

**Minutes of a Meeting of Bradfield Parish Council held on
Tuesday 5th December 2023 at 7.30pm in Bradfield Village Hall, Bradfield Southend.**

Present: Cllr. K. Dearing (Chairman)

Cllr. G. Allen

Cllr. G. Allnutt

Cllr. R. Balsdon

Cllr. K. Bishop

Cllr. A. House

Cllr. S. O'Reilly

Cllr. T. Wale

Cllr. B. Wyatt

District Cllr. MacKinnon

Mrs. H. Pratt (Clerk)

Three members of the public were in attendance.

173. **Apologies.**
There were no apologies of absence.
174. **Declarations of Interest.**
There were no updates to the Register of interests.
- 174.1 **Declaration of Interest in Agenda Items.**
Cllr. Wale declared an interest in planning application 23/02349/FUL for Copyhold Farm.
175. **Public Session.**
No matters were raised during the Public Session.
176. **Approval of Minutes of BPC meeting held on Tuesday 7th November 2023.**
The minutes of the meeting of BPC held on Tuesday 7th November 2023 were approved as an accurate record of the meeting and were signed by Cllr. Dearing.
- 176.1 **Updates on matters raised in the minutes.**
- 176.1.1 **Fence adjacent to Jubilee Stores.**
The new fence adjacent to Jubilee Stores is 2.3m high on the east side and 2m high on the west side; it therefore needs reporting to WBC Enforcement. HP
- 176.1.2 **Replacement 30mph sign at Crackwillow, Cock Lane.**
This has been reported to WBC again (E13382).
- 176.1.3 **Registered sites for SID.**
The registered SID sites in Bradfield need to be confirmed. HP
- 176.1.4 **Cutting of the Switchback Bridleway.**
This has been cut.
177. **Planning Applications**
- 177.1 **Planning Applications on which BPC has been consulted by WBC:**
- 177.1.1 **23/02564/HOUSE – Horseleas, Southend.**
Demolition of rear single storey wing and construction of rear and side single storey extensions. Replacement fenestration to the whole dwelling.
It was unanimously agreed that BPC has **no objection** to this application.
- 177.1.2 **23/02341/FUL – Barn, Malthouse Farm.**
Partial demolition of existing barn and repairs to the remaining building.
It was noted that originally Malthouse Farm was the Bradfield brewery.
Whilst BPC has **no objection** to this application, it was noted that there had been no change of use on the barn nearest the road which is being used as a florist.
- 177.1.3 **23/02549/FUL – Land at Copyhold Farm.**
Conversion of the existing barns to provide four dwellings including one self-build

dwelling and associated infrastructure.

This application claims that the barns, for conversion, have been redundant for 10 years, however they were in use storing this year's hay and straw until six weeks prior to the meeting. Until recently cattle have been housed in the barns. Links have been suggested with an application elsewhere in the parish for a new barn. Access to the site is from the very busy Buscot Hill, close to the junction with Southend Road and Union Road which is within a 60mph zone. The application refers to a total of only 8 vehicle movements a day from and to the site and refers to "driving" to the Village store. If WBC are minded to approve this application, it is suggested that the 30mph zone should be extended and a footway constructed on the south side of Southend Road from Admore Lane to the Social Club.

It was unanimously agreed that BPC **objects** to this application.

177.1.4 **23/2630/HOUSE – White Cottage, Horseleas.**

New detached garage with external stairs and loft storage.

It was agreed that BPC has **no objection** to this application subject to it being incidental to White Cottage.

177.1.5 **23/02540/FUL – Land rear of The Beacon, Tutts Clump.**

Removal of existing barn for storage and replacement with similar smaller barn.

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

177.1.6 **23/02661/FUL – Orchard Lodge, Tutts Clump.**

Erection of a 2-bay open-sided timber-framed car-port with tiled pyramidal roof.

It was agreed that BPC has **no objection** to this application, subject to there being no infilling of the sides and no doors.

177.1.7 **23/02694/HOUSE & 23/02695/LBC – Little Thatch, The Avenue (Bucklebury Parish).**

Single-storey infill rear extension with internal alterations, addition of dormer window and covered porch and replacement of existing windows.

It was agreed that BPC has **no objection** to these applications, but it was questioned whether the replacement windows were in keeping with the listed building.

177.2 Planning Decisions taken by WBC:

177.2.1 **23/01891/HOUSE – 1 Buscot Copse.**

Two storey side extension and raised roof construction with accommodation within the roof space. New raised roof to existing attached workshop/store and conversion to Annexe.

