

**Minutes of a Meeting of Bradfield Parish Council held on  
Tuesday 4<sup>th</sup> July 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. T. Wale

Cllr. B. Wyatt

Mrs. H. Pratt (Clerk)

Five members of the public were in attendance.

98. **Apologies.**

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

99. **Declarations of Interest.**

The Clerk reminded councillors that their Declarations of Interest needed to be completed and returned to the Clerk.

There were no declarations of interest in any agenda items.

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

Cllr. Dearing declared an interest in planning application 23/01308/HOUSE for 46 Southend Road as an immediate neighbour.

100. **Public Session.**

There were no matters raised during the Public Session.

101. **Approval of Minutes.**

101.1 **BPC meeting held on Tuesday 6<sup>th</sup> June 2023.**

The minutes of the meeting of BPC held on Tuesday 6<sup>th</sup> June 2023 were approved as an accurate reflection of the meeting and were signed by Cllr. Dearing.

102. **Matters arising from the minutes.**

It was noted that there has been no update on replacement of the Cock Lane signage near Crackwillow (following the accident), the drainage report for Cock Lane, or removal of the Youth Shelter.

103. **Planning Applications**

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

103.1.1 **23/01335/HOUSE & 23/01357/LBC – Oxford House, Rotten Row.**

*Single storey rear extension to previous extension.*

Whilst the increase in size from the original dwelling is significant due to already existing extensions, the extensions were considered subservient to the dwelling. BPC agreed to **no objection** to these applications.

103.1.2 **23/01368/LBC – Oxford House, Rotten Row.**

*Removal of internal partition between Bedrooms 1 and 3.*

BPC had **no objection** to this application.

103.1.3 **23/01411/FUL & 23/01412/LBC – The Lodge, Buckhold.**

*Removal of greenhouses, shed/garage and oil tank, installation of new LPG tank and associated fencing and installation of new internal boiler and flue.*

BPC had **no objection** to these applications, but raised questions about how the gas supply will reach the internal boiler, once it has reached the listed dwelling.

- 103.1.4 **23/01040/FULMAJ – Walnut Tree Cottage, Ashampstead Common (Adjacent Parish).**  
*Application for a single-storey side garage extension.*  
 BPC agreed to **object** to this application on the grounds of it being disproportionate to the existing garage, overdevelopment of the large site, the increase in bulk and size of development within the AONB. Concern was also raised about the potential for commercial use of the facilities.
- 103.1.5 **23/01308/HOUSE – 46 Southend Road.**  
*Retrospective 4x5 metre temporary outbuilding accommodation, built on a concrete slab, out of timber insulation and plastic cladding. 2.4 high with a flat roof.*  
 Questions were asked about whether this application is for an outbuilding or an annexe. The accommodation has been in-situ for just over 3 years. The description refers to the application as temporary, however there is no term mentioned in the application. It was agreed that BPC has **no objection** to the application but recommended a fixed term condition.
- 103.1.6 **23/01455/HOUSE – Brookfield Cottage, Admoor Lane.**  
*Single storey side extension, new rear dormer extension and alterations to main roof.*  
 It was agreed that BPC **objects** to this application on the grounds of the balcony overlooking the private amenity space of Shrub Cottage and Admoor Cottage. Concern was expressed about the laurel hedge at the front of the property and the obstruction it causes to visibility splays on the entrance. It was suggested that the hedge should be cut hard back or even removed.
- 103.1.7 **23/01382/FUL – McVeigh Parker.**  
*Part retrospective external lighting scheme.*  
 It was agreed that BPC has **no objection** to this application subject to a condition restricting the hours during which the external lights can be in use to the working hours of the business.
- 103.2 Planning Decisions taken by WBC:
- 103.2.1 **23/01385/NONMAT – Evendyne, Southend Road.**  
*Application for a Non-Material Amendment of 21/01213/HOUSE – Proposed extensions to rear and side elevations and new first floor accommodation, plus new porch. Change of roofing tile from existing Grey Marley Mendip to replica clay roof tiles Terreal Rully Old Burgundy.*  
 BPC were not consulted on this application which has been **refused** on the grounds that the change is a material change.
- 103.2.2 **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 had **no objection** to this application which has been **approved** by WBC.
- 103.2.3 **23/00797/HOUSE - Stanford Wood Lodge, Tutts Clump.**  
*The erection of a timber orangery and repositioning of veranda.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 103.2.4 **23/00971/HOUSE - 19, The Laffords.**  
*Proposed conversion of existing attached double garage to a hobby room with WC and shower and the construction of a new attached double garage.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 103.3 Enforcement Issues.
- 103.3.1 **McVeigh Parker, Southend Road.**  
 Planning application 23/01382/FUL has been received to address the issues.

