

**Minutes of a Meeting of Bradfield Parish Council held on Monday 1st June 2026
at 7.30pm in Bradfield Village Hall, Bradfield Southend.**

Present:

Cllr. K. Dearing (Chair)
Cllr. G. Allen
Cllr. G. Allnutt
Cllr. R. Balsdon
Cllr. K. Bishop
Cllr. A. House
Cllr. B. Wyatt
Mrs. H. Pratt (Clerk)
Three members of the public.

69. **Apologies.**
There were apologies for absence from Cllr. O'Reilly and Cllr. Wale.
70. **Declarations of Interest.**
There were no updates to the register of interests.
- 70.1 **Declaration of Interest in Agenda Items.**
No declarations of interest were declared in any agenda items.
71. **Public Forum.**
- 71.1 **Children's Playground in Bradfield Southend.**
Several working parties have been scheduled to fix the holes in the hedge and address the issues which were raised by the recent Ofsted inspection, including the replacement of the play bark surfacing.
Possible funding streams for the refurbishment of the play area, have been reduced from forty-four down to ten, with three main ones. A grant application has been approved by the Good Exchange which includes a possible £5,000 of match funding.
- 71.2 **Village Hall.**
Following the Village Hall refurbishment work, there is still some corrective work which needs to be completed. When the refurbishment work was carried out, some funds were held back, and these should be sufficient to cover the cost of the required work.
There was a question about audio-visual facilities in the hall. A projector needs to be funded, and more work needs to be carried out on the acoustics to find the most suitable sound system.
- 71.3 **Road Safety on Southend Road.**
Following a recent incident, it has been requested that the hedges of the Village Hall be cut back hard. It was requested that a log be created and maintained of "near misses". It was suggested that the safety concerns be raised with Thames Valley Police when the PCSO comes to Bradfield Southend on Friday 19th June between 6pm and 6.45pm for a "Have Your Say" session.
72. **Approval of Minutes of the BPC meeting on Tuesday 5th May 2026.**
The minutes of the BPC meeting held on Tuesday 5th May 2026 were agreed as a true record of the meeting and signed by the Chairman.
- 72.1 **Matters Arising.**
- 72.1.1 **Van driver speeding.**
The company advertised on the van driven at speed early in the morning in Heath Road has been contacted; they responded that they would deal with the issue.

72.1.2	Dog fouling. Cllr. Dearing has contacted the dog warden, who will be coming out to Bradfield Southend and spray painting any dog fouling found. More dog fouling notices will also be put up.	
72.1.3	Vehicle parked on the grass next to Southend Road. The vehicle which was SORN was removed a few days after the last meeting.	
72.1.4	Mobile phone signal. There has been no update from James Read at WBC about the possibility of a new mast in Bradfield.	
72.1.5	Emergency kit from PVFF. The Clerk has ordered an emergency kit via the PVFF.	
72.1.6	Bradfield Social Club Carpark. The stables which had been erected on the fenced off section of the carpark have been moved into the field.	
72.1.7	Damaged litter bin outside 45 Southend Road. This needs to be reported to WBC.	KD
72.1.8	Hedge between 29 Heath Road and the junction with Southend Road. The hedge, and particularly brambles are growing out over the pavement, causing pedestrians to walk in the road. The Clerk will report this to WBC.	HP
73.	<u>Planning Applications</u>	
73.1	<u>Planning Applications on which BPC has been consulted by WBC:</u>	
73.1.1	26/00994/HOUSE – Hollybank, Cock Lane. <i>Side and rear ground floor extensions plus new 1st floor.</i> This application will result in Hollybank becoming a five bedroom property, with the potential to be a seven bedroom property. The plans do not show parking arrangements for the site, or space to turn vehicles to leave the site in a forward gear. The proposed height and bulk of the proposed extensions will lead to over development of the dwelling. The increase is further exacerbated because Hollybank lies on higher ground than the road and surrounding properties. The style and size are out of keeping with the local vernacular. The proposed annexe goes right to the boundary, which will result in any air extraction having to be through the roof. The plans show no detail of the trees or hedges on the boundary and nearby in the garden of Pyefleet. It is suspected that the foundations of the extension will impinge on the roots. The site on Cock Lane is very busy at school drop-off and collection time, as a result, any deliveries should be made outside of these times. It was agreed that BPC objects to this application.	
73.1.2	26/00695/HOUSE – Heath Farm Cottage, Southend Road (amendment). <i>Detached garage with home office (revised parking layout).</i> An amended plan has been submitted showing revised parking for three vehicles. The size of the parking spaces was questioned, as was the restricted turning space. It was noted that reversing onto a bridleway is illegal. It was agreed that BPC continues to object to this application.	
73.2	<u>Planning Decisions taken by WBC:</u>	
73.2.1	26/00236/FUL – The Piggery, Tutts Clump. <i>Retrospective application to add a window and a door to an existing agricultural building and replacement of rotten timber boarding.</i> BPC had no objection to this application which has been approved by WBC.	

