

**Minutes of a Meeting of Bradfield Parish Council held on Tuesday 5th August 2025
at 7.30pm in the St. Peter's Church, 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)
Seven members of the public.

90. **Public Forum.**

90.1 **Bradfield Telephone Box.**

The telephone box in Bradfield Village has now been refurbished, and tourists have been seen having their photographs taken with it. The small area of scrub to the south of the telephone box has been transformed into a small community garden, with leaf mould supplied by Bradfield College. The post box, next to the telephone box, has received a new coat of paint from the Post Office and the bollards have been washed. BPC was thanked for its role in supporting the project.

A resident of Bradfield Village has agreed to keep the noticeboard tidy and add new notices when they are issued.

90.2 **Claire Cottage, Bradfield Village.**

The new residents of Claire Cottage have had the hedge, surrounding the garden, cut down and are now installing a high metal mesh fence. It is suggested that cutting the hedge down is in breach of a number of regulations, and residents have reported it to WBC.

90.3 **1 Buscott Copse.**

Residents reported that camping and glamping was taking place in the woodland behind 1 Buscott Copse during the Summer of 2024. Various changes to the curtilage were reported. There is no fence on the boundary between 1 Buscott Copse and Bradfield Golf Course (belonging to Bradfield College), which would enable campers to wander freely onto the golf course. A childrens playground has been created in the woodland and there is concern about noise from the swimming pool. The recent planning application refers to guests arriving by bus, however, there are no buses.

91. **Apologies.**

Apologies for absence were received and accepted from Cllr. Bishop, Cllr. Wyatt and District Cllr. MacKinnon.

92. **Declarations of Interest.**

There were no updates to the Register of Interests.

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

There were no declarations of interest in any agenda items.

93. **Approval of Minutes of BPC meetings:**

93.1 **Tuesday 1st July 2025.**

The minutes of the BPC meeting held on Tuesday 1st July 2025 were agreed as a true record of the meeting and signed by the Chairman.

93.2 **Matters arising from the minutes not noted elsewhere.**

There were no matters arising from the minutes, not covered elsewhere on the agenda.

94. **To review Corporate Documents.**

94.1	<u>Standing Orders.</u> The amendments recommended by NALC to sections 14 and 18 have been included in the BPC Standing Orders. The amended Standing Orders were approved and adopted.
94.2	<u>Financial Regulations.</u> New Financial Regulations based on the latest template from NALC were approved and adopted.
95.	<u>Planning Applications</u>
95.1	<u>Planning Applications on which BPC has been consulted by WBC:</u>
95.1.1	25/01165/FUL – 1 Buscot Copse. <i>Retrospective: Erection of 1.5 storey cabin for tourism use with log burner and change of use of part of site to provide camping site.</i> An agricultural application was approved for a wood and machinery store, with a condition that it had no habitable use. The store was never built as such, but a 1.5 storey cabin was built to similar dimensions and appearance. There appears to be little, if any respect for the ancient woodland of the site, which is the subject of a TPO. The cabin, which has been constructed, is essentially a new dwelling in the countryside. No pitches are shown on the plans for camping or glamping and there are no details of the number of pitches. There are no details of waste disposal or SUDs for the camping and glamping pitches. The current glamping pitch encroaches onto the ancient woodland with various play equipment utilising the trees. The application refers to guests arriving via public transport; there is no viable public transport to, or near to this site. Concern was also raised about whether there was sufficient vehicular parking available for the house, the cabin and the glamping/camping pitches. It was unanimously agreed that BPC objects to this application.
95.1.2	25/01326/FUL – Land West of Herons Cottages, Buckhold. <i>Construction of a livestock building within existing farmyard and located between livestock buildings and storage barn.</i> BPC has no objection to this application.
95.1.3	25/01327/FUL – Land West of Herons Cottages, Buckhold. <i>Construction of a livestock building within existing farmyard and located between livestock buildings and storage barn.</i> BPC has no objection to this application.
95.1.4	25/01491/HOUSE – Orchard Lodge, Tutts Clump. <i>Roof Light additions to existing property.</i> The approved application for the redevelopment of Orchard Lodge was for a two storey dwelling. However, the property developed utilised the roof space as a third storey. A condition of the original application was that there were no roof windows. It was agreed that BPC had no objection to this application subject to the window shutters being in use during the hours of darkness.
95.1.5	25/01491/HOUSE – Orchard Lodge, Tutts Clump. <i>New pool enclosure.</i> This application is only for the pool enclosure and not for the pool itself. It was questioned whether the pool enclosure would have implications for bats as their flight paths are known to cross the area of the pool. Concerns were raised about the construction of a pool, how and where filtration would take place and run off arrangements. It was agreed that BPC has no objection to this application subject to their being no external lighting associated with the pool.

