

**Minutes of a Meeting of Bradfield Parish Council held on Monday 2nd February 2026
at 7.30pm in Bradfield Village Hall, Bradfield Southend.**

Present: Cllr. K. Dearing (Chairman)
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.

13. **Public Forum.**

13.1 **Speed and Traffic Management.**

A parishioner asked what the parish council's strategy on traffic and speed management is. The speed camera (VAS) on Southend Road doesn't work. Cock Lane is chaos and often grid locked at school collection and drop off time. The flashing school warning lights on Cock Lane have not been switched on for a considerable time.

It was requested that the PC come up with a traffic management plan.

The flashing lights which are not being turned on/not working need to be reported to WBC.

14. **Apologies.**

There were apologies for absence from Cllr. O'Reilly, Cllr. Wale and District Cllr. Mackinnon.

15. **Declarations of Interest.**

There were no updates to the Register of Interests.

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

There were no declarations of interest in any agenda items.

16. **Approval of Minutes of the BPC meeting on Monday 5th January 2026.**

The minutes of the BPC meeting held on Monday 5th January 2026 were agreed as a true record of the meeting, with some minor amendments to the wording and will be signed by the Chairman.

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

16.1.1 **Community Champion Awards.**

Two applications were submitted for WBC Community Champion Awards: Cllr. Wyatt for the Lifetime Achievement Award and Bradfield Village Hall and associated Committees for the Group Award. Both were highly commended. The awards will be made on Friday 13th February.

17. **Planning Applications**

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

17.1.1 **26/00003/FUL – Cherry Orchard, Tutts Clump.**

Extension of existing barn.

The planning history of the site lists several planning applications for the Cherry Orchard site however it doesn't mention the applications specific to the barn in question. The barn was originally built as replacement stables, but it is uncertain whether livestock still use the barn.

It was agreed that BPC has **no objection** to this application.

- 17.1.2 **26/00093/AGRIC – Copyhold Farm, Southend Road.**
Application to determine if prior approval is required for an agricultural steel portal farm building of approx. 22.86m x 18.28m. Currently clad in grey corrugated roof and open sided.
 It was questioned whether the descriptions given has the potential to result in a change of use to industrial rather than agricultural use. It was unclear what the proposed use for the building would be.
 It was noted that the application doesn't include any strengthening/reinforcing of the sides and that only part of the barn has a concrete base.
 It was agreed that BPC **objects** to this application on the basis of the potential change of use.
- 17.2 Planning Decisions taken by WBC:
- 17.2.1 **25/02620/HOUSE – 53 Southend Road.**
Two storey side and single storey rear extension, refurbishment of existing porch and new dropped kerb.
 BPC had **no objection** to this application which has been **approved** by WBC.
- 17.2.2 **25/02544/PACOU – Glenvale Nurseries, Hungerford Lane.**
Application under General Permitted Development (England) Order 2015 (as amended) – Schedule 2, Part 3, Class R to determine if prior approval is required for a proposed: Change of use of exiting agricultural buildings to B8 storage and distribution.
 BPC commented that loading and unloaded should take place from within the site (and not the road). WBC has **refused** this application.
18. **District Councillor's Report.**
 There was no District Councillor's report.
 It was noted that there is a consultation running on a revised Enforcement Policy.
19. **Finances.**
- 19.1 Bank Reconciliation dated 2nd February 2026.
 The Clerk circulated a bank reconciliation dated the 2nd February 2026 prior to the meeting. The balance in the Community Account on the 2nd January 2026 was £17,598.77. Once all cheques and credits have cleared, the balance in the Community Account will be £18,213.58.
 The statement for the Community Instant Access account dated 24th December 2025 showed a balance of £41,955.50.
 Cllr. Allnutt verified the bank reconciliation against the bank statements.
- 19.2 List of payments and receipts since the last BPC meeting.
 The following payments have been made since the last meeting:
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| Bradfield Village Hall (rent for January meeting) | £54.00 |
| Staff costs (January 2026) | £601.98 |
| Bradfield Village Hall (rent for February meeting) | £54.00 |
| Bibby Commercial Finance Limited (January bins) | £106.08 |
| Bank charges (10/11/25 – 9/12/2025) | £5.75 |
- The WBC Members Bid for the telephone box and defibrillator project of £2,592.12 has been received.
- 19.3 Clerk's Salary.
 Payment of the Clerk's salary for February 2026 was approved.
20. **Highways.**
- 20.1 Southend Road.
 Following three days of work on the Southend Road drains, which involved lots of root cutting, the drains are now working.
 Today, a few potholes have been marked for repair.

