who specialise in carrying out internal audits of parish councils. Their minimum charge for internal audit of a parish council requiring a basic level review is £250 and they can carry out the work from the second week of June. The Annual Governance and Accountability Return, which includes the internal auditor's report must be submitted to the external auditors, PKF Littlejohn by Monday 1 <sup>st</sup> July.	HP
	BPC has, this year, been selected as part of the 5% sample of councils who will be subject to an intermediate review, which requires additional information to be submitted.	
50.	<u>Environment.</u>	
50.1	<u>Emergency Plan for Bradfield.</u>	
	Cllr. Allnutt will continue work on the Bradfield Emergency Plan, although the concerns about data protection and the Privacy Policy have not been addressed.	GA
	The Clerk has received information about the SSE priority register for the vulnerable and will distribute it.	HP
50.2	<u>Footpath.</u>	
	The line of footpath BRAD35/1, north of Fishers Copse towards the Pang has been moved to reflect the line of the definitive footpath.	
51.	<u>Bradfield Village Hall (BVH).</u>	
51.1	<u>Bradfield Village Hall Development Committee Report.</u>	
	The Development Committee has completed its work on whether the required funds could realistically be raised for the Village Hall as per the current planning permission. Following a significant amount of work, it has been concluded that it is very unlikely that the funds can be raised, and an alternative plan must be developed and adopted. Having seen the report, and met with the Village Hall Committee, it was agreed that BPC endorses this decision. The Development Committee is to have new Terms of Reference to investigate alternative options.	
	All those who financially contributed to the original plan are to be consulted to ensure they support the development of an alternative plan.	
51.2	<u>Management of the Village Field.</u>	
	The Clerk has sought advice from HALC on whether a legal agreement is required with Bradfield Village Hall Committee for BPC to take on maintenance of the Village Field. An agreement is required, which details the responsibilities being taken on. Hampshire County Council (HCC) Legal team carry out work at a reduced cost for members of HALC/BALC. An hours free advice is given, but drawing up a legal agreement would be chargeable.	
	The current maintenance contract is only for cutting the grass and the hedge against Southend Road. There was a discussion about what responsibility BPC wants to take on (trees, hedgerows around the remainder of the site etc). Cllr. O'Reilly will clarify the current maintenance contract and the payment terms.	SOR
52.	<u>Reports.</u>	
52.1	<u>Pang Valley Flood Forum (PVFF).</u>	
	Cllr. Balsdon has attended the PVFF and noted the sewage flooding in Stanford Dingley. Nothing was raised relating to Bradfield.	

53. **Round table comments.**
- 53.1 **Flooding on the Corner of Buscott Hill.**  
Flooding on the corner of Buscott Hill, by the gate onto the golf course was raised; this was raised and discussed with WBC several years ago. The Clerk will raise it again.
54. **The meeting concluded at 9.55pm.**  
**Annual Parish Assembly – Monday 15<sup>th</sup> April at 7.30pm in Bradfield Village Hall**  
**Annual BPC meeting: Tuesday 7<sup>th</sup> May 2024 at 7.30pm in the Committee Room, Bradfield Village Hall.**

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