- 95.1.6 **25/01727/HOUSE – The Firs, Tutts Clump.**
Detached garage.
 Whilst the application is described as for a detached garage, the Design and Access document refers to a detached carport with a machine store.
 It was agreed that BPC has **no objection** to this application subject to the car port not being enclosed, a condition that roof lights cannot be added to the garage and that the structure must remain ancillary and incidental to The Firs.
- 95.2 Planning Decisions taken by WBC:
 No decisions have been taken on any applications which BPC has commented upon.
- 95.3 Enforcement Issues.
- 95.3.1 **Garden Cottage.**
 The velux windows in the roof of Garden Cottage were reported to the WBC enforcement team who have determined that there is insufficient evidence of a breach.
- 95.3.2 **49 Heath Road.**
 The structure to the rear of 49 Heath Road, which has been constructed across the full width of the garden was reported to WBC enforcement and Sovereign Housing. WBC enforcement has closed the case.
- 95.3.3 **Former Doctor's Surgery, Cock Lane.**
 The old surgery has now been converted, sold and is occupied. However, the entrance has not been completed, although there is a dropped kerb. There were conditions around occupancy of the converted surgery and completion of the entrance.
96. **District Councillor's Report.**
 There was no report from District Cllr. MacKinnon.
97. **Finances.**
- 97.1 Bank Reconciliation dated 5th August 2025.
 The Clerk circulated a bank reconciliation dated the 5th August 2025 prior to the meeting. This reconciled to the balance on the Community Account on the 3rd July 2025 which showed a balance of £15,766.99. Once all cheques and credits have cleared, the balance in the Community Account will be £11,778.78.
 The statement for the Community Instant Access account dated 27th July 2025 shows a balance of £74,170.39.
 Cllr. Allnutt verified the bank reconciliation against the bank statements.
- 97.2 List of payments since the last BPC meeting.
 The following payments have been made since the last meeting:
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| Labour for restoration of the Bradfield phone box | £1,800.00 |
| Salaries, PAYE, NI and A frame expenses | £643.61 |
| Bibby Commercial Finance Limited (bin emptying July) | £106.08 |
| Autela Payroll Services Limited | £84.00 |
| Bank charges | £9.75 |
- 97.3 Clerk's Salary.
 Payment of the Clerk's salary for August 2025 was approved.
- 97.4 Payment to Bradfield Village Hall.
 It was agreed that when Bradfield Village Hall needs the funds, which are ring fenced in the BPC budget, for the improvements, the Clerk will organise payment of £32,357 to the Village Hall.
98. **Highways.**
- 98.1 Update on any Highway Issues.
- 98.1.1 **Mariners Lane.**

