

**Minutes of a Meeting of Bradfield Parish Council held on Monday 1<sup>st</sup> December 2025  
at 7.30pm in Bradfield Village Hall, Bradfield Southend.**

**Present:** Cllr. K. Dearing (Chairman)  
Cllr. G. Allen  
Cllr. G. Allnutt  
Cllr. K. Bishop  
Cllr. R. Balsdon (latter part of the meeting)  
Cllr. A. House  
Cllr. B. Wyatt  
Mrs. H. Pratt (Clerk)  
Five members of the public.

144. **Public Forum.**

144.1 **Phone Box and Defibrillator in Bradfield.**

BPC were thanked for their support for the restoration of the phone box and the supply of the defibrillator and cabinet.

145. **Apologies.**

There were apologies for absence from Cllr. O'Reilly, Cllr. Wale, Cllr. Balsdon (for the first part of the meeting) and District Cllr. Mackinnon.

146. **Declarations of Interest.**

There were no updates to the Register of Interests.

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

There were no declarations of interest in any agenda items.

147. **Approval of Minutes of the BPC meeting on Monday 3<sup>rd</sup> November 2025.**

The minutes of the BPC meeting held on Monday 3<sup>rd</sup> November 2025 were agreed as a true record of the meeting and they were signed by the Chairman.

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

No matters were raised which aren't covered elsewhere in the minutes.

148. **Planning Applications**

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

148.1.1 **25/02620/HOUSE – 53 Southend Road.**

*Two storey side and single storey rear extension, refurbishment of existing porch and new dropped kerb.*

BPC agreed **no objection** to this application but raised concerns about the number of parking spaces for a four bedroom house and that no turning space is shown which would enable vehicles to enter and exit the site in a forward gear.

148.2 **Planning Decisions taken by WBC:**

148.2.1 **25/02084/LBC – Ryders, The Avenue (Bucklebury Parish).**

*Removal of existing roof tiles, with all sound tiles retained and reused where possible (estimated salvageable proportion <20%). Replacement of failed/damaged tiles with handmade clay roof tiles of matching size, colour, and appearance. Renewal of ridges, hips, and associated roof details on a like-for-like basis, using appropriate traditional methods. Retention of the existing roof structure with no alterations to its form, profile or pitch. Replacement of two small dormer windows on a like-for-like basis, matching original scale, detailing, and materials. Incorporation of bat access tiles.*

BPC had **no objection** to this application which has been **approved** by WBC.

- 148.2.2 **25/01238/FUL – 1 Buscot Copse.**  
*Retrospective: Erection of mixed residential and woodland management use outbuilding, erection of agricultural chicken house, formation of pond, and installation of underground sewage treatment plant.*  
 BPC **objected** to this application which has been **refused** by WBC.
- 148.2.3 **25/02227/HOUSE – West View, Cock Lane.**  
*Single storey rear extension.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 148.3 Applications taken to Appeal.
- 148.3.1 **25/001181/HOUSE - 1 Buscot Copse**  
*Erection of single storey outbuilding to front of dwelling, and installation of swimming pool with plant room to rear.*  
 BPC **objected** to this application which was **refused** by WBC. The applicant has taken the decision of WBC to appeal.
149. **District Councillor's Report.**  
 There was no District Councillor's report.
150. **Finances.**
- 150.1 Bank Reconciliation dated 1<sup>st</sup> December 2025.  
 The Clerk circulated a bank reconciliation dated the 1<sup>st</sup> December 2025 prior to the meeting. This reconciled to the balance on the Community Account on the 3<sup>rd</sup> November 2025 which showed a balance of £22,594.42. Once all cheques and credits have cleared, the balance in the Community Account will be £16,616.55.  
 The statement for the Community Instant Access account dated 27<sup>th</sup> October 2025 showed a balance of £41,913.46.  
 Cllr. Allnutt verified the bank reconciliation against the bank statements.
- 150.2 List of payments since the last BPC meeting.  
 The following payments have been made since the last meeting:
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|--|-----------|
| Salaries & PAYE  | £601.98   |
| PKF Littlejohn LLP (external audit)                        | £252.00   |
| Bibby Commercial Finance Limited (November bins)           | £106.08   |
| Autela Payroll services (Four months)                      | £102.00   |
| Sunbelt Rentals Ltd (Road closure for Remembrance Service) | £1,314.00 |
| Bank charges   | £7.75     |
- 150.3 Clerk's Salary.  
 Payment of the Clerk's salary for December 2025 was approved.
- 150.4 Grants.  
 The Clerk and Cllr. Dearing have been working on a grant application form to ensure groups are treated fairly and to ensure BPC has the correct information to make payments, should they be awarded. The form and associated guidance/policy will be circulated for approval at the January BPC meeting.
- 150.5 Budget for 2026/2027.  
 The Clerk circulated a draft budget prior to the meeting. The proposed operational expenditure, excluding any grants/donations was £29,283.33, which includes £6,000 for a Vehicle Activated Sign (VAS).  
 Questions were asked about whether funds should be allocated to Bradfield Village Hall for the final parts of the refurbishment work, however the financial situation wasn't clear. It was agreed to seek clarification prior to the January BPC meeting.
151. **Highways.**
- 151.1 Southend Road.

