

**Minutes of a Meeting of Bradfield Parish Council held on Tuesday 5th March 2024
at 7.30pm in Bradfield Village Hall Committee Room, Bradfield Southend.**

Present: Cllr. K. Dearing (Chairman)
Cllr. G. Allen
Cllr. G. Allnutt
Cllr. R. Balsdon
Cllr. K. Bishop
Cllr. S. O'Reilly
Cllr. T. Wale
Cllr. B. Wyatt
One member of the public was present.

28. **Apologies.**
Apologies of absence were accepted from Cllr. House.
29. **Declarations of Interest.**
There were no updates to the Register of interests.
- 29.1 **Declaration of Interest in Agenda Items.**
There were no declarations of interest in any agenda items.
30. **Public Session.**
No issues were raised during the public session.
31. **Approval of Minutes of BPC meeting held on Tuesday 6th February 2024.**
There was a discussion about the minutes of the meeting of BPC held on Tuesday 6th February 2024 and it was agreed to defer signing them until the BPC meeting on Tuesday 2nd April.
- 31.1 **Updates on matters raised in the minutes.**
- 31.1.1 **Dog fouling.**
The Clerk has received stickers from WBC to encourage dog owners to pick up after their animals. These will be put up in the worst affected areas.
- 31.1.2 **Rural Housing Zoom meeting.**
Cllr. Allen reported that he had attended the Rural Housing meeting and will report more under the Neighbourhood Development Plan agenda item.
32. **Planning Applications**
- 32.1 **Planning Applications on which BPC has been consulted by WBC:**
- 32.1.1 **24/00204/FUL – Palmer House, Bradfield College.**
Installation of roof mounted solar PV and replacement window frames and glazing.
BPC agreed to **no objection** to this application.
- 32.1.2 **24/00186/FUL – Armstrong House, Bradfield College.**
Installation of roof mounted solar PV and replacement window frames and glazing.
BPC agreed to **no objection** to this application.
- 32.2 **Planning Decisions taken by WBC:**
- 32.2.1 **23/01819/LBC – Mill Cottage, Church Road.**
Reroofing and associated timber repairs and replacements, insulation of raked ceiling, replacement of rainwater goods, masonry repairs and replacement of four windows.
BPC had **no objection** to this application which has been **approved** by WBC.
- 32.2.2 **23/01868/FUL & 23/01869/LBC – Army House Bedsit, Bradfield College.**
Reroofing, replacement of rainwater goods, external repairs, replacement of single glazed rooflight with double glazed conservation rooflight, replacement ventilation, installation of replacement sanitary ware, reconfiguration and refurbishment of boarding

KD

rooms and redecoration of boarding house including new M & E infrastructure and replacement suspended ceilings.

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

32.2.3 **23/02429/LBC – St. Andrew’s School, Buckhold.**

Section 73 – Variation of condition 2 (approved plans) of approved application 22/02996/FUL: External alterations to Old Hall including installation of solar panels, blocking up existing first floor windows, installation of rooflights, single storey timber canopy, air source heat pump and new external steps.

BPC **supported** this application which has been **approved** by WBC.

32.2.4 **23/02630/HOUSE – White Cottage, Horseleas.**

New detached garage with external stairs and loft storage.

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

32.2.5 **23/02918/HOUSE – 1 Herons Farm Cottages, Buckhold.**

Proposed two-storey side extension following demolition of existing single storey extension, new front porch and associated alterations.

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

32.3 Enforcement Issues.

The enforcement cases for lighting at McVeigh Parker and the extension at 46 Southend Road have both been closed, planning applications have been submitted and approved to rectify the developments.

32.3.1 Applecroft.

It was reported that no action has been taken to remove the garage doors despite the enforcement notice.

32.4 Neighbourhood Development Plan (NHDP).

The Clerk will circulate links to pages on the WBC website about developing NHDPs.

A link to the draft Hungerford NHDP which had been read by some councillors.

Cllr. Allen commented that the Rural Housing Assessment requires a survey of parishioners for them to express what they believe their housing needs to be which could fit with the work on an NHDP.

Affordable housing comprises of social rental properties (up to 50% of market rent), market rental properties (up to 80% of market rent) and part ownership properties.

33. District Councillor’s Report.

No District Councillor was present.

34. Finances.

34.1 Bank Reconciliations.

The Clerk circulated a finance report dated the 5th March 2024 prior to the meeting showing a balance of £12,247.96 in the Treasurer’s Account once all lodgements and payments have cleared and includes £10,000 transferred from the Business Account. This was reconciled back to the bank statement of the 2nd February 2024 which showed a balance of £5,280.75. The Business account had a balance of £83,062.05 on the 27th February 2024 (prior to the transfer to the Treasurer’s Account).

