

**Minutes of a Meeting of Bradfield Parish Council held on Tuesday 3rd June 2025
at 7.30pm in the Committee Room, Bradfield Village Hall, Bradfield Southend.**

Present: Cllr. K. Dearing (Chairman)
Cllr. G. Allen
Cllr. R. Balsdon
Cllr. K. Bishop
Cllr. S. O'Reilly
Cllr. B. Wyatt
Mrs. H. Pratt (Clerk)
Two members of the public were present.

57. **Apologies.**
Apologies for absence were received and accepted from Cllr. Allnutt, Cllr. House and District Cllr. MacKinnon.
58. **Declarations of Interest.**
There were no updates to the Register of interests.
- 58.1 **Declaration of Interest in Agenda Items.**
There were no declarations of interest in any agenda items.
59. **Public Forum.**
No matters were raised by members of the public.
60. **Approval of Minutes of the annual BPC meeting on Tuesday 6th May 2025.**
The minutes of the annual BPC meeting held on Tuesday 6th May 2025 were agreed as a true record of the meeting and signed by the Chairman.
- 60.1 **Matters arising from the minutes not noted elsewhere.**
No matters were raised from the minutes.
61. **To review Corporate Documents.**
It was agreed to defer the review of the Standing Orders and Financial Regulations until the July meeting because updated templates have recently been published by NALC.
- 61.1 **Code of Conduct.**
The Code of Conduct is that of WBC and as such there have been no updates.
- 61.2 **Risk Assessment.**
The Risk Assessment was reviewed, approved and signed by the Chairman.
62. **Planning Applications**
- 62.1 **Planning Applications on which BPC has been consulted by WBC:**
BPC has not been consulted on any planning applications since the last meeting.
- 62.2 **Planning Decisions taken by WBC:**
- 62.2.1 **25/00271/HOUSE – Kings Copse House (Bucklebury Parish).**
Log drying store extensions to existing biomass boiler building.
BPC had **no objection** to this application which has been **approved** by WBC.
- 62.3 **Enforcement Issues.**
- 62.3.1 **Dog walking field behind Sarana House, Union Road.**
The new dog walking field being operated by Fidos Fun has been reported to WBC Enforcement.
63. **District Councillor's Report.**
There was no report from District Cllr. MacKinnon.
64. **Finances.**
- 64.1 **Bank Reconciliation dated 3rd June 2025.**
The Clerk circulated a bank reconciliation dated the 3rd June 2025 prior to the meeting. This reconciled to the balance on the Community Account on the 2nd May 2025 which

