

**Minutes of the Meeting of Bradfield Parish Council held on Tuesday 4<sup>th</sup> June 2024  
at 7.30pm in Bradfield Village Hall Committee Room, Bradfield Southend.**

**Present:** Cllr. K. Dearing (Chair)  
Cllr. G. Allen (GiA)  
Cllr. G. Allnutt (GeA)  
Cllr. R. Balsdon  
Cllr. K. Bishop  
Cllr. A. House  
Cllr. T. Wale  
Cllr. B. Wyatt  
Mrs. H. Pratt (Clerk)  
Three Members of the public.

75. **Public Forum.**

75.1 **Dogs off leads.**

A parishioner requested that the Village Field be made a dog free zone. The parishioner commented that her daughter, at the age of 2 was traumatised by a dog and has not recovered from the incident. Recently, the parishioner and her daughter have had two separate issues with loose dogs on the Village Field. The parishioner commented that her daughter has a right to use the Village Field (walk across it or play on it) and feel safe, which currently, with the risk of meeting loose dogs, she cannot do. A general comment was made that there is a general lack of respect and kindness in society today. The Clerk commented that BPC does not have any jurisdiction over the Village Field; it belongs to Fields In Trust and is managed by Bradfield Village Hall Committee. The parishioner was advised to contact the Village Hall Committee. Cllr. Bishop will ask Bradfield Primary School to request that parents bringing dogs to the school for drop off and collection of pupils keep their dogs on leads.

KB

76. **Apologies.**

Apologies of absence were received and accepted from Cllr. O'Reilly.

77. **Declarations of Interest.**

There were no updates to the Register of interests.

77.1 **Declaration of Interest in Agenda Items.**

There were no declarations of interest in any agenda items.

78. **Approval of Minutes of the Annual BPC meeting held on Tuesday 7<sup>th</sup> May 2024.**

The minutes of the Annual BPC meeting held on Tuesday 7<sup>th</sup> May 2024 were agreed as a true record of the meeting and signed by the Chairman.

79. **Matters arising from the minutes not covered elsewhere (for information only).**

79.1 **Visits to St. Andrew's Church, Bradfield.**

Cllr. Allnutt was thanked for organising two separate visits to St. Andrew's Church for groups of parishioners to view the alterations during the half term break. His efforts were very much appreciated, particularly given the complexities due to the building works.

80. **Financial Regulations.**

New Financial Regulations based on the new NALC template were approved. These regulations support online banking.

It was resolved to add Cllr. Bishop to the bank mandate.

HP

81. **Risk Assessment.**

It was resolved to approve the Risk Assessment.

There was a discussion about the risk of loss of CIL money, if it is not spent and a developer requests that it be returned on the basis that it has not been spent.

HP

82. **Planning Applications**

82.1 **Planning Applications on which BPC has been consulted by WBC:**

82.1.1 **24/00785/FUL – Peartree Copse (Adjacent Parish).**

*Section 73a: Variation of Condition No2 (Approved Plans) of previously approved application 23/01388/FUL: Part retrospective to put two pond areas into a field.*

Application 23/01388/FUL used clay from the site to line the ponds, however the clay is not in sufficient quantity/quality. This application seeks permission for approximately 175 twenty tonne lorry loads of clay to be bought onto the site.

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

82.1.2 **24/00972/HOUSE – 8 Poundsett Gardens.**

*Single storey rear extension and detached single garage.*

Subject to a condition that the roof area of the rear extension not being used, BPC had no objection to the rear extension.

However, whilst the garage is 4.5m high and therefore in keeping with other garages on the site, it is in front of the dwelling itself which is not in keeping and on this basis, BPC **objects** to this application.

82.1.3 **24/00794/CERTE – The Annexe, Hewins Wood House and 24/00796/CERTE – The Cottage, Hewins Wood House.**

*Certificate of Lawfulness for Existing Use for self-contained dwellings for The Annexe and The Cottage at Hewins Wood House, Ashampstead Road, Bradfield, Reading. RG7 6DH.*

WBC has been charging three separate amounts for Council Tax for Hewins Wood House since 2015.

