

**Minutes of a Meeting of Bradfield Parish Council held on
Tuesday 6th June 2023 at 7.30pm in the Committee Room,
Bradfield Village Hall, Bradfield Southend.**

Present: Cllr. K. Dearing (Chairman)
Cllr. G. Allen
Cllr. G. Allnutt
Cllr. R. Balsdon
Cllr. A. House
Cllr. S. O'Reilly
Cllr. T. Wale
Mrs. H. Pratt (Clerk)

Four members of the public were in attendance.

82. **Apologies.**
Apologies of absence were received from Cllr. B. Wyatt and District Cllr. MacKinnon.
83. **Declarations of Interest.**
The Clerk reminded Councillors of the need for their declarations of interest forms.
There were no declarations of interest in any agenda items.
84. **Public Session.**
- 84.1 **Speeding on Southend Road.**
Concern was raised about the continued speeding of vehicles on Southend Road and whether there could be more reminders to drivers of the speed limit. Cllr. Dearing reported that BPC has wheelie bin stickers, which are to be distributed to properties on Southend Road and Cock Lane. Whilst these will only be visible on bin days, they should help.
- 84.2 **Road sweeping/Gulley Cleaning on Southend Road.**
A resident requested that the road sweeper should come out and clean Southend Road and that the gulleys should be emptied. Whilst this was something that WBC carried out on a routine basis; it is now only carried out following report of a blocked gulley. Blocked gulleys should be reported to WBC on the "Report a problem" webpage.
- 84.3 **Gifts for retired Councillors.**
Cllr. Dearing reported that she has delivered a small gift to each of the councillors who retired at the last election. Cllr. House was presented with a small gift thanking him for his many years as Chairman of BPC.
85. **Approval of Minutes.**
- 85.1 **BPC meeting held on Tuesday 9th May 2023.**
The minutes of the Annual meeting of BPC held on Tuesday 9th May 2023 were approved as an accurate reflection of the meeting and were signed by Cllr. Dearing.
86. **Matters arising from the minutes.**
- 86.1 **Emergency Plan.**
Cllr. Allnutt reported on his first thoughts on an Emergency Plan, having also looked at the WBC Emergency Plan Toolkit. Details of individuals who may be able to assist are part of the plan and it was questioned whether BPC is registered with the Information Commissioners Office which it is. The Clerk will contact WBC and find out what the latest directive is on Emergency Plans.
87. **Planning Applications**
- 87.1 **Planning Applications on which BPC has been consulted by WBC:**

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- 87.1.1 **23/00796/FULMAJ – Hewins Wood House.**
Change of use and conversion of redundant commercial buildings to create four new dwellings.
 This application seeks to renew lapsed permission from a 2019 application which BPC objected to based on it being for new houses, outside of the settlement boundary in the countryside.
 The access plan submitted, in the current application, is based on transport data from 2017. BPC agreed to **object** to this application based on the use of out-of-date data, and that it continues to be new houses in the AONB outside of the settlement area.
- 87.1.2 **23/01042/HOUSE – 2 Mead Cottages, Tutts Clump.**
Erection of two storey side extension and associated internal layout changes.
 BPC agreed to **object** to this application on the grounds of insufficient parking spaces for the increase from 3 to 4 bedrooms.
- 87.1.3 **23/01105/HOUSE – 6 Wellington Gardens.**
Proposed ground floor rear and side extension, demolition of shed, relocation of oil tank, floor plan redesign and all associated works at 6 Wellington Gardens.
 BPC agreed to **no objection** to this application.
- 87.1.4 **23/01135/HOUSE – 2 Wellington Gardens.**
Proposed loft conversion with Velux windows on front and rear elevations of the existing roof.
 BPC had **no objection** to this application but requested blinds on the Velux windows to prevent light pollution of the AONB.
- 87.1.5 **23/01009/FUL – Bradfield College.**
Replacement of two 4,000l gas tanks with three 4,000l gas tanks and associated extension of concrete compound, new bollards and fenced enclosure with gates.
 BPC agreed to **support** this application.
- 87.2 Planning Decisions taken by WBC:
- 87.2.1 **23/00658/HOUSE – Swallows Loft, Buckhold.**
Proposed car shelter.
 BPC had **no objection** to this application which has been **approved** by WBC.
- 87.2.2 **23/00769/CERTP – Oakthorpe, Southend Road.**
Single storey extension built off an existing rear and side facing wall.
 BPC were not consulted on this application to determine whether an extension could be built under permitted development rights. WBC has determined that the proposed extension would **require full planning permission.**
- 87.3 Enforcement Issues.
- 87.3.1 **Little Canaan, Jennett’s Wood.**
 This has been reported to WBC Enforcement. It was noted that a concrete base has been laid.
- 87.3.2 **McVeigh Parker, Southend Road.**
 An article 13 notice was spotted in the Newbury Weekly News about a potential planning application for lighting on the site.
- 87.3.3 **Land opposite the Travellers Rest, Cock Lane.**
 It was reported that the containers have been removed from the land opposite the Travellers Rest.
88. **District Councillor’s Report.**
 District Cllr. MacKinnon submitted a report prior to the meeting which will be circulated to councillors.
89. **Highways.**
- 89.1 Wheelie bin sticker distribution.