103.3.2	<b>46 Southend Road.</b> Planning application 23/01308/HOUSE has been received for retrospective planning permission for the outbuilding/annexe.	
103.3.3	<b>Little Cannan.</b> WBC Enforcement have visited the site and advised that it cannot be used for accommodation or have a postal address. Some of the structures erected on the site have been removed following the visit.	
104.	<b><u>District Councillor's Report.</u></b> District Cllr. MacKinnon submitted a report prior to the meeting which will be circulated to councillors.	HP
105.	<b><u>Highways.</u></b>	
105.1	<u>Wheelie bin sticker distribution.</u> Cllr. Dearing will be distributing the wheelie bin stickers to Southend Road and Cock Lane over the coming week.	KD
105.2	<u>Any other highway issues.</u>	
105.2.1	<b>Conifers on Hungerford Lane.</b> The conifers have been reported to WBC, who have determined that no action is necessary. The Clerk will report them to WBC again with more detail.	HP
105.2.2	<b>Gulley cleaning.</b> It was noted that the gulleys have been cleaned on Cock Lane.	
105.2.3	<b>Junction of Cock Lane and Southend Road.</b> The site lines to the east, when turning out of Cock Lane are obstructed by vegetation.	HP
105.2.4	<b>New Way garages.</b> Two caravans and a motor home have been parked on Sovereign land by the garages for a considerable time. The Clerk has contacted Sovereign who will be investigating the situation.	
105.2.5	<b>Path between Southend Road and New Way.</b> The path has been reported to Sovereign, including photographs. Sovereign were informed that the uneven surface had caused several falls.	
105.2.6	<b>Other Sovereign Housing Association issues.</b> 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, on Southend Road, belonging to Sovereign Housing are leaving their bins out.	HP
106.	<b><u>Clerk's Report</u></b>	
106.1	<u>Location for future meetings.</u> No information has been received from Bradfield Primary School about the cost of hire of a classroom. There is a strong desire to stay in the Committee Room of the Village Hall and the Clerk will contact the hall committee about the possibility of a fixed screen at the end of the hall, rather than the current arrangement which is not satisfactory.	HP
106.2	<u>Filling the Council Vacancy.</u> Two interested parties were present at the meeting. Co-opting a new councillor will be considered at the August meeting.	
107.	<b><u>Environment.</u></b>	
107.1	<u>Defibrillator in Bradfield.</u> The defibrillator in Bradfield was deferred until the August meeting.	
108.	<b><u>Reports.</u></b>	

- 108.1 Alms Houses (6<sup>th</sup> June 2023).  
Cllr. Wyatt reported that there was nothing to report from the Almshouse meeting. A recently decorated Almshouse is currently being advertised.
109. **Correspondence.**
- 109.1 Advertisement of 11 Admoor Lane.  
A property on Admoor Lane is vacant and to be let through the WBC Homes Choices. To be compliant with the S106 agreement, BPC needs to nominate applicants. It was agreed that BPC would advertise the property independently and send a list of applicants to either WBC or Sovereign, once all parties have agreed the process, compliant to the S106 agreement for allocating the property. The Clerk will allocate each applicant a score based on their connection with the parish, in line with the criteria set out in the S106 agreement. HP
- 109.2 Bradfield Parochial Charity.  
Letters have been exchanged with Bradfield Parochial Charity about the discrepancies between the description of the charity on the Charity Commission Website and the criteria used to allocate the properties. The Parochial Charity is guided by the Almshouse Association and the Charity Commissioners whilst adapting their operation for modern society. HP
- 109.3 Parenting for Special Children.  
A request for funding from “Parenting for Special Children” has been received. It was agreed that this should be considered along with all other grants in February.
110. **Finance.**
- 110.1 Bank Reconciliations.  
The Clerk circulated a finance report dated the 4<sup>th</sup> July 2023 prior to the meeting showing a balance of £15,254.26 in the Treasurer’s Account, once all lodgements and payments have cleared. This was reconciled back to the bank statement of the 2<sup>nd</sup> June 2023 which showed a balance of £19,474.57. The Business account had a balance of £82,428.95 on the 27<sup>th</sup> June 2023.  
The cheque for Tower Mint Ltd for £1,088.40 has been stopped and reissued because it failed to arrive in the post.
- 110.2 List of payments and receipts.  
The following payments were agreed at this meeting:
- |  |           |
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| Salaries, PAYE and Expenses (June 2023).     | £598.36   |
| Bradfield Primary School (Coronation tree)   | £90.00    |
| Payroll services for Q1                      | £72.77    |
| Tower Mint Ltd (Coronation medals - reissue) | £1,088.40 |
| Greenham Trust Ltd (WB CAB donation)         | £100.00   |
- The sales of 95 Coronation medals resulted in a cash deposit of £470.00.  
Payment of the Clerk’s salary for July 2023 was approved.
111. **Round table comments.**
- 111.1 Trees opposite Waylands.  
It was noted that the trees had been pollarded to approximately 15 feet.
- 111.2 Youth Shelter.  
Cllr. House will determine the practicalities of using the youth shelter elsewhere and obtain a quote for its removal.
112. **The meeting concluded at 9.35pm.**  
**Next BPC meeting: Tuesday 1<sup>st</sup> August 2023 at 7.30pm in the Committee Room.**