73.2.2	26/00620/PIP – Glenvale Nurseries, Hungerford Lane. <i>Application for permission in principle for a phased application for up to 5 serviced plots for custom build housing.</i> BPC objected to this application which has been refused by WBC.											
73.3	<u>Other Planning Matters.</u>											
73.3.1	The Old House, Cock Lane. It was reported that six hurdle fencing panels have been placed on the boundary with Cock Lane. Wooden railway sleepers have been placed at the base which are held in place with metal stakes on the roadside. It was questioned whether this was allowed. Cllr. Dearing will photograph the fencing, and a decision will be made about reporting it to enforcement.	KD HP										
73.3.2	Pathway between Cock Lane and the Cricket Field. It was reported that a pathway has been cut through the hedge between Cock Lane and the corner of the Cricket Field (opposite Oak Cottage).											
74.	<u>District Councillor’s Report.</u> District Cllr. MacKinnon was not present, had not sent apologies and had not submitted a report. Cllr. Dearing reported that she had spoken to the Chairs of Sulhampstead and Ufton Nervet Parish Councils (both in the Bradfield Ward) about District Cllr. Mackinnon’s absence and they will be pursuing the matter.	KD										
75.	<u>Finances.</u>											
75.1	<u>Bank Reconciliation to the 1st June 2026.</u> The Clerk circulated a bank reconciliation to the 1 st June showing a balance in the Community Account of £22,678.86 once all transactions have cleared. This was reconciled to the bank statement, which showed a balance of £24,499.59 on the 1 st May 2026. The balance on the Community Instant Access Account was £42,029.81 on the 27 th April 2029. Cllr. Allnutt verified the bank reconciliations against the bank statements.											
75.2	<u>List of payments and receipts since the last BPC meeting.</u> The following payments have been made: <table><tr><td>Staff costs & minor expenses (May 2026)</td><td>£647.18</td></tr><tr><td>Bank charges (10/3/26 – 9/4/2026)</td><td>£6.75</td></tr><tr><td>APA expenses</td><td>£76.48</td></tr><tr><td>Bradfield Village Hall (rent for meeting on 1/6/2026)</td><td>£54.00</td></tr><tr><td>Bibby Commercial Finance Limited (May bins)</td><td>£106.08</td></tr></table>	Staff costs & minor expenses (May 2026)	£647.18	Bank charges (10/3/26 – 9/4/2026)	£6.75	APA expenses	£76.48	Bradfield Village Hall (rent for meeting on 1/6/2026)	£54.00	Bibby Commercial Finance Limited (May bins)	£106.08	
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75.3	<u>Clerk’s Salary.</u> Payment of the Clerk’s salary for June 2026 was approved.											
76.	<u>Highways.</u>											
76.1	<u>Police and Crime Commissioner Grant.</u> Cllr. Dearing attended the presentation event at Oxford Town Hall.											
76.2	<u>Acres Farm, Hungerford Lane.</u> The low hedge next to the barn has now been trimmed. However, the conifer hedge has not been reduced. The situation is further exacerbated by roadside parking for Glenvale, which on Sundays is particularly bad.											
76.3	<u>Vehicle Activated Sign.</u> It was agreed that the Clerk would apply for a replacement Vehicle Activated Sign (VAS) on Southend Road, with BPC paying half of the cost.	HP										

