

**Minutes of a Meeting of Bradfield Parish Council held on Tuesday 6<sup>th</sup> February 2024  
at 7.30pm in Bradfield Village Hall Committee Room, Bradfield Southend.**

**Present:** Cllr. K. Dearing (Chairman)  
Cllr. G. Allen  
Cllr. G. Allnutt  
Cllr. R. Balsdon  
Cllr. K. Bishop  
Cllr. A. House  
Cllr. T. Wale  
Cllr. B. Wyatt  
Three members of the public were present.

14. **Apologies.**  
Apologies of absence were accepted from Cllr. O'Reilly, District Cllr. MacKinnon and Mrs. Pratt, the Clerk.
15. **Declarations of Interest.**  
There were no updates to the Register of interests.
- 15.1 **Declaration of Interest in Agenda Items.**  
There were no declarations of interest in any agenda items.
16. **Public Session.**
- 16.1 **Union Road Signage.**  
An owner of a horse at Bournefield Farm raised concern about the speed and lack of courtesy shown by vehicles to horses on Union Road. The "Double bend" and "Horses" warning sign to the east of the double bend (warning west bound drivers) was reported as missing in 2009 and has never been replaced. It was asked if BPC could support the replacement signage.  
Recent changes to the Highway Code give horses more consideration on roads, but many drivers are unaware, or ignore these new rules. The British Horse Society would be willing to send a representative to the Annual Parish Assembly to explain the new rules to parishioners.  
In Oxfordshire, new style "Horse" warning signage is being used consisting of a yellow, rectangular background with a red warning triangle. It was questioned whether this style of signage could be used in Union Road.
- 16.2 **Parliamentary Constituency Candidate.**  
Adrian Abbs was in attendance and indicated his intention to stand as a Parliamentary Candidate for the new Mid Berkshire and West Reading Constituency. He asked for any questions or issues requiring attention from the new MP, whoever that may be, be sent to him and he will ensure they are forwarded to the new MP. No questions were raised and Mr. Abbs left his contact details for councillors.
17. **Approval of Minutes of BPC meeting held on Tuesday 9<sup>th</sup> January 2024.**  
The minutes of the meeting of BPC held on Tuesday 9<sup>th</sup> January 2024 were approved as an accurate record of the meeting and were signed by Cllr. Dearing.
- 17.1 **Updates on matters raised in the minutes.**
- 17.1.1 **Replacement 30mph sign on Cock Lane, near Crackwillow.**  
The missing sign has now been replaced.
- 17.1.2 **Southend Road Flooding Issues.**  
It was noted that whilst the surface water flooding issues have been resolved by clearing the intrusion of roots in the pipe, the remedial action of sleeving the pipe is still outstanding.

18. **Planning Applications**
- 18.1 **Planning Applications on which BPC has been consulted by WBC:**
- 18.1.1 **23/02981/FUL – Sports Complex, Bradfield College.**  
*Replacement of air handling unit and associated ducting and installation of solar PV panels onto sports centre roof and installation of air source heat pumps and associated works.*  
 BPC has **no objection** to this application.
- 18.1.2 **23/02948/FUL – Old Rectory, Bradfield.**  
*Change of use from C2 staff flats to a single dwelling house (Class C3) and associated external alterations.*  
 BPC raised **no objection** to this application but suggested that the WBC Conservation Officer and Sue Ellis of the West Berkshire Heritage Forum should be made aware of the application.
- 18.1.3 **24/00177/AGRIC – 1 Buscot Copse.**  
*Application to determine if prior approval is required for a proposed: New woodland tool and machine store with wood drying lean-to for forestry purposes.*  
 BPC has **no objection** to this application.
- 18.2 **Planning Decisions taken by WBC:**
- 18.2.1 **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.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 18.2.2 **23/02152/COND – Lynstead, Southend Road.**  
*Confirmation of compliance of all conditions on application 10/00375/FULD.*  
 BPC made comment on this application. WBC has made a **split decision** on this application, meaning that some of the conditions have been complied with, but some remain.
- 18.2.3 **23/02101/HOUSE - Kiln Lodge, Hungerford Lane.**  
*Section 73: Variation of Conditions 2 (Approved Plans), 3 (Materials) and Removal of Condition 4 (Render) of previously approved application 21/03182/HOUSE: First floor and rear extensions, garage conversion and alterations.*  
 BPC **objected** to this application, which has been **approved** by WBC.
- 18.2.4 **23/01655/LBC – The Lodge, Buckhold.**  
*Repairs to brickwork, roof and chimney, replacement of rainwater goods, replacement of non-original internal ground floor coverings, replacement of internal plasterwork with new lime plaster.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 18.2.5 **23/01388/FUL – Peartree Copse, Webbs Lane (Adjacent Parish).**  
*Part retrospective to put two pond areas into a field.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 18.2.6 **23/01308/HOUSE - 46 Southend Road.**  
*Retrospective 4x5 metre temporary outbuilding accommodation, built on a concrete slab, out of timber insulation and plastic cladding. 2.4m high with a flat roof.*  
 An amendment was received removing the word temporary.  
 BPC **objected** to the removal of the word temporary, but WBC has **approved** the application.
- 18.2.7 **23/00494/FUL – Doctors Surgery, Cock Lane.**  
*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.*