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

34.2 List of payments and receipts.

The following payments have been made since the last meeting:

February salary and expenses (Domain name hosting):	£542.39
Tactical Facilities Management Ltd (4 bins for February 2024):	£65.28
CPRE (Membership)	£36.00

34.3 Grant applications for FY23/24.

The following grants from BPC were resolved:

Newslink	£400.00
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HP

St. Peter's Preschool	£400.00
Tutts Clump Burial Ground	£400.00
Bradfield WI	£250.00
Bradfield Coffee Club (Fridays)	£250.00
Bradfield Luncheon Club	£250.00
John Symonds Trust	£600.00
Bradfield Parochial Charities (The Alms Houses)	£100.00
Pang Valley Flood Forum (PVFF)	£150.00

	Bradfield Village Hall Committee applied for a grant of a total of £5,736 for maintenance of the Village Field and play area for the coming year and some additional costs from the current year. There was no mention of whether the figures included VAT, which if BPC owned the contracts could be reclaimed. Cllr. Dearing and the Clerk will have a conversation with the Village Hall Committee and confirm the VAT status and discuss the possible option of BPC taking over the maintenance of the Village Field.	KD HP
34.4	<u>Clerk's Salary.</u> Payment of the Clerk's salary for March 2024 was approved.	
35.	<u>Highways.</u>	
35.1	<u>Speeding and use of SID (Speed Indicator Device) in the Parish.</u> The WBC portal has three SID locations registered in the Parish: 1. Ashampstead Road - outside Hillside boarding house. 2. Southend to New Road – north side of road, on the public footpath next to the entrance to the Bradfield College catering goods yard (Bugeons Yard). 3. Chalkpit Lane – approach to the crossroads with Ashampstead Road, on the pavement next to the Tennis courts. There are no sites registered on the portal for Southend Road. It was agreed that a request for at least one site on Southend Road should be made to WBC.	
35.2	<u>Pothole on junction of Heath Road and Southend Road.</u> This pothole has been filled.	HP
35.3	<u>Parking opposite St. Peter's Church.</u> As many as ten cars have been seen parked opposite St. Peter's Church, reducing the road significantly. They have prevented the roadsweeper from cleaning the road for a significant period of time and the detritus in the road is level with the pavement. A request had been made to Sovereign Housing Association via District Cllr. MacKinnon for parking provision in front of the flats. The Clerk will request an update.	HP
36.	<u>Clerk's Report</u>	
36.1	<u>Replacement of litter bin outside 45 Southend Road.</u> It was agreed that WBC should be asked to replace the broken litter bin outside 45 Southend Road.	HP
36.2	<u>Request for a replacement litter bin at the bus stop near Wellington Gardens.</u> WBC pays for a litter bin to be emptied at the bus stop near Wellington Gardens. It was agreed that the Clerk request that the litter bin be replaced.	HP
36.3	<u>Councillor Email Addresses.</u> Council specific email addresses are recommended for councillors by NALC. This is to protect councillors should a Freedom of Information request be received and for GDPR purposes. Various options were discussed, and it was agreed that councillors should create their own gmail accounts with a username of the format <i>cllr-surname-bradfieldpc@gmail.com</i> .	All

36.4	<u>Dog bins.</u> Triangle Facilities Management Ltd, who empty two of the dog bins and invoice on a quarterly basis are keen to encourage BPC to sign an annual contract costing £468.00 per year excluding VAT. If BPC makes a one of payment in advance, they are willing to offer a discount of 10% discount. It was resolved that BPC would make one payment annually in advance.	HP
37.	<u>Environment.</u>	
37.1	<u>Emergency Plan for Bradfield.</u> WBC provide a toolkit, draft plan and GDPR form for Emergency Plans. Concern was raised about the GDPR issues a plan might have based on the WBC draft and it was agreed the Clerk would have a conversation with the WBC officer involved.	HP
38.	<u>Bradfield Village Hall (BVH).</u>	
38.1	<u>Bradfield Village Hall Development Committee.</u> There was no update from the Development Committee.	
39.	<u>Reports.</u>	
39.1	<u>Bradfield Parochial Charities (The Alms Houses).</u> Cllr. Wyatt reported that there had been a meeting of The Alms Houses Committee.	
40.	<u>Round table comments.</u>	
40.1	<u>Little Canaan, Tutts Clump.</u> Cllr. Wale reported that a couple had been clearing the site and had a skip.	
40.2	<u>Travellers Rest.</u> It was reported that someone is living above the garage. The garages have been enclosed (they were open on the planning application). This needs to be reported to the WBC enforcement team.	HP
40.3	<u>Ashampstead Road.</u> There is significant concern about the possible closure of Ashampstead Road due to the works required on the Army House, this cannot be allowed because Back Lane will not be able to cope with the volume of traffic. Traffic lights are the considered to be the best approach.	HP
40.4	<u>Newslink article.</u> Cllr. Allen asked how the Newslink articles could be jazzed up. Cllr. Balsdon will write a paragraph.	RB
40.5	<u>Antisocial Behaviour on the School Field.</u> It was reported that teenagers were on the school field smoking and using drugs. This needs to be reported to the Police.	
41.	The meeting concluded at 9.30pm. Next BPC meeting: Tuesday 2nd April 2024 at 7.30pm in the Committee Room, Bradfield Village Hall. Annual Parish Assembly – Monday 15th April at 7.30pm in Bradfield Village Hall	