

**Minutes of the Meeting of Bradfield Parish Council held on Tuesday 5<sup>th</sup> November 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. A. House  
Cllr. T. Wale  
Cllr. B. Wyatt  
Mrs. H. Pratt (Clerk)  
2 members of the public were present.

186. **Public Forum.**
- 186.1 No matters were raised during the public forum.
187. **Apologies.**  
Apologies for absence were approved and accepted from Cllr. Bishop, Cllr. O'Reilly and District Cllr. MacKinnon.
188. **Declarations of Interest.**  
There were no updates to the Register of interests.
- 188.1 **Declaration of Interest in Agenda Items.**  
There were no declarations of interest in any agenda items.
189. **Approval of Minutes of the BPC meeting on Tuesday 1<sup>st</sup> October 2024.**  
The minutes of the BPC meeting held on Tuesday 1<sup>st</sup> October 2024 were agreed as a true record of the meeting and signed by the Chairman.
190. **Matters arising from the minutes not covered elsewhere (for information only).**
- 190.1 **Maintenance of St. Andrew's Churchyard.**  
The responsibility for the maintenance of the churchyard at St. Andrew's Church still lies with Bradfield Parochial Church Council, however, Bradfield College have been undertaking the required work, which is much appreciated.
- 190.2 **Temporary Calf Shed opposite the Old Travellers Rest.**  
It was confirmed that the temporary calf shed is situated on what was the car park of the Old Travellers Rest.
191. **Planning Applications**
- 191.1 **Planning Applications on which BPC has been consulted by WBC.**
- 191.2 **24/01981/FUL – St. Andrew's School, Buckhold.**  
*Provision of new car and minibus spaces on grass grid surface.*  
BPC agreed to **support** this application.
- 191.3 **24/02021/LBC – St. Andrew's Church.**  
*Section 19A – Variation of Condition 2 (Approved Plans) of previously approved application 22/01842/LBC2: Section 19 – Application Variation of Condition 2 (approved plans) following Grant of Listed Building Consent of approved application 20/01308/LBC2: Works associated with the conversion of the Church comprising internal and external alterations and building fabric repairs; removal, relocation and adaptation of internal fixtures; partial demolition of south transept south façade and existing Gray School plant room; erection of link building to Gray School and new plant room; complete reroofing, works to basement, installation of staircase within south transept, raised floor, mezzanines, spiral staircase, internal access ramp, tiered seating, glazed screens within arches, wall panelling, bookcases, ventilation, heating and lighting, WCs, reception and refreshment counters and acoustic rafts; repairs to boundary walls and*

railings, replacement of southern boundary wall, new fencing and associated hard and soft landscaping works.

BPC agreed it had **no objection** to this retrospective application.

191.4 **22/01174/FUL – Bradfield College.**

*Demolition of existing College bungalow, garage and associated boundary enclosures, erection of College Health and Wellness Centre and associated ambulance/nurse parking, drainage works, air source heat pump, hard and soft landscaping, new pedestrian footways and associated works, and temporary change of use of College car park to site compound with associated cabins, storage and enclosures for the duration of the construction works.*

BPC agreed it had **no objection** to the amendment to this application.

191.5 **24/02204/NONMAT – Doctor’s Surgery, Cock Lane.**

*Non material amendment to approved 23/00494/FUL – Refurbishment and conversion of former doctor’s surgery into a detached dwelling and erection of new detached dwelling, with associated parking spaces, landscaping and infrastructure. Amendment to the wording of conditions.*

BPC agreed to **object** to the change in the wording of the condition on access. The access must be complete prior to occupation of the former doctor’s surgery.

191.6 **24/02130/CERTE – Heron’s Farm, Buckhold.**

*Application 00/57562/ADD was approved for Re-positioning and enlargement of approved dual purpose indoor riding arena and agricultural store and associated hay store and school on 18<sup>th</sup> September 2000. The applicant, Miss M Culling carried out works on the building’s foundations on 23/12/2004. The application is therefore extant as a material start has been made.*

BPC had **no comment** to make on this application.

191.7 **24/02161/TPW – 11 Admore Lane.**

*T1 – Oak: In decline, stagheading in places. Remove deadwood back to live tissue.*

BPC commented that tree T1 has a tree preservation order (TPO) on it and is not in a conservation area, contrary to the application form. It was requested that the hedge between Admoor Lane and 1 to 11 Admoor Lane be cut back as part of the proposed works.