- 76.4 Community Speed Watch (CSW).
The second CWS co-ordinator in the parish, who is based in Bradfield Southend is currently training three new volunteers, which will take the total number of volunteers to approximately twelve.
CSW will be operating in Bradfield Southend more frequently in the coming weeks.
77. **Clerk's Report.**
- 77.1 External Audit Report for FY24/25.
The comments from the External Limited Assurance Review from FY24/25, which had been posted on the website were officially reported to BPC.
- 77.2 Internal Auditors Report for FY25/26.
The Internal Auditor reported that BPC had not complied with condition O (digital compliance and accessibility) of the Internal Audit Report on the Annual Governance and Accountability Review on the basis that no accessibility test had been undertaken of the website.
- 77.3 Annual Governance Statement.
BPC considered the Annual Governance Statements and resolved that it complied with all the individual statements except for condition 10 on digital compliance.
- 77.4 Annual Statement of Accounts.
BPC considered and resolved to approve the Annual Statement of Accounts for FY25/26.
- 77.5 Update on Insurance.
The Clerk reported that BPC is in the process of renewing its insurance cover with Zurich.
- 77.6 Correspondence.
- 77.6.1 **Holly Tree Cottage.**
The Clerk reported that an email had been received about who's responsibility it was to cut the footpath side of the hedge against Holly Tree Cottage. Given that the hedge belongs to Holly Tree Cottage, the residents have this responsibility.
78. **Reports from any meetings.**
- 78.1 Bradfield Village Hall.
The first meeting following the AGM, (at which a new Chair was appointed) has been held and involved a lot of brainstorming. The Village Hall is grateful for the BPC grant and apologised for not submitting a report for the Annual Parish Assembly.
A new cleaner has been appointed. A list of kitchen equipment has been compiled, and a pack has been developed for users of the hall which details all the instructions on how things work.
A schedule of maintenance has been drawn up.
The Bingo night raised approximately £800 for hall funds.
79. **Round table comments.**
- 79.1 Water Leak at Cripps Farm.
Thames Water have been out again and inspected the site. They will replace the pipe which is thought to have originally been installed in the 1920s.
- 79.2 Pouncett Gardens.
It was reported that residents of one of the housing association houses in Pouncett Gardens has had to move out due to black mould in the rooms. When the weather is wet, the gardens turn into a quagmire.
- 79.3 Solar Panels on New Way Bungalows.
It is understood that each of the Sovereign bungalows on New Way were delivered five solar panels. Only four fit across the roof and they have all been installed on the front elevation facing north, not the rear elevation where they would face south.

- 79.4 Thames Water.
Letters have been distributed across the parish from Thames Water about their long term investment programme which will involve supply pipes being replaced and road closures for these works to take place.
- 79.5 Security Posts around the Cricket Field.
Some of the wooden posts around the cricket field have rotted off, potentially making the Cricket field vulnerable. BPC is unaware of whether this is the responsibility of the Cricket Club or Bradfield Village Hall Committee. Some of the Village Hall Trustees are aware of the situation.
- 79.6 Common Hill.
Traffic lights are to be in place on Common Hill for eight weeks whilst works are undertaken on the wall around Englefield Estate.
- 79.7 Lunch Club.
Cllr. Dearing reported that the Lunch Club has doubled the number of covers to twenty at the fortnightly event.
80. **The meeting concluded at 9.45pm.**
Next BPC meeting: Monday 6th July 2026 at 7.30pm in Bradfield Village Hall, Southend Road, Bradfield Southend.