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

177.2.2 **23/02262/PASOL – The Close, Bradfield College.**

Application to determine if prior approval is required for a proposed installation of solar PV (98 panels) on the roof of The Close Boarding House.

BPC had **no objection** to this application which has been determined as **not to require planning permission** by WBC.

177.2.3 **23/02261/PASOL – Faulkners, Bradfield College.**

Application to determine if prior approval is required for a proposed installation of solar PV (118 panels) on the roof of Faulkner's Boarding House.

BPC had **no objection** to this application which has been determined as **not to require planning permission** by WBC.

177.3 Enforcement Issues.

177.3.1 **Applecroft.**

The garage doors remain in situ and open, despite refusal of planning permission and dismissal on appeal on an application for the doors. District Cllr. MacKinnon is chasing this case up.

177.3.2	Land opposite the Old Travellers Rest.	
	New sheds have been built to house livestock. There are restrictions on how close cattle housing can be to dwellings. The new sheds, built without permission are believed to be too close to the Old Travellers Rest. The Clerk will report this to enforcement.	HP
177.3.3	Old Travellers Rest.	
	A shipping container, in addition to a shed and a greenhouse have been bought onto the site despite the removal of permitted development rights. The Clerk will report this to enforcement.	HP
177.3.4	Little Canaan, Cock Lane.	
	All signage at Little Canaan has been removed.	
177.4	<u>Neighbourhood Development Plan (NHDP).</u>	
	Prior to this meeting Bryan Lyttle (WBC Planning Department) discussed NHDPs with a number of parishioners and councillors, how Bradfield might benefit from one and what creating one might entail.	
	Initial thoughts from those at the BPC meeting were positive about developing a NHDP, particularly given that it could ensure that social housing is developed in Bradfield for local people. It was agreed that there would be a further discussion at the January BPC meeting.	
	The Clerk will explore whether WBC provides any form of toolkit to assist with the creation process.	HP
178.	<u>District Councillor's Report.</u>	
	District Cllr. MacKinnon reported that there is to be an extra ordinary meeting of WBC to consider requesting that the draft Local Plan be withdrawn from the Planning Inspector. If this were to happen, there is a strong possibility that there would be no Local Plan in place by 2026, when the current Local Plan expires.	
	Veolia has delivered letters and spoken to the residents of the flats adjacent to the shop to educate them about what types of rubbish should go in the different bins and where they should be stored; this has made a significant difference, and the bins are no longer being left next to the footway.	
	WBC has carried out an inspection of the drain in Southend Road which always floods in heavy rain. A root ball, blocking almost the entire pipe was found. As a result, the situation is much improved.	
	Gareth Dowding (WBC) is planning to make a site visit to inspect the parking on Cock Lane before the end of the Autumn term.	
	If BPC want more information about developing an NHDP, it was suggested that they contact Graham Bridgeman who was behind the Stratfield Mortimer NHDP.	
	WBC is currently consulting on a number of budget cuts for FY24/25 (see Clerk's report).	
179.	<u>Highways.</u>	
180.	<u>Clerk's Report</u>	
180.1	<u>Remembrance Service Arrangements (Sunday 12th November).</u>	
	Approximately 90 people attended the service. It was suggested that additional signage be placed at the end of Union Road on the day of the closure. A number of motorists didn't read the advanced signage and continue to drive up Union Road. At next years event it was suggested that the Brownies and the Guides stand nearer the war memorial.	
180.2	<u>WBC Consultations on spending proposals for FY24/25.</u>	
	WBC is running a number of consultations on budget cuts for the next financial year. These include reducing the number of litter and dog bins being emptied, a reduction in the amount of gulley clearing and bridge maintenance and a reduction in the number of grass cuts.	
	In terms of litter bins, it is proposed to removal the five litter bins from Southend Road,	

one from Heath Road and one from New Way, all of which belong to and are maintained by WBC. BPC manage the six dog bins but have a contract with WBC to empty four of these bins. WBC are ceasing to offer this service, so BPC will have to seek an alternative contractor.

It was agreed to further discuss this at the January BPC meeting.

181. **Environment.**

181.1 **Quote for removal of the youth shelter.**

A quote has been received for removing the youth shelter including cutting off all ground anchoring below ground level. It was agreed that the contractor should be asked to level off the site. A maximum of £400 excluding VAT was agreed.

HP

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

182.1 **Bradfield Village Hall Sub-Committee.**

An advert placed in NewsLink for people interested in being on the sub-committee has resulted in three people stepping forwards so far. A Terms of Reference has been confirmed by BPC. The Community Buildings Advisory Service (CBAS) has advised that there should be an end date for the sub-committee and that the objectives of the sub-committee need to be in line with the objectives of the charity.