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	Cllr. Dearing will be distributing the wheelie bin stickers to Southend Road and Cock Lane.	KD
89.2	<u>Any other highway issues.</u>	
89.2.1	Bishop's Road/Mariner's Lane junction. The large pothole at the junction of Bishop's Road and Mariner's Lane was reported.	
89.2.2	Cock Lane signage. The signage which was damaged by the accident near Crack Willow has not been replaced.	
89.2.3	Cock Lane drainage. Drainage was an issue on Cock Lane from Crack Willow west, when water running across the road freezes. It was thought there was a ditch on the south side of the road which needed cleaning out, but once the hedge had been cut, it became apparent that there are some stretches without a ditch. The Clerk will report this to WBC.	HP
89.2.4	Union Road. Where vehicles have eroded the banks there is the impression of the road being wider than it is. The surface of the road is only in the middle and there are craters on either side which are becoming deeper.	
89.2.5	Hungerford Lane. At Acres Farm, the conifers need to be cut back; larger vehicles must move to the middle of the road to avoid them.	HP
89.2.6	New Way garages. Two caravans and a motor home have been parked on Sovereign land by the garages for a considerable time. The Clerk will report them with photos to Sovereign Housing Association.	HP
89.2.7	Sovereign Housing Association issues. Other issues raised which need to be reported to Sovereign Housing are: 1. The hedge on Southend Road to the east of Admoor Lane needs cutting back. 2. Residents of the flats belonging to Sovereign Housing on Southend Road are leaving their bins out. 3. The path between Southend Road and New Way needs attention.	HP
90.	<u>Clerk's Report</u>	
90.1	<u>Location for future meetings.</u> Concern continues to be raised about the cost of the Committee Room for meetings, although BPC is keen to continue meeting there to show support for the hall. Costing of other locations, both inside and outside the parish are being compiled to assist the discussion. Members of Bradfield Village Hall Committee have asked to discuss the situation. The Clerk will book the Committee Room for the July meeting.	HP
90.2	<u>Adoption of LGA Model Code of Conduct.</u> The Clerk previously suggested adopting the WBC Code of Conduct, however on investigation it is very long (over 180 pages). However, it is based on the Local Government Association Model Code of Conduct which is more concise and adequate for parish councils. It was resolved to adopt the LGA Model Code of Conduct.	
90.3	<u>Update on Insurance.</u> Following the increase in premium from Hiscox (£1,060.01), the Clerk sought quotes from BHIB and Zurich. The quote from Zurich was further reduced under a three-year fixed term to £785.56 and this has been accepted.	
90.4	<u>Filling the Vacancy on BPC.</u> Several possible candidates were discussed, who might be willing to fill the vacancy.	