191.8 **Planning Decisions taken by WBC:**

191.8.1 **24/01399/HOUSE – 52 Southend Road.**

*Construction of a 2-storey side extension in order to form, at ground floor, a larger kitchen, dining, living space with separate utility room and relocation of the downstairs WC. At first floor to extend to the side to form an additional bedroom with ensuite. In addition to include Velux rooflights to front and rear of extension and a dormer window to the rear elevation.*

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

191.8.2 **24/01563/HOUSE – Oakthorpe, Southend Road.**

*Single storey rear extension to create an en-suite and larger family bathroom; New roof addition and altered fenestration to existing front porch.*

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

191.8.3 **24/01097/COND – Doctor’s Surgery, Cock Lane.**

*Approval of details reserved by Conditions 10 – Drainage, 11 – Hard Landscaping, 12- Soft Landscaping and 14 – External Lighting of approved application 23/00494/FUL: Refurbishment and conversion of former doctor’s surgery into a detached dwelling and erection of new detached dwelling, with associated parking spaces, landscaping and infrastructure.*

- BPC made comments about the drainage. WBC has issued a split decision, **approving** all the conditions except condition 10 – Drainage.
- 191.8.4 **24/01176/HOUSE – Cherry Orchard, Tutts Clump.**  
*Replacement outbuilding.*  
BPC had **no objection** to this application which has been **approved** by WBC.
- 191.8.5 **24/00578/OUT – Land East of Southfield House, Cock Lane.**  
*Outline application for residential development. Matters to be considered: Access.*  
BPC **objected** to this application which has been **approved** by WBC.  
The case officer’s report suggests that BPC should contact the WBC Highways department about parking in Cock Lane resulting from the school. This was actually done in December 2023.
- 191.8.6 **24/02140/COND - Armstrong House, Bradfield College.**  
*Application for approval of details reserved by condition 4 (External Joinery Windows/Doors) of approved 24/00186/FUL – Installation of roof mounted solar PV and replacement window frames and glazing.*  
It was noted that this application was validated on the 9<sup>th</sup> October and then approved on the 11<sup>th</sup> October, without any comments being received from the conservation officer who had been consulted.
- 191.9 **Enforcement Issues.**
- 191.9.1 **Old Travellers Rest.**  
It was noted that electric gates are being fitted. The shipping container has now been on site for more than 12 months.
192. **Finances.**
- 192.1 **Bank Reconciliation dated 5<sup>th</sup> November 2024.**  
The Clerk had circulated a bank reconciliation dated the 5<sup>th</sup> November 2024 prior to the meeting. This reconciled the balance to the Treasurer’s Account (current account) on the 3<sup>rd</sup> October with a balance of £9,754.16. Once all cheques and credits have cleared, the balance in the Treasurer’s Account will be £20,090.48.  
Cllr. Allnut verified the finance report against the bank statements.
- 192.2 **List of payments and receipts.**  
The following payments have been made since the last meeting:
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| Salaries and chair’s allowance (October 2024)                           | £577.85 |
| Tactical Facilities Management Ltd (Emptying 4 dog bins in October)     | £81.60  |
| Bradfield Village Hall (Rent for October, November & December meetings) | £138.60 |
| Expenses for a defibrillator battery supplied by Direct365              | £238.80 |
- The second half of the precept (£11,500) and a CIL payment of £1,525.30 (for the Doctor’s Surgery, Cock Lane) have been received from WBC.
- 192.3 **Clerk’s Salary.**  
Payment of the Clerk’s salary for November 2024 was approved.
193. **Highways.**
- 193.1 **Anti Speeding measures in the Parish.**  
Cllr. Allnut has contacted Cheryl Evans (WBC Senior Road Safety Officer) about speeding in the parish. She is willing to discuss options but has commented that her primary roles are education and data handling (speed statistics).
- 193.2 **Parking/Driving on Cock Lane at School drop off/Collection Time.**  
It was suggested that cars parked in Cock Lane could be leafleted, suggesting that they park at the Village Hall. It was agreed that the Primary School need to be behind any proposals and remind parents about parking options.  
Cllr. Dearing will contact the head teacher, chair of Governors and chair of the PTA.