Whilst BPC **objected** to the original application, an amendment was received which resolved the reasons for objection and BPC raised no further objections. WBC has **approved** the amended application.

18.3 Enforcement Issues.

18.3.1 **Applecroft, Cock Lane.**

WBC issued a “Breach of Condition Notice” on the 1<sup>st</sup> February 2024 about the garage doors which have remained in situ despite the dismissed appeal for them.

18.3.2 **Land Opposite the Travellers Rest.**

Calves have been moved into the sheds. Parking is now taking place in the road at the junction and causing congestion.

18.3.3 **Old Travellers Rest.**

A great deal of works have been undertaken at the property during December 2023 and January 2024. The car ports have been internally insulated, lined and painted. Hessian drapes have been hung internally across the openings. Additional hard landscaping has taken place in both the front and rear gardens.

18.4 Neighbourhood Development Plan (NHDP).

Discussions on a NHDP were deferred until the March BPC meeting.

19. **District Councillor’s Report.**

There was no District Councillor’s report.

20. **Finances.**

20.1 Bank Reconciliations.

The Clerk circulated a finance report dated the 6<sup>th</sup> February 2024 prior to the meeting showing a balance of £2,891.63 in the Treasurer’s Account once all lodgements and payments have cleared. This was reconciled back to the bank statement of the 3<sup>rd</sup> January 2024 which showed a balance of £5,817.35. The Business account had a balance of £82,970.44 on the 26<sup>th</sup> January 2024.

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

20.2 List of payments and receipts.

The following payments have been made since the last meeting:

Engraving of the Christmas lights trophy:	£10.00
Salaries and HMRC (January 2024, including backpay):	£1,510.20
Triangle Management Company Ltd (2 bins for Jan, Feb & Mar 2024):	£126.36
Bradfield Village Hall (Rent Nov’23 to April ’24):	£323.60
Tactical Facilities Management Ltd (4 bins for January 2024):	£378.96

Payment of the Clerk’s salary for February 2024 was approved.

21. **Highways.**

21.1 Parking on Cock Lane for Bradfield Primary School.

Gareth Dowding (WBC) came out and visited the site at the beginning and end of the school day and noted the issues. Proposals for extensions to the parking restrictions have been noted and are on the list of revised parking restrictions to be considered by WBC, but the waiting time for any changes maybe two years.

21.2 Speeding and use of SID (Speed Indicator Device) in the Parish.

The Clerk needs to confirm the approved SID sites in Bradfield Southend with WBC. A WBC SID is being used by Bradfield College.

22. **Clerk’s Report**

22.1 Removal of the Youth Shelter.

The Youth Shelter on the Village Field has been removed over several visits. The last visit included works to remove trip hazards caused by protruding posts and final tidying of bits of debris.

HP

22.2 Bin Emptying and Dog Fouling.

The contract with WBC to empty four dog bins has been cancelled and took effect from the 1<sup>st</sup> January 2024. BPC has taken out a contractor with Tactical Facilities Management directly to empty the four bins.