91. **Audit.**
- 91.1 **Internal Audit.**
 The internal auditor has now completed the internal audit and noted the following matters: the December 2022 minutes on the website are shown as draft and not the signed minutes, the Risk Policy statement was not reviewed in October 2022 as planned, there were two discrepancies in minuted payment amounts: the Pang Valley Flood Forum was paid £150 rather than the minuted £100 (6/3/2022) and Bradfield Village Hall was paid £100 rather than the minuted £200 (8/2/2023).
- 91.2 **Annual Governance Statement.**
 The Annual Governance Statement was considered, before it was resolved that BPC had complied with it. The Annual Governance Statement was signed by the Chairman and the Clerk.
- 91.3 **Annual Statement of Accounts.**
 It was resolved to approve the Annual Statement of Accounts for the year ending 31st March 2023. The Annual Statement of Accounts was signed by the Chairman.
92. **Environment.**
- 92.1 **Defibrillator in Bradfield.**
 The defibrillator in the reception area of Bradfield College is available to members of the public 24 hours a day. The Clerk will verify what access restrictions apply to this defibrillator and whether it is registered on The Circuit database (used by the Ambulance Service).
 The phone box looks very untidy with seven broken pains of glass and glass on the floor. There was a view that it should be removed, however concerns were raised about the power supply which is thought to serve the phone box.
- 92.2 **Defibrillator Training.**
 It was agreed that a defibrillator training session would be discussed with the Cricket Club ideally to take place on a Friday evening between 6 and 7.30pm, for Cricket Club members at the pavilion.
- 92.3 **Dog bins emptied under the WBC contract.**
 WBC changed their contract for emptying the dog bins at the beginning of the year, with an increased cost. It was understood that the service under the newer contract would be much improved.
 However, in the early days of the new contract, it was realised that the two bins at Rushall Farm which WBC were responsible for emptying had never been emptied by their contractor. The Clerk requested that the two bins be removed from BPC's contract with WBC and the cost of the contract be reduced; this was agreed. However, when the invoice arrived, it included the two bins at Rushall Farm. A credit note has now been received for the whole invoice (four bins).
 In the meantime, there have been issues with the emptying of the bins (emptied by the WBC contractor) and a number of other bins across the area which haven't been emptied since before the Coronation. Bins do appear to have started being emptied this week.
- 92.4 **Removal of the Youth Shelter.**
 A contractor has been contacted about removal of the youth shelter, but no quote has been forthcoming.
93. **Reports.**
- 93.1 **Bradfield Village Hall.**
 Cllr. O'Reilly reported that he is willing to attend the next Hall meeting on either the 3rd or 11th July.
- 93.2 **Bradfield Parochial Charity.**

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- Cllr. Wyatt was understood to be at a meeting of Bradfield Parochial Charity on the 6th June.
94. **Correspondence.**
- 94.1 **Donation to WB Citizens Advice Bureau.**
It was agreed to donate £100 to WB CAB via Greenham Trust who will match the donation.
- 94.2 **Bradfield Parochial Charity.**
A letter has been received from the Parochial Charity expressing their disappointment at seeing repeated references to their lack of response regarding allocation of Almshouses and reminded BPC of their Data Protection Policy.
The Clerk will respond to letter clarifying the concern.
- 94.3 **Bradfield Primary School, School Parliament.**
The School Parliament planted an oak tree for the Coronation of King Charles III and wrote requesting a donation of £90 towards the planting of the tree. It was agreed that BPC would donate £90 for the planting. Cllr. House attended the planting prior to half term.
95. **Finance.**
- 95.1 **Bank Reconciliations.**
The Clerk circulated a finance report dated the 6th June 2023 prior to the meeting showing a balance of £15,645.39 in the Treasurer's Account, once all lodgements and payments have cleared. This was reconciled back to the bank statement of the 3rd May 2023 which showed a balance of £19,535.77. The Business account had a balance of £82,376.48 on the 26th May 2023.
- 95.2 **List of payments and receipts.**
The following payments were agreed at this meeting:
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| Salaries, PAYE and Expenses (May 2023). | £429.22 |
| Hampshire Association of Local Councils (BALC membership) | £362.68 |
| Zurich Municipal (Insurance) | £785.56 |
| Triangle Management Company Ltd (Emptying of 2 dog bins January to March 2023). This is the reissuing of an earlier cheque which was cancelled as it never arrived with Triangle. | £126.36 |
| Caroline Hyde (Internal Audit) | £50.00 |
| Bradfield Village Hall (rent for April, May and June meetings). | £136.60 |
- The VAT reclaim submitted late in March 2023 for £2,942.81 has been moved into this financial year under the advice of the internal auditor. The first half of the precept for this financial year, £10,250 has been received.
Payment of the Clerk's salary for June 2023 was approved.
96. **Round table comments.**
- 96.1 **Fly-tipping/Items offered for Rehoming.**
The number of items being put in front of homes on Southend Road, for rehoming including a trampoline, an electric fire, pallets and bikes, is becoming an issue. It was suggested that the BPC Newlink article ask people to advertise such articles on Facebook.
- 96.2 **Planning Training.**
The Clerk will contact Bob Dray, a senior planning officer at WBC, with a view to organising a planning training session.
97. **The meeting concluded at 8.50pm.**
Next BPC meeting: Tuesday 4th July 2023 at 7.30pm in the Committee Room.

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