GeA

KD

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| 193.3   | <u>Closure of Ashampstead Road.</u><br>Bradfield College is holding a public meeting on Wednesday 20 <sup>th</sup> November from 4pm to 7pm in Bradfield Village Hall. The meeting is for members of the public to find out more about the complete closure of Ashampstead Road during working hours and single lane with traffic lights during evenings and weekends, for a considerable period of 2025. |           |
| 193.4   | <u>“Have your say” meeting with Thames Valley Police.</u><br>On Sunday 17 <sup>th</sup> November, there will be a “Have your say” session with an opportunity to meet the PCSOs who cover Bradfield. The event will take place in the carpark at Bradfield Village Hall between 2pm and 3pm.  |           |
| 194.    | <b><u>Environment.</u></b>  |           |
| 194.1   | <u>Volunteer Policy.</u><br>It was resolved to approve the new Volunteer Policy and put it on the BPC website.  | HP        |
| 195.    | <b><u>Clerk’s Report.</u></b>   |           |
| 195.1   | <u>Correspondence.</u>  |           |
| 195.1.1 | <b>Ministry of Housing, Communities and Local Government Consultation on remote attendance and proxy voting at parish council meetings.</b><br>It was agreed that the Clerk would respond on behalf of BPC. It was agreed that hybrid meetings are not practical for small rural councils. Meetings need to be either in person or remote for all attendees.  | HP        |
| 195.1.2 | <b>WBC Community Champion Nominations.</b><br>No suggestions were made for nomination.  |           |
| 195.1.3 | <b>WBC Libraries report and request for funding.</b><br>It was resolved to not support WBC libraries.   |           |
| 195.1.4 | <b>WBC Heritage Forum request for funding.</b><br>It was resolved to make a donation of £50 to the West Berkshire Heritage Forum.   |           |
| 195.1.5 | <b>Lloyds Bank Charges.</b><br>Lloyds Bank will be charging £4.25 per month from early in 2025. In addition, they will be making charges to deposit cash, and after the first 100 transactions per month.   |           |
| 195.1.6 | <b>To Consider the LGA Pay Award.</b><br>The Clerk advised BPC of the latest LGA pay award which the Clerk is eligible for. This pay award is back dated to the 1 <sup>st</sup> April 2024. BPC approved this increase in salary.   |           |
| 195.2   | <u>Bradfield.gov.uk</u><br>The Clerk advised councillors that Hugofox, the company who host the website are now offering “.gov.uk” domains free of charge. In addition, they are also offering email addresses (5 addresses for £9.99 a month and 10 for £17.49).<br>The Clerk will apply for a “Bradfield.gov.uk” domain from Hugofox.   | HP        |
| 195.3   | <u>Commemorative Plaques.</u><br>Plans are in place for the commemorative plaques to be installed on the front of the Village Hall.   | AH<br>SOR |
| 195.4   | <u>Replacement Benches.</u><br>Bradfield Village Hall trustees are organising the transportation and installation of the picnic benches, which should be installed by the end of the month.   |           |
| 195.5   | <u>Replacement Laptop.</u><br>It was resolved for the Clerk to purchase a new laptop up to the value of £400 excluding VAT.   | HP        |
| 196.    | <b><u>Bradfield Village Hall (BVH).</u></b>   |           |
| 196.1   | <u>Update from meeting between BPC, BVH and the Development Committee (29/10/24).</u><br>At the meeting there was a comprehensive slide presentation and discussion, on funding and the vision for the Village Hall. This material will form the basis for the community  |           |

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|       | meeting on the 28 <sup>th</sup> November. It was agreed that all three parties should participate in the community meeting.<br>There is a significant funding gap, which might be reduced by either the sale of land, or a Public Works Loan. The Development Committee are tasked with organising and running the community meeting, which will be advertised by the BVHT.  |     |
| 196.2 | <u>Bradfield Village Hall Development Committee.</u><br>The Development Committee have identified that transparency is required for the community meeting. The level of funds available, how grant funding and match funding work all need to be defined. An answer needs to be ready for, “where has all the money been spent to date?”<br>District Cllr. MacKinnon has offered his services for the community meeting. It is planned that there will be three parts to the meeting: identifying the role of a Village Hall and what it can be used for, a walk through what the Development Committee has done and where things currently are, and finally to talk about possible solutions to the challenges. |     |
| 197.  | <b><u>Reports from other meetings attended on behalf of BPC.</u></b>   |     |
| 197.1 | <u>District Parish Conference (29/10/24)</u><br>Cllr. House and the Clerk attended the WBC District Parish Conference. Sessions included WBC offerings to parish councils, future development options for WBC libraries, tackling the climate and ecological emergency and youth work.<br>WBC is offering parish councils the option to buy into pop up libraries, take on the management of litter and dog bins and to raise the level of gulley cleaning, road sign cleaning and ditch clearance. A catalogue of the services and their potential costs has been circulated.   |     |
| 198.  | <b><u>Round table comments.</u></b>  |     |
| 198.1 | <u>Rusted off 30mph sign on Southend Road.</u><br>Nothing has happened to the rusted off 30mph sign on Southend Road, almost opposite Heath Road. The Clerk will pursue this.  | HP  |
| 198.2 | <u>A-Frame.</u><br>Cllr. Dearing will obtain the A-Frame to publicise meetings.  | KD  |
| 198.3 | <u>Councillor’s information.</u><br>Each councillor was asked to write an introductory paragraph about themselves to go on the website.  | All |
| 198.4 | <u>Salt Bins.</u><br>Steve Waters has been out and checked the levels in most of the salt bins. It was noted that the bin at the top of Rotten Row hill is very overgrown, and you would need to know where it is to find it.  |     |
| 198.5 | <u>WBC’s position on Flooding.</u><br>It is the responsibility of householders to try and prevent flooding in their homes. Cllr. Balsdon will contact the Pang Valley Flood Forum about information on equipment to help prevent flooding, which could be made available to parishioners.  | RB  |
| 198.6 | <u>Bradfield Phone Box.</u><br>WBC Members bid application forms have just been published. A Members Bid application will be submitted for restoration of the phone box and a defibrillator.   | HP  |
| 198.7 | <u>Vehicle Activated Sign (VAS).</u><br>The VAS on Southend Road has still not been repaired. The Clerk will chase it up.  | HP  |
| 199.  | <b>The meeting concluded at 10pm.</b><br><b>BPC meeting: Tuesday 3<sup>rd</sup> December 2024 at 7.30pm in the Committee Room, Bradfield Village Hall.</b>   |     |