182.2 **Funding to gain maximum match funding from Greenham Trust.**

It was agreed that BPC would make a donation to Bradfield Village Hall of up to £18,000 (from CIL funds) in order for the development project to gain maximum funding from Greenham Trust. It was agreed that this donation would be subject to the donation being spent after construction has started, the donation being spent before the current planning permission expires (24th September 2024) which is negotiable with BPC's agreement, and the donation must not be spent on fees or anything prior to construction.

HP

183. **Finance.**

183.1 **Bank Reconciliations.**

The Clerk circulated a finance report dated the 5th December 2023 prior to the meeting showing a balance of £23,913.10 in the Treasurer's Account once all lodgements and payments have cleared. This was reconciled back to the bank statement of the 3rd November 2023 which showed a balance of £25,758.93. The Business account had a balance of £82,790.47 on the 27th November 2023.

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

183.2 **List of payments and receipts.**

The following payments have been made since the last meeting:

Connecting Communities in Berkshire (Membership)	£42.00
Salaries (November 2023)	£407.82
Sunbelt Rentals Ltd (Road closure for Remembrance Service)	£1,260.00
Poppy Appeal	£50.00

Payment of the Clerk's salary for December 2023 was approved.

183.3 **Budget for 2024/25.**

The Clerk circulated a draft budget for FY24/25 prior to the meeting.

184. **Reports.**

184.1 **Bradfield Parochial Charities.**

Cllr. Wyatt reported that there had been a meeting of the Charity.

184.2 **Pang Valley Flood Forum (PVFF) on the 15th November.**

Cllr. Balsdon reported that ground water levels peaked in May 2023 and are now low for the three villages affected by ground water. Survey work has been undertaken to prevent infiltration in Hampstead Norreys prior to sewer lining and manhole sealing works, which

will take place in both Compton and Hampstead Norreys.

Work has also been undertaken to identify the impact of sewer spills at the Chapel Row Sewage Treatment Works. This work is being presented to the Environment Agency. No spills have been recorded at the Compton Sewage Treatment works since October 2022.

185. **To review the Clerk's terms of employment and remuneration in line with the LGA pay award.**

(The public and the press were excluded from this agenda item under Schedule 12 of the Local Government Act 1972).

The Local Government Association has recently agreed a pay award for all local council workers which is back dated to the 1st April 2023. It was agreed to award the Clerk this pay award and to award a separate pay increase for obtaining the CiLCA (Certificate in Local Council Administration) in January 2023, taking the Clerk to SCP 28. Both increases will be back dated to the 1st April 2023.

186. **Round table comments.**

186.1 **The Old Bakehouse, Southend Road.**

A vehicle has been parking completely obstructing the footway outside the Old Bakehouse on Southend Road. A councillor has witnessed a parent having to push a pushchair out into the road to negotiate the vehicle. It was suggested that a councillor talk to the owner of the vehicle and explain the danger they are causing.

186.2 **Comments on a previous application for the barns at Copyhold Farm.**

Cllr. Wyatt circulated the objections BPC raised to an application for the conversion of barns at Copyhold Farm approximately ten years ago. Whilst policies have changed, most of the points remain valid.

186.3 **Emergency Plan.**

It was agreed this would be included on the January agenda.

186.4 **Bradfield Defibrillator.**

Cllr. Allnutt and Cllr. Balsdon will work together with Bradfield College on defibrillator provision.

186.5 **The Reservoir at Tutts Clump.**

It is understood that the site of the Reservoir has been sold.

186.6 **Pippins, Tutts Clump.**

Approval for planning application 22/02813/HOUSE included a condition that the colour of materials should be as per the application, off-white, instead the render is mustard yellow with green window frames. The Clerk will contact WBC enforcement.

186.7 **Tree overhanging the Phone box in Bradfield.**

Cllr. Balsdon will contact the occupiers of the Village House and ask them to cut back the branch overhanging the phone box.

186.8 **Sunk Drains.**

The drain in Cock Lane by the primary school has sunk.

186.9 **Thames Water Letters.**

A number of properties in Heath Road and Southend Road have received letters from Thames Water saying that they will be charged for repairs, but there are no details about what work has been required

186.10 **Trench in the road.**

A trench is forming on the road from the Avenue to Bradfield Southend approximately 18 inches from the northern curb.

187. **The meeting concluded at 10.05pm**

Next BPC meeting: Tuesday 9th January 2024 at 7.30pm in the Committee Room, Bradfield Village Hall.

HP

RB