There have been increasing issues of dog fouling in Bradfield Southend, the worst area being on Heath Road. The Clerk is in the process of obtaining anti dog fouling stickers from WBC.

22.3 Councillor Email Addresses.

This matter was deferred until the March meeting.

23. **Environment.**

23.1 Emergency Plan for Bradfield.

This agenda item was deferred until the March meeting.

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

24.1 Bradfield Village Hall Sub-Committee.

The new sub-committee is a joint body set up by BPC and BVH Management Committee and is to be known as the Development Committee. The inaugural meeting of the Development Committee took place on the 22<sup>nd</sup> January 2024.

Currently the Development Committee is a small core of volunteers who are being given background information by Nigel Neeman, Cllr. House with input from current and previous members of BVH Management Committee. Third party technical assistance has been arranged to support the technical understanding of the building reports.

The conditions on the existing planning permission are being fully investigated.

The Development Committee is being focused on:

- Reviewing all funding options to evaluate if the current development plan can be supported by additional fund raising activities in a reasonable timescale.
- The most recent projections for the delivery of the approved plans.
- Reviewing the funding received to date (both donations and pledges), and any restrictions.
- Researching grant availability and other means of financial procurement.

BPC discussed:

- Why the Committee is looking at finance when it is a functioning Village Hall that is required.
- Why alternative plans were not being considered.
- Whether the sub-committee contains a BVH trustee, because the BVH constitution stipulates that at least one trustee must be on every sub-committee.
- Did the Development Committee have enough members to undertake all the work required in the timeframe.

BPC agreed that the Clerk may explore the option of a Public Works Loan, but it was suggested that a parish referendum would be required before a Public Works Loan could be taken out.

25. **Reports.**

25.1 BALC/ HALC Officers Update.

The Clerk attended this update and reported that there had been two subjects: changes to the rules under flexible working arrangements, and a talk from the head of the Hampshire County Council (HCC) legal department giving an overview of the types of work which the department undertakes. HALC contract HCC's legal department to respond to legal queries. The HCC legal department consists of 90 lawyers, in relation to 4 employed by WBC.

25.2	<u>District Parish Conference (30<sup>th</sup> January 2024).</u> The Clerk attended the District Parish Conference and reported that there had been a presentation on the flooding in the area this year in addition to the WBC Strategy and budget.	
25.3	<u>Pang Valley Flood Forum (PVFF).</u> Cllr. Balsdon attended the PVFF event at Hampstead Norreys and reported that there were several agencies in attendance including Thames Water and WBC.	
26.	<b><u>Round table comments.</u></b>	
26.1	<u>Annual Parish Assembly – Monday 15<sup>th</sup> April.</u> It was noted that the date for the Annual Parish Assembly must be included in the next edition of NewsLink.	GA
26.2	<u>Grant Applications.</u> Applications for grants from BPC need to be received by the Clerk by 12noon on Monday 4 <sup>th</sup> March.	
26.3	<u>Bins.</u> Replacement of the damaged bin outside 45 Southend Road and a new litter bin by the bus stop near Wellington Gardens need to be considered at the March BPC meeting.	HP
26.4	<u>Dogs Roaming the Lanes.</u> It was reported that there have been several incidents of walkers, and their dogs being bitten by a free roaming dog in Cock Lane. WBC has not been responsive and at least one of the incidents has been reported to Thames Valley Police.	
26.5	<u>Copyhold Farm Planning Application.</u> It was reported that no orange planning notice has been displayed for the Copyhold Farm planning application.	
26.6	<u>Potential Closure of Ashampstead Road.</u> It was requested that BPC object to any road closure of Ashampstead Road during the re-roofing of the Army House. Traffic lights must be an alternative solution. If Ashampstead Road is closed, Back Lane will be destroyed by the increased traffic.	
27.	<b><u>The meeting concluded at 9.20pm.</u></b> <b><u>Next BPC meeting: Tuesday 5<sup>th</sup> March 2024 at 7.30pm in the Committee Room, Bradfield Village Hall.</u></b>	