

**Minutes of the Meeting of Bradfield Parish Council held on Tuesday 1<sup>st</sup> October 2024  
at 7.30pm in Bradfield Village Hall Committee Room, Bradfield Southend.**

**Present:** Cllr. K. Dearing (Chair)  
Cllr. G. Allnutt (GeA)  
Cllr. R. Balsdon  
Cllr. K. Bishop  
Cllr. A. House  
Cllr. B. Wyatt  
Mrs. H. Pratt (Clerk)  
**No members of the public were present.**

139. **Public Forum.**
- 139.1 No issues were raised during the Public Forum.
140. **Apologies.**  
Apologies for absence were approved and accepted from Cllr. Allen, Cllr. O'Reilly, Cllr. Wale and District Cllr. MacKinnon.
141. **Declarations of Interest.**  
There were no updates to the Register of interests.
- 141.1 **Declaration of Interest in Agenda Items.**  
There were no declarations of interest in any agenda items.
142. **Approval of Minutes of the BPC meeting on Tuesday 3<sup>rd</sup> September 2024.**  
The minutes of the BPC meeting held on Tuesday 3<sup>rd</sup> September 2024 were agreed as a true record of the meeting and signed by the Chairman.
143. **Matters arising from the minutes not covered elsewhere (for information only).**
- 143.1 **SORN Vehicle on New Way.**  
This vehicle has now been removed.
144. **Planning Applications**
- 144.1 **Planning Applications on which BPC has been consulted by WBC.**  
WBC has not consulted BPC on any new planning applications. A non-material application has been submitted for St. Andrew's Church.
- 144.2 **Planning Decisions taken by WBC:**
- 144.2.1 **24/00785/FUL – Peartree Copse (Beenham Parish).**  
*Section 73a: Variation of Condition No 2 (Approved Plans) of previously approved application 23/01388/FUL: Part retrospective to put two pond areas into a field.*  
An amendment was submitted reducing the number of loads of clay required to line the ponds from 175 to 50.  
BPC had **no objection** to this application which has been **withdrawn**.
- 144.2.2 **24/01057/FUL – Rushall Farm, Scratchface Lane.**  
*The erection of a farm building; the provision of a new farm entrance and driveway.*  
BPC had **no objection** to this application which has been **approved** by WBC.
- 144.3 **Enforcement Issues.**
- 144.3.1 **Land and calf shed opposite the Old Travellers Rest.**  
It has been noted that the calf shed is a temporary building, but it is questioned when a temporary building becomes permanent. One of the issues associated with the calf shed is parking in the road, on a regular basis causes traffic congestion at the junction with Hungerford Lane.
- 144.3.2 **Old Travellers Rest.**  
It is noted that the left-hand gate post has been removed and a new concrete pad laid.
- 144.3.3 **Orchard Lodge.**

Whilst it is believed that the roof lights have been removed from the flat roof of Orchard Lodge, it is likely that the rooms in the roof space remain. It is questioned whether they should be included in the CIL calculation for the new building.

145. **Finances.**

145.1 **Bank Reconciliation dated 1<sup>st</sup> October 2024.**

The Clerk circulated a bank reconciliation dated the 1<sup>st</sup> October 2024. This reconciled the balance to the Treasurer's Account (current account) on the 3<sup>rd</sup> September with a balance of £10,330.09. Once all cheques and credits have cleared, the balance in the Treasurer's Account will be £8,102.03.

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

145.2 **List of payments and receipts.**

The following payments have been made since the last meeting:

Salaries and chair's allowance (September 2024)	£702.85
External Audit	£252.65
Tactical Facilities Management Ltd (Emptying 4 dog bins in September plus replacement bin)	£647.28
Poppy Appeal (British Legion)	£50.00

145.3 **Expenditure Against Budget to the 30<sup>th</sup> September 2024.**

The Clerk circulated a report of expenditure against budget prior to the meeting. It was noted that the £3,500 paid to the Village Hall Committee for maintenance of the field was for FY23/24 rather than FY24/25.

The Clerk reminded councillors that there were CIL funds of £35,879.34, some of which need to be spent before May 2027,

145.4 **Clerk's Salary.**

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

146. **Highways.**

146.1 **Anti Speeding measures in the Parish.**

Cllr. Allnutt will contact Cheryl Evans (WBC) about the speed intervention programme.

146.2 **Parking/Driving on Cock Lane at School drop off/Collection Time.**

Following a complaint from a resident of Cock Lane about traffic at collection time, WBC were contacted about the parking restrictions discussed earlier this year.

Proposals for parking restrictions along Cock Lane are unfortunately still waiting to be considered and, due to other emergency jobs, it is likely it will be some time before they will be considered. The Road Safety Team will be contacted about supplying publications for parents, but the impact of this is questioned.

WBC has confirmed that traffic calming is not an option, but by default the parked cars are providing an extreme traffic calming measure.

It was noted that parents are now parking on the grass of the Village Field. It was questioned whether grass-crete or something similar should be installed. It is understood that parents can park at The Queens Head as well as the Village Hall and walk to the school for drop off/collection.