However, it is questioned how The Annexe and The Cottage can be self-contained when there is understood to be only one electric meter, one water meter and one heating system. No private amenity space or parking provision has been identified for the proposed dwellings and there is no shown communal space.

Planning application 22/00409/FULMAJ contained a plan of the existing layout at that time. This did not show any separation between The Annexe and Hewins Wood House.

It was agreed that the above comments would be submitted in response to the consultations.

82.2 **Planning Decisions taken by WBC:**

82.2.1 **23/02549/FUL – Land at Copyhold Farm.**

*Conversion of the existing barns to provide four dwellings including one self-build dwelling and associated infrastructure.*

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

82.2.2 **23/02661/FUL – Orchard Lodge, Tutts Clump.**

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

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

82.2.3 **24/00186/FUL – Armstrong House, Bradfield College.**

*Installation of roof mounted solar PV and replacement window frames and glazing.*

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

82.2.4 **24/00204/FUL – Palmer House, Bradfield College.**

*Installation of roof mounted solar PV and replacement window frames and glazing.*

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

82.3 **Enforcement Issues.**

82.3.1 **Orchard Lodge.**

The bonus rooms and shower room in the roof, and the roof lights have been reported to WBC Enforcement.

82.3.2 **Apple Croft.**

The garage doors which had been the subject of an enforcement notice remain in situ. It was agreed to contact WBC enforcement.

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83. **Finances.**
- 83.1 **Bank Reconciliations.**  
 The Clerk circulated a finance report, showing the financial position on 4<sup>th</sup> June 2024. The report reconciled to the bank statements which showed balances of £19,246.81 in the Treasurer’s Account (current account) on the 3<sup>rd</sup> May 2024 and £73,304.71 in the Business Account on the 24<sup>th</sup> May 2024. Once all cheques and credits have cleared, the balance in the Treasurer’s Account will be £15,758.26.  
 Cllr. Allnutt verified the finance report against the bank statements.
- 83.2 **List of payments and receipts.**  
 The following payments have been made since the last meeting:
- |   |         |
|---|---------|
| Salaries and PAYE (May 2024)                                    | £577.85 |
| TSOhost (hosting of bradfieldpc.org and Cpanel)                 | £57.46  |
| Information Commissioner  | £40.00  |
| Tactical Facilities Management Ltd (Emptying 4 dog bins in May) | £65.28  |
- 83.3 **Clerk’s Salary.**  
 Payment of the Clerk’s salary for June 2024 was approved.
84. **Highways.**
- 84.1 **Speeding and use of SID (Speed Indicator Device) in the Parish.**  
 The permanent speed indicator device opposite Heath Road has been reported to WBC. The Clerk has requested data from the deployment of the black cat on Southend Road by WBC, but it hasn’t been received. Graham Markham, the WBC officer who deployed the black cat and other speed monitoring devices has now retired from WBC.
- 84.2 **Parking on Southend Road.**  
 Parking on Southend Road, outside the flats continues to be a problem. The road sweeper has not been able to sweep the road properly at this point for a long time. District Cllr. MacKinnon was pursuing the issue.
- 84.3 **Traffic at the War Memorial Junction.**  
 Due to the closure of Buscott Hill at the crossroads in Bradfield, there is more traffic coming up Union Road and turning right at the war memorial. Visibility at this junction for this manoeuvre is very bad; a WBC engineer made a site visit prior to the previous closure of Buscot Hill and suggested a mirror, but nothing happened.  
 It was agreed that WBC highways would be contacted, and options discussed, potentially with the suggestion of traffic lights.
- 84.4 **Correspondence.**
- 84.4.1 **NALC training events.**  
 NALC has organised two online sessions which may be of interest to BPC:
1. The Future of Neighbourhood Plans – Wednesday 25<sup>th</sup> September 12noon to 1.15pm.
  2. Mastering Emergency Planning – Wednesday 23<sup>rd</sup> October 12noon to 1.15pm.
- 84.4.2 **Proposal for a Community Market Garden.**  
 An email has been received about the possibility of setting up a community market garden, requesting support and possible land opportunities.
- 84.4.3 **Veolia Sustainability Fund.**  
 The Veolia Sustainability Fund has just been opened and projects for the Village Hall may be suitable and benefit from this funding.
85. **Environment.**
- 85.1 **Telephone Kiosk in Bradfield Village.**  
 A Bradfield parishioner has written to BPC about the lack of a publicly available defibrillator in Bradfield Village, suggesting that one be put into the telephone box which is understood to still contain a power supply.