	showed a balance of £19,738.83. Once all cheques and credits have cleared, the balance in the Community Account will be £16,697.37. The statement for the Community Instant Access account dated 25 th April 2025 shows a balance of £74,027.72. Cllr. Bishop verified the finance report against the bank statements.													
64.2	<u>List of payments and receipts in FY25/26.</u> The following payments have been made since the last meeting: <table><tr><td>Information Commissioner (GDPR)</td><td>£52.00</td></tr><tr><td>Hampshire Association of Local Councils (BALC membership)</td><td>£394.73</td></tr><tr><td>Salaries/HMRC for May 2025</td><td>£601.98</td></tr><tr><td>Zurich Municipal (Insurance)</td><td>£672.84</td></tr><tr><td>Bibby Commercial Finance Limited (bin emptying May)</td><td>£106.08</td></tr><tr><td>Bank charges</td><td>£7.75</td></tr></table>	Information Commissioner (GDPR)	£52.00	Hampshire Association of Local Councils (BALC membership)	£394.73	Salaries/HMRC for May 2025	£601.98	Zurich Municipal (Insurance)	£672.84	Bibby Commercial Finance Limited (bin emptying May)	£106.08	Bank charges	£7.75	
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64.3	<u>Clerk's Salary.</u> Payment of the Clerk's salary for June 2025 was approved.													
64.4	<u>Grant Giving Policy and Application Form.</u> It was agreed that consideration would be given to a grant giving policy and an application form for applicants so that all of the needed information is readily available.	KD HP												
65.	<u>Highways.</u>													
65.1	<u>Flooding on Southend Road.</u> It was reported that in heavy rain, Southend Road continues to flood opposite Ridgeway. Despite numerous attempts to resolve the problem by WBC, water continues to come up from the drain, rather than go down.													
65.2	<u>Noticeboard on Southend Road.</u> The new resident who has moved into the Southend Road property where the noticeboard is located has decided not to move the hedge, due to visibility when exiting the property. The new resident has offered to put up notices on the noticeboard if this would be helpful.													
66.	<u>Clerk's Report.</u>													
66.1	<u>Internal Audit Update.</u> April Skies Accounting will be carrying out the internal audit on Tuesday 10 th June. An extra ordinary meeting will be required to approve the Annual Governance and Accountability Return (AGAR) once the internal audit has been completed. The AGAR must be submitted to the external auditors by the end of June. It was agreed that the extra ordinary meeting would take place on Tuesday 24th June at 6pm.	HP												
66.2	<u>BPC meeting on 1st July 2025.</u> The BPC meeting on the 1 st July will take place in St. Peter's Church. The meeting will start at the earlier time of 6.30pm so that there is time to listen to Andrew Hockedy from Berkshire Digital Infrastructure Group (DIG) explain what causes the poor mobile signal in Bradfield and what might be done about it. The meeting with Berkshire DIG will be advertised via the school, Facebook and any other means possible.	ALL												
66.3	<u>August, September & October BPC meetings.</u> It has been confirmed the BPC meetings in August, September and October will take place in St. Peter's Church. This is for the duration of the development of the Village Hall. The venue for meetings beyond October still needs to be discussed and confirmed.													
67.	<u>Environment.</u>													
67.1	<u>Installation of Commemorative Plaques.</u> The plaques will be installed on Bradfield Village Hall, once the development work has been completed.													

67.2	<u>Installation of replacement Benches.</u> This is waiting for Bradfield Village Hall Committee to arrange to transport and install the benches in their new locations at the Play Area and the Village Field. It is understood this will be done when the weather has warmed up.	
68.	<u>Bradfield Village Hall (BVH).</u> There is to be a joint BPC/BVH meeting at the end of June to go through the development project. The project specification now includes the new kitchen, accessible toilets and new toilets. With these extra parts in the specification, the cost has risen, and additional funds are very likely to be needed. Work is currently being undertaken to investigate cost savings on materials and on labour costs. Additionally, with the help of CCB, two separate grants have been identified which are being explored. It has been questioned whether BPC could assist and cover any shortfall.	
69.	<u>Round table comments.</u>	
69.1	<u>Elmwood.</u> Questions were asked about who currently owns the Elmwood building and what it is likely to be used for.	
69.2	<u>Planning application on Admoor Lane.</u> The application for wooden posts to be installed around the edge of the verge at the entrance to 1-21 Admoor Lane has been approved. It was noted that there is an SSE van left on the verge outside 1-21 Amoor Lane every evening.	
69.3	<u>Footpath map.</u> There was a request for maps showing all the Rights of Way in the parish. The Clerk will investigate what she has and what is available to the public.	HP
69.4	<u>Volunteers for SID.</u> To date there have only been three volunteers come forwards. It was questioned what the priority areas might be for SID and whether to approach residents to those locations individually.	
69.5	<u>Social Fund.</u> It was questioned whether BPC could give gifts of flowers/chocolates etc to those who are ill or have just returned from hospital etc. The Clerk commented that BPC does not have the power to give to individuals.	
70.	The meeting concluded at 9pm. Extra Ordinary meeting: Tuesday 24th June at 6pm at Bradfield Village Field. BPC meeting: Tuesday 1st July 2025 at 6.30pm in the St. Peter's Church, Southend Road, Bradfield Southend.	