Generally, more children are being brought from further away to Bradfield Primary School, which increases the number of vehicles dropping off and collecting children. A 20mph zone past the school was put forwards as a possible option.

Cllr. Bishop agreed to ask if, at the end of the day, the children could be met by parents at the back of the school, rather than the front for safety reasons.

146.3 **Update on parking on Southend Road.**

Cllr. Dearing reported that she has now spoken to PCSO Sue Nix about the parking on Southend Road. Unfortunately, there is little the Police can do as the parked vehicles are

GeA

KB

not breaking the law. It was questioned whether vehicles parked facing the oncoming traffic are breaking the law.

Thames Valley Police will be organising a “Have your say” meeting in Bradfield. It has been suggested that this coincides with either the Thursday coffee morning or the Saturday Market. “Have your say” meetings are an opportunity for local residents to meet the PCOSs and raise issues on a face-to-face basis.

147. **Clerk’s Report.**

147.1 Correspondence.

147.1.1 **District Parish Conference – Tuesday 29<sup>th</sup> October.**

Cllr. House will attend the District Parish Conference in person.

147.1.2 **WBC Consultation on Waste Management**

A link to the WBC consultation on waste management, which includes the proposal to move from emptying grey bins every two weeks to once every three weeks, will be included in the article for NewsLink and put on the Community Facebook group.

147.2 External Auditors Report.

The External Auditor has now completed their work, no new issues have been raised. Notice of the completion of audit has been placed on the website.

147.3 Remembrance Service (10<sup>th</sup> November).

Arrangements for the Remembrance Service at 3pm on Sunday 10<sup>th</sup> November are in place, the wreath has been collected and Thames Valley Police informed. The Clerk will confirm with the Bradfield College Chapin whether the College can provide a bugler and an honour guard. The Revd. Steve Newbold has been liaising with the Bradfield College Chaplin about the service.

147.4 Commemorative Plaques.

Discussions are ongoing about the safest place for the plaques to go. Ultimately it is planned they will go on the Village Hall.

147.5 Replacement Benches.

No progress has been made on installing the new benches.

148. **Environment.**

148.1 Bradfield Village Telephone Box and defibrillator.

Once the WBC Members Bids forms are available, an application will be submitted for refurbishment of the telephone box and a defibrillator.

148.2 Emergency Plan.

It was agreed that the Emergency Plan can’t be owned and driven by BPC but should be community driven. It was questioned whether the key enabling roles should be councillors.

148.3 Volunteer Policy.

The Volunteer Policy needs to be verified against the insurance policy. It then needs to have a final grammar check before being published.

149. **Bradfield Village Hall (BVH).**

149.1 Bradfield Village Hall Development Committee.

The Development Committee is working on getting quotes for phase 1. Despite, the same specification has been given to a number of contractors, questions are arising about discrepancies between the quotes which have been received. Cllr. O’Reilly is helping the Committee with some of the Health and Safety aspects and building regulations.

The Development Committee is currently working on possible fund raising options, community support for the project and communications.

The Development Committee is requesting confirmation from Bradfield Village Hall Committee that they are not personally liable for the project.

HP

HP

GeA

- 149.2 Update from meeting between BPC, BVH and the Development Committee.  
 A meeting was held on the 23<sup>rd</sup> September between BPC, BVH and the Development Committee.  
 Various options for funding were discussed, including the possibility of an increase in the precept (this would be dependent upon a parish referendum, the results of which would not be binding). The sale of a piece of land was also discussed. It is strongly felt that one of these options will have to be taken for the project to be delivered.  
 In order to future proof the hall, all users are being consulted about their requirements. A public meeting is being planned, with the hope that the community can be re-engaged. BPC continues to reserve the right to reclaim the contribution of £17,643 which was made with the intention of maximising a Greenham Trust Grant which was ultimately not achieved.
150. **Round table comments.**
- 150.1 30mph Repeater Sign Rusted off.  
 The 30mph repeater sign outside New House, Southend Road has rusted off.
- 150.2 Adult Gym.  
 Questions were asked about funds earmarked for an adult gym, where this might be located and whether the funds should be reviewed.
- 150.3 Churchyard at St. Andrew's Church.  
 Questions were asked about who is responsible for maintenance of the churchyard at St. Andrew's Church. It was thought that Bradfield College were responsible as part of the purchase of the church (but not the churchyard). The Clerk will verify the position.
- 150.4 Overgrown Hedges.  
 It was reported that hedges on Southend Road, to the east of the Cock Lane junction are obscuring sight lines. Also on Southend Road, to the west of Heath Road, the hedge is overgrowing the footway making it difficult for some pedestrians.
- 150.5 A-Frame.  
 An A-Frame will be ordered to advertise the BPC meetings when they are taking place.
151. **The meeting concluded at 9.35pm.**  
**BPC meeting: Tuesday 5<sup>th</sup> November 2024 at 7.30pm in the Committee Room, Bradfield Village Hall.**

HP