20.2	The “Southend Road” sign at the top of Mariners Lane is broken and the signpost at the war memorial has rusted through. Cllr. Dearing will report both to WBC. <u>Dog Mess on Cock Lane.</u>	KD
	There is a lot of dog mess being left on Cock Lane. It was agreed that additional anti dog fouling signs would be put up in Cock Lane.	KD KB
21.	<u>Clerk’s Report.</u>	
21.1	<u>Assertion 10 of the AGAR.</u> The new assertion 10 on the AGAR requires that a parish council must: <ul style="list-style-type: none"> • Have an email account hosted on an authority owned domain. • Have a website which must comply with accessibility guidelines and publish documentation specified under the Freedom of Information Act and Transparency Code. • Follow both the General Data Protection Regulation 2016 and Data Protection Act 2018. • Process personal data with care and in line with principles of data protection • Have an IT policy. 	
	BPC needs to adopt an IT policy to comply with these requirements. The Clerk will circulate a policy to be adopted at the March meeting.	HP
21.2	<u>Location of the April and May BPC meetings.</u> It has been confirmed that BPC may use St. Peter’s Church for the April and May meetings which will both take place on the first Tuesday of the month, rather than the first Monday; both being bank holidays. Bradfield Village Hall has been booked for BPC meetings through until the end of 2026. The Clerk will book the Village Hall for the Annual Parish Assembly on the 20 th April 2026.	HP
21.3	<u>Correspondence.</u>	
21.3.1	<u>Land at Maidenhatch.</u> Unlawful use and occupation of land is taking place at Maidenhatch (in Tidmarsh with Sulham Parish), very close to Bradfield Parish. The Chair of Tidmarsh with Sulham PC has invited a representative of BPC to attend a meeting on the 4 th February for people to meet District Cllr. Jeff Brooks (leader of WBC) and District Cllr. Denise Gaines (portfolio holder for Planning and Housing) with the intention that questions and concerns may be raised and potentially answered. Cllr. Dearing will attend this meeting.	KD
21.3.2	<u>Police and Crime Commissioner (PCC) Grants.</u> A new round of funding from the proceeds of crime being sold, because they can’t be returned to their rightful owners, has just opened for grants of up to £10,000 for projects which support one of the PCC key priorities. The closing date is the 23 rd February. It was agreed that BPC would apply for funding of approximately £6,000 for a VAS.	HP
22.	<u>Environment.</u>	
22.1	<u>Grit Bins.</u> It was agreed that the Clerk would order a pallet of grit to be delivered to Rushall Farm. In September, a grit bin needs to be considered for Dark Lane.	HP
22.2	<u>Defibrillators.</u> The defibrillator in Bradfield Village remains unregistered on the Circuit. The Clerk is trying to resolve this with the people in Bradfield Village, who undertook the project.	HP
23.	<u>Reports.</u>	
23.1	<u>Alms Houses.</u> Cllr. Wyatt reported that the Alms House Association had met and they are looking for funds to make further improvements to the Alms Houses in Mariners Lane.	

23.2 Bradfield Village Hall.

It was reported that the trustees are working through the list of outstanding items which include:

- Getting the work on the roof finished (some funds were retained on the work for this).
- Completing the risk assessments.
- Whilst the acoustic panels have improved things, further improvements are felt to be necessary.
- An accessibility ramp.
- A small amount of resurfacing of the carpark (tarmac) is necessary, although most will wait until the whole carpark can be resurfaced.
- Improved signage.
- New fencing has been installed around the play area.
- Parents are forming a committee to look at improvements to the playpark.
- Looking for contractors to carry out tree inspections.

Questions were asked about when the Village Hall website would be fully updated.

24. Round table comments.

24.1 Motorbikes on the grass at Admore Lane.

Small motorbikes are being used by primary school age children on the grass adjacent to Admore Lane and on Admore Lane itself. Concern was raised about the danger this puts the children and other road users in.

24.2 NewsLink.

The latest edition of NewsLink refers to BPC still meeting on a Tuesday rather than a Monday. The Clerk will request that this be corrected.

24.3 Cars Parking on the grass at the junction of Heath Road and Southend Road.

A series of cars and a van have been reported parking on the grass at the junction. It is believed that the land belongs to WBC.

25. **The meeting concluded at 9.15pm.**

Next BPC meeting: Monday 2nd March 2026 at 7.30pm in Bradfield Village Hall.

HP