RMK

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	<p>Whilst there is a defibrillator in the reception area of Bradfield College, out of hours, security is required to give the code for access to the reception area. This would cause extra delay when the defibrillator is really needed.</p> <p>There is a defibrillator at the Stunt Pavilion, but this is not registered with the Circuit and therefore members of the public would not be sent to this defibrillator.</p> <p>It was agreed that the Clerk would write to Owen Adams at Bradfield College about defibrillator provision in Bradfield Village.</p>	HP
85.2	<p><u>Mobile phone signal in Bradfield.</u></p> <p>The poor mobile phone signal in Bradfield parish was commented upon. It had been hoped that the application for the new mast at Barn Elms Farm would include a plan showing the coverage. Previously it has been suggested that a mast could be put behind St. Peter's Church.</p> <p>It was agreed that this item should be an agenda item at the next meeting.</p>	
86.	<p><b><u>Bradfield Village Hall (BVH).</u></b></p>	
86.1	<p><u>Bradfield Village Hall Development Committee Report.</u></p> <p>Surveys have been carried out on the existing hall and the Development Committee are using these in their report on which option (for a village hall) is most feasible.</p>	
86.2	<p><u>Management of the Village Field.</u></p> <p>Cllr. Dearing, Cllr. House and the Clerk have met and discussed BPC's position on managing the Village Field.</p> <p>Historically, funds have been granted to the Village Hall Committee for the previous year. The grant request for £5,736 received in February 2024 was for costs relating to both the previous year (23/24) and the current year (24/25). This request was significantly larger than previous requests on the basis that a new contractor, who charges VAT was now carrying out the ground maintenance.</p> <p>Investigations have been undertaken about BPC taking over management of the Village Field directly, but to do this, ideally, BPC would be leased the land. It would seem sensible that any lease of the land is arranged after the extent by which any development of the hall is known.</p> <p>It is hoped that it might be possible to set up a lease by the 1<sup>st</sup> April 2025, assuming that the Village Hall Committee are in agreement with this proposal.</p> <p>It was resolved that BPC make a grant to the Village Hall Committee for the Village Field, relating to FY23/24 of £3,500.</p>	KD AH HP
87.	<p><b><u>Round table comments.</u></b></p>	HP
87.1	<p><u>Extra Ordinary Meeting.</u></p> <p>There will be an extra ordinary meeting on Tuesday 18<sup>th</sup> June at 7.30pm to consider the Internal Audit, approve the Governance Statement and approve the Accounting Statement for the year ending the 31<sup>st</sup> March 2024.</p>	
87.2	<p><u>Blocked Footpaths.</u></p> <p>Cllr. Wale reported that there are two footpaths blocked between Tutts Clump and the river Pang.</p>	
87.3	<p><u>Bradfield May Fayre.</u></p> <p>It was agreed that BPC would write to the committee and thank them for all of their efforts in organising the May Fayre.</p>	HP
87.4	<p><u>Electric Scooters and Trial Bikes.</u></p> <p>Electric scooters are being used on a regular basis on Southend Road, despite them being illegal in public places. An electric trial bike is being used on the switchback bridleway (BRAD 4/1).</p>	

- 87.5 Vulnerable Residents.  
It was suggested that the section of the Emergency Plan on what vulnerable residents can do to help themselves be copied to the website and publicised.
88. **The meeting concluded at 9.45pm.**  
**Extra Ordinary meeting: Tuesday 18<sup>th</sup> June 2024 at 7.30pm Bradfield Village Field.**  
**BPC meeting: Tuesday 2<sup>nd</sup> July 2024 at 7.30pm in the Committee Room, Bradfield Village Hall.**

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