

**Minutes of a Meeting of Bradfield Parish Council held on
Tuesday 1st June 2021 at 7.30pm in Bradfield Village Hall.**

Present: Cllr. A. House (Chairman)
Cllr. K. Dearing (Vice Chairman)
Cllr. M. Ashbrook
Cllr. R. Balsdon
Cllr. P. Henwood
Cllr. S. O'Reilly
Cllr. B. Wyatt
Mrs. H. Pratt (Clerk)

Three members of the public were in attendance.

Cllr. House opened the meeting and advised those present of the COVID restrictions in place. It was noted that the meeting needed to be conducted as swiftly as possible to reduce any chances of COVID infection.

Cllr. House introduced the Clerk, Helen Pratt to BPC. Whilst Helen has been Clerk to the BPC since 1st April 2020, this was the first physical meeting to take place since her appointment.

17. **Apologies.**

Apologies of absence were received and accepted from Cllr. T. Wale, Cllr. P. Isherwood and District Cllr. MacKinnon.

18. **Declarations of Interest.**

There were no declarations of interest in agenda items or updates to the register of interests.

19. **Public Forum.**

19.1 **Safety Concerns on Union Road.**

Concern was raised about safety issues to users of Union Road. Currently vehicles travelling east overtake other vehicles once they've left the 30mph zone and continue at speed round the bend ignoring the narrow road and horse warning signs. At Bournefield Farm, in the winter, water tends to run across the road and freezes causing an extra hazard. Horses are often led across and along the road to and from Bournefield Farm, as well as the occasional horse drawn carriage.

The warning signage needs to be reviewed. There is a need for horse and ice warning signs to be put up around Bournefield Farm. Additionally, the "SLOW" signs painted on the road need to be repainted. One of the warning signs no longer has a red border. It was emphasised that a mirror is needed at Copyhold Farm for vehicles turning right from Union Road into Buscott Hill. Cllr. House responded that he had had a site meeting with a WBC highways officer about this matter but had not heard back since.

It was also noted that visibility at the junction of Union Road and Common Hill is poor due to the long grass; the Clerk will request WBC to get the verge cut at the junction.

19.2 **Bradfield Village Hall.**

A parishioner who had raised concerns in writing with BPC commented that he had noted that the Village Hall is on the agenda for tonight's meeting. Cllr. House commented that whilst BPC had met with the Village Hall committee, the meeting was not as constructive

as had been hoped. Whilst BPC continues, at this time, to support grant applications to 3rd parties, the opinion of BPC on the project needs to be determined and clarified.

20. **Minutes of the Annual meeting held on Tuesday 4th May 2021.**

It was resolved that the minutes of the annual meeting of BPC held on Tuesday 4th May 2021 were a true record of the meeting and they were signed by the Chairman.

20.1 **Matters arising from the minutes – for information only:**

20.2 **Letter to Village Hall Management Committee.**

A question was raised about whether a letter should be written to the Village Hall Management Committee about withdrawing Cllr. Ashbrook as the deputy to Cllr. Henwood. It was agreed to leave the situation standing for the time being.

20.3 **Duration of the meeting.**

Councillors were reminded that the meeting needed to be as short as possible to reduce the risk of COVID infection.

21. **Planning Applications**

21.1 **Planning Applications which WBC has consulted BPC on:**

21.1.1 **21/00763/AGRIC – Frogmore Farm.**

Application to determine if prior approval is required for a proposed: Agricultural general purpose building.

WBC has consulted BPC with additional information for this application; BPC has **no objection** to this application.

21.1.2 **21/01213/HOUSE – Evendyne, Southend Road.**

Proposed extensions to rear and side elevations and new first floor accommodation, plus new porch.

It was noted that no orange notice has been put up for this application. BPC agreed on **no objection** to this application; concern was raised about the reduction in the parking and turning space due to removal of the carport, and the new porch extension.

21.1.3 **21/01180/HOUSE – Hill End, Rotten Row.**

Alterations to extended hallway and flat roof above, to flat roof over Garage and Utility Room and changes to the external façade. Erection of an open porch and division of Garage into Laundry/Storage area and Garage storage area. Changes to internal kitchen/dining room layout.

It was unanimously agreed that BPC has **no objection** to this application.

21.2 **Planning decisions taken by WBC:**

21.2.1 **21/00748/COND2 – Speedwell, Scratchface Lane, Bradfield.**

Application for approval of details reserved by Condition 3 (Detailing parts A and B) of approved application 20/01486/FULD: Demolition of existing property, garage and outbuilding and erection of a new dwelling and carport.

BPC was not consulted on this application which has been **approved**.

21.2.2 **21/00310/COND1 – Bradstone House, Southend Road.**

Application for approval of details reserved by Condition (4) Samples of materials, (5) Tree Protection etc and (6) Landscaping condition of planning permission 19/02977/FUL – New Workshop/Office/Shop building to provide accommodation for Bradfield Garden Machinery. Extension to existing commercial garage to provide vehicle storage. Demolition of existing car port. Existing shop to be converted to Residential Use as part of Bradstone House.

BPC were not consulted on this application which has been **approved** by WBC.

21.2.3 **20/01876/FULMAJ – Fishers Copse House, Rotten Row.**

Erection of a replacement dwelling with associated parking, turning, landscaping and private amenity space following the demolition of existing dwelling house. Installation of

ground source heat pump coils involving the excavation and reinstatement of existing ground.

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

21.3 Planning related correspondence:

21.3.1 **Old Pumping Station.**

The owner of the old pumping station site in Bishops Road has contacted BPC for suggestions on what development they would like to see on the plot. It was noted that any potential dwellings would be new homes in the countryside, outside of the settlement boundary. It was agreed that BPC would advise the owner to consider taking preapplication advice from WBC, before submitting any planning application, which BPC would automatically be consulted on.