	The road markings on Mariners Lane need repainting. The ruts on the side of the road near Fishers Copse were again noted.	
98.1.2	Union Road/Common Hill. There has been no change to the vegetation at the junction of Union Road and Common Hill.	
98.2	<u>Engaging more Volunteers to Reduce Speed.</u> It is looking increasingly unlikely that there will be sufficient volunteers to utilise SID (Speed Indicator Devices) or CSW (Community Speed Watch). The installed VAS (Vehicle Activated Sign) only works intermittently. WBC is rolling out replacement of the VAS devices across the district. An optional module for each VAS will record the speed of all vehicles which pass it, in one direction. This is understood to cost approximately £6,000 (it is unclear exactly what components this covers). Some funding may be available via a WBC Members Bid. The speed compliance tool used by WBC indicates that there is no major issue with speed on Southend Road and shows an average speed of 18mph. The criteria for a 20mph zone is that the average speed is less than 24mph. Cllr. Dearing will put a poll on Facebook to see if residents feel there is a speed issue on Southend Road. It was agreed that at the Annual Parish Assembly (APA) next year, the main topic will be speeding and what can and can't be done.	KD
98.3	<u>To consider the WBC Winter Service Plan.</u> WBC is consulting on its Winter Service Plan. There were no comments on the plan itself. It was noted that WBC will supply new filled grit bins for approximately £350. It was agreed that BPC would get the existing, broken, grit bin on Mariners Lane removed and then request WBC to replace it with a new one and to put one at the entrance to the Thames Water Site on the east side of Mariner's Lane.	AH HP
99.	<u>Clerk's Report.</u>	
99.1	<u>Location for meetings.</u> After the work on the Village Hall has been completed, there will not be a committee room. Following an inquiry, the hall will be in use on a Tuesday evening and is therefore not available for BPC meetings. The Clerk commented that parish councils cannot meet in licensed premises, unless no other suitable room is available. Whilst it had been planned to use St. Peter's Church for the September and October meetings, it was discovered that dog training would take place in St. Peter's Church if the weather was inclement. It was therefore agreed that the September and October meetings would take place at Bradfield Methodist Church. The situation will be reviewed again at the October meeting.	
99.2	<u>Remembrance Service – Sunday 9th November.</u> Cllr. Dearing reported that the WI has agreed to organise refreshments after the event. Cllr. House reported that he has contacted Sunbelt Rentals but not received any response. The Clerk will complete the application form for WBC and contact Steve Newbold (the rector) and Bradfield College.	
99.3	<u>Internal Auditor for 2025/26.</u> It was agreed to accept the quote of £330 and appoint April Skies as the internal auditor for 2025/26.	
100.	<u>Environment.</u>	
100.1	<u>Working Group to look at the Mobile Phone Signal.</u> This item was deferred until the September meeting.	
100.2	<u>Installation of Commemorative Plaques.</u>	

	The plaques will be installed on Bradfield Village Hall, once the development work has been completed.	
100.3	<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.	BVH
100.4	<u>Defibrillator for Bradfield telephone box.</u> The WBC Members Bid for work on the Bradfield telephone box included a defibrillator and cabinet. The Clerk will contact the Community Heartbeat Trust and check whether there have been any developments since initial inquiries and recommendations were made last year about which defibrillator might be most suitable.	
101.	<u>Bradfield Village Hall (BVH).</u> At a meeting on the 4 th August, it was announced that the proposed main contractor was no longer involved with the project so the project will proceed as a self-build with individual trade contractors were being used. Scaffolding has been erected around the hall and the asbestos roof removed. Health and Safety signs have now been put up both inside and outside. Next week the roof trusses will be delivered. Currently the work is approximately one week ahead of schedule. Volunteers are helping on site; the insurance position of volunteers was questioned. It has not been necessary to remove the MUGA fencing as had first been thought. Updates on progress were supposed to be posted weekly on the website, the noticeboard and in the shop.	HP
102.	<u>Round table comments.</u>	
102.1	<u>The Boot, Stanford Dingley.</u> The Boot closed last week and is due to reopen under new management next week.	
102.2	<u>The Queen's Head.</u> A new landlord is moving into the Queen's Head, and it will be reopening shortly.	
102.3	<u>Elmwood.</u> There was a discussion about what is likely to happen to the Elmwood building; it is understood that the latest suggestion is that it will be converted into a house.	
103.	The meeting concluded at 10.05pm. Next BPC meeting: Tuesday 2nd September 2025 at 7.30pm in the Tutts Clump Methodist Church, Tutts Clump.	