HP  
KD

	No root cutting of the drains took place before the end of November.	
151.2	<u>Hungerford Lane.</u> A drainage pipe, approximately 4” in diameter, across the entrance of the field behind Acres Farm. The pipe has been concreted into position parallel with the road, possibly with concrete on the road surface. Cllr. House will report this to WBC.	AH
152.	<b><u>Clerk’s Report.</u></b>	
152.1	<u>Dates of Meetings in 2026.</u> It was agreed that meetings in 2026 would take place on the following dates: Monday 5 <sup>th</sup> January 2026 Monday 2 <sup>nd</sup> February 2026 Monday 2 <sup>nd</sup> March 2026 Tuesday 7 <sup>th</sup> April 2026 Tuesday 5 <sup>th</sup> May 2026 (Annual meeting of Council) Monday 1 <sup>st</sup> June 2026 Monday 6 <sup>th</sup> July 2026 Monday 3 <sup>rd</sup> August 2026 Monday 7 <sup>th</sup> September 2026 Monday 5 <sup>th</sup> October 2026 Monday 2 <sup>nd</sup> November 2026 Monday 7 <sup>th</sup> December 2026 If Bradfield Village Hall is not available for any meetings (particularly to two Tuesdays), BPC agreed to meet in St. Peter’s Church.	
152.2	<u>Review of Remembrance Service.</u> It was noted that year on year, more people attend the service. Thanks were extended to the groups who attended the service; Bradfield College, Bradfield Brownies, Bucklebury Guides and to the WI for the refreshments.	HP
153.	<b><u>Environment.</u></b>	
153.1	<u>Defibrillator for Bradfield telephone box.</u> The defibrillator and cabinet have arrived and been checked. The kit is now being installed.	
153.2	<u>Bus Service Provision in the Parish.</u> On two or three days each week there is the opportunity to travel to Calcot for about 90 minutes before having to return to Bradfield. However, there is also the option to use the Community Connect service, which allows you to book transport at other times, in advance.	
154.	<b><u>Bradfield Village Hall (BVH).</u></b> A summary of the BVH finances for the refurbishment of the hall has been circulated. This showed income from grants of £150,000 and expenditure of £250,000. It was questioned where the additional £100,000 had come from. It was also questioned what the BPC £50,000 (of CIL funding) had been spent on. In some instances, more materials were ordered than needed (on the grounds of cost); what happened to the surplus? It is understood that there is a catalogue of snagging issues to be resolved. It was agreed that one of the trustees should be invited to the next meeting.	
155.	<b><u>Round table comments.</u></b>	
155.1	<u>Grit Bins.</u> The new grit bins have been installed in Mariners Lane by WBC. The WBC map is yet to be updated.	
156.	<b>The meeting concluded at 9pm.</b> <b>Next BPC meeting: Monday 5<sup>th</sup> January 2026 at 7.30pm in Bradfield Village Hall.</b>	