21.3.2 **3 Green Lane – Orangery.**

The current residents of 3 Green Lane have contacted BPC about replacing an old orangery. It was agreed that BPC would advise the residents to consider taking pre-planning advice from WBC before submitting a planning application.

22. **Members Bids.**

It was agreed that the Clerk would submit two applications for members bids for the benches already ordered and for the defibrillator and cabinet to be installed at the vets.

23. **Meeting with Bradfield Village Hall Committee.**

Bradfield Parish Council met face to face with Bradfield Village Hall Committee on Thursday 27th May 2021 to discuss the project plans for the new Village Hall. Planning permission was granted in October 2019 (and therefore expires in October 2022). Brief summaries of the history and the financial position were presented. Concerns were raised about the finances to fund the new hall, and about the business plan which it was suggested would show losses in the first five years.

A number of parishioners are against the development, although obviously there are also a number in favour of it. There is concern that there are a number who are not really aware of the project.

Cllr. Ashbrook commented that he was very disappointed with the meeting. He requested more detailed costings and plans from three members of the Village Hall Committee. In addition, he had asked what the Committee would like BPC to do.

The projected build and costs for the first phase of the project amount to £1,550,000 and the amount raised to date is £657,000 including approximately £400,000 in promises and repayable loans.

The shortfall is therefore £893,000 which when added to the estimated £650,000 to complete the project totals £1,543,000. This amount does not include the repayable loans mentioned above nor any interest charges nor any inflationary building costs which at this current time are likely to be significant.

Cllr. Ashbrook had analysed the projected income and expenditure shown in the Business Plan and concluded that the operating profit claimed for the first five years turns into a loss of approximately £25,000 when you take into account a reduction in income caused by the loss of a major user of the facility and a realistic assessment of labour costs for managerial, secretarial, supervisory, administration and cleaning aspects.

Cllr. Ashbrook concluded that the project as proposed by the Trustees is not viable and that BPC must take action to avert a major financial commitment being made for the parish in years to come.

BPC agreed that the currently proposed project, as understood by BPC, is not viable.

It was agreed that Cllr. House, Cllr. Ashbrook and the Clerk would draft a statement to be sent to the trustees on the position of BPC.

24. **Annual Governance and Accountability Report.**

24.1 **Internal Auditors Report.**

Caroline Hyde, the internal auditor noted the following points:

- There were 2 standing order payments to A. Ives for £271.33 and £61.66 which appear to have been returned according to correspondence with the bank, but these don't appear on any bank statements; the standing orders were not returned by the bank and it was agreed by BPC that the payments formed part of the severance package to A. Ives.
- There is a payment to Triangle Management on cheque 1164, for which the invoice is not in the file; a copy of this invoice has been added to the file.
- The website is not up to date – no documents have been uploaded during the 2020/21 financial year and as a result there was no evidence that the 2019/20 financial statements were published in accordance with the AGAR and transparency code. There are no minutes referencing the agreed publication dates; the financial statements were advertised on all of the noticeboards.
- The code of conduct on file does not appear to have been formally adopted during the year; the code of conduct is believed to have been adopted during a previous year.

24.2 **Annual Governance Statement.**

The Annual Governance Statement was circulated to all members to be read prior to the meeting. BPC unanimously resolved to approve the Governance Statement.

24.3 **Statement of Accounts for year ending 31/3/2021.**

The Annual Statement of Accounts for the year ending 31st March 2021 had been circulated to members prior to the meeting and was unanimously approved.

24.4 **Exemption from External Audit.**

BPC meets the criteria required to claim exemption from external audit. It was resolved that BPC would claim this exemption.

25. **Finances**

25.1 **Bank Reconciliation to the 1/6/2021.**

The finance report showed a balance of £7,649.39 in the Treasurers account once all cheques and lodgements have cleared. The finance report showed a reconciliation to the current account bank statement dated the 30/4/2021 with a balance of £1,849.27. The business account had a balance of £44,115.87 on the 27/4/2021.

25.2 **List of payments since the last meeting.**

The following cheques have written since the last meeting:

Hampshire Association of Local Councils	£369.93	Membership.
Mrs H M Pratt	£398.88	May 2021 salary.
Came and Company	£807.40	Insurance.
CPRE	£36.00	Membership.
Bucklebury Parish Council	£170.00	50% of CiLCA training costs.
Helen Pratt	£71.80	IT Domain name.

26. **Round table comments.**

26.1 **Admore Lane Closure** - Admore Lane is due to be closed on the 11th June for BT works.

26.2 **Hewins Wood Farm** – Gordon Patterson has invited Cllr. House to a site visit and to understand how the breeches in planning have now been rectified.

26.3 **NHS Rainbow Signs** – the signs are now very untidy and must be removed.

26.4 **Temporary Road Closure Signs** – the road closure sign on Southend Road to the east of Mariners Lane obstructs sight lines when turning out of Mariners Lane. There is a sign in

the road by the Headmaster's House (Bradfield) which could be to the side of the road.
The Clerk will contact highways about the position of signs.

26.5 Development of land behind Ash Grove – It was noted that there is a covenant on the field.

26.6 Dog bag dispensers – Cllr. Dearing reported that she has cable tied ten dog poo bag dispensers around the parish to encourage residents to tidy up after their dogs. A new bin is needed on Southend Road near the old post office.

27. The meeting concluded at 8.55pm.

Date of Next meeting:

Tuesday 15th June 2021 at 7.30pm (Zoom – planning only).

Tuesday 6th July 2021 at 7.30pm (Bradfield Village Hall).