

**Minutes of a Meeting of Bradfield Parish Council held on  
Tuesday 5<sup>th</sup> April 2022 at 7.30pm in St. Peter's Church Hall.**

**Present:** Cllr. A. House (Chairman)  
Cllr. R. Balsdon  
Cllr. K. Dearing  
Cllr. P. Henwood  
Cllr. P. Isherwood  
Cllr. T. Wale  
Cllr. R. Wyatt  
Mrs. H. Pratt (Clerk)

**There was one member of the public in attendance.**

165. **Apologies.**

There were apologies of absence from Cllr. M. Ashbrook, Cllr. S. O'Reilly and District Cllr. MacKinnon.

166. **Declarations of Interest.**

There were no declarations of interest in any agenda items.

167. **Public Forum.**

167.1 **Bradfield Village Hall.**

Prior to the meeting the following questions were submitted by a parishioner:

*Has the review of the Village Hall development project Business Plan been completed and if so when will the report be made available? This is answered later in the meeting.*

*The last update on fund raising for the Village Hall development project was made in the December/January edition of Newslink. There has been no update in the last 3 editions. Is there any update over and above the last stated figure of £720,000?*

*I understood that prior to last month's PC meeting Councillor MacKinnon's view was that a round table discussion involving all parties would be unlikely to yield much progress. Is this still the case? If not, what has changed his view? District Cllr. MacKinnon has sent his apologies so this cannot be answered.*

167.2 **Donation for management of St. Andrew's Churchyard and production of Newslink.**

Appreciation was expressed for the donations for the grant towards the costs of maintaining St. Andrew's Churchyard and for the production of Newslink.

168. **Minutes of meeting held on Tuesday 1<sup>st</sup> March 2022.**

It was resolved that the minutes of the meeting of BPC held on Tuesday 1<sup>st</sup> March 2022 were an accurate reflection of the meeting and they were signed by Cllr. House.

169. **Matters arising from the minutes.**

169.1 **Planning Amendments.**

There has been no update on this matter from District Cllr. MacKinnon.

169.2 **Tree obstructing Bishop's Road, Tutts Clump.**

This has now been cleared by residents, rather than WBC, although it was raised with them.

170. **Planning Applications**

170.1 **Planning Applications which WBC has consulted BPC on:**

170.1.1 **22/00409/OUTMAJ – Hewins Wood House.**

*Application of outline planning permission with some matters reserved: Demolition of the existing dwelling, Hewins Wood House and the erection of 5 new detached dwellings. Matters to be considered – Access, Appearance, Landscaping, Layout and Scale.*

Permission has already been granted to convert the barns to the north of the Hewins Wood House site to housing. It was questioned whether this application is demolition of 1, 2 or 3 houses (Hewins Wood House is split into 3 separate living units), which potentially makes it replacement of up to 3 dwellings with as few as 2 new dwellings in the countryside which is part of the AONB. The existing access to the site is not wide enough for two vehicles to pass. The layout of the houses appeared to be cramped as is the actual accommodation provided in each house, with the size being only 4m<sup>2</sup> larger than the NPPF minimum in one instance. Some levelling and tree clearance of the site will be needed, which will be visible from Ashampstead Road when there are no leaves on the trees. The plans only show 2 parking spaces for each house (in zone 3 there should be 3 spaces excluding any garages). No mention is made of EV charging points. The Design and Access statement conflicts with the CIL statement about the existing size of the dwelling and the proposed sizes. There is no mention of any social housing; WBC policy states that there should be 20% social housing on developments of between 5 and 9 dwellings. No details are given of any external lighting. A package treatment plant is referred to, but there are no details on the plans. There are no eco credentials on the application. It was agreed that BPC **objects** to this application.

170.1.2 **22/00697/FULD – Reservoir, Tutts Clump.**

*Demolition of former water pumping station reservoir, associated plant and buildings, replacement with detached 5-bed dwelling with integral garage.*

Whilst this is not a replacement dwelling and is a new house in the countryside, it is on a brownfield site and at the end of ribbon development. It was noted that there is history of flooding on this part of Bishop's Road (*this flooding has been raised with WBC as reference 206844*).

It was agreed that BPC has **no objection** to this application, subject to the skylights being conservation rooflights and there being a lighting plan.

170.1.3 **22/00669/HOUSE – Fishers Copse House.**

*Erection of a garden room and garage following demolition of stables.*

It was agreed that BPC has **no objection** to this application, subject to the outbuildings remaining ancillary to Fishers Copse House and not being let or otherwise used independently of the main house.

170.1.4 **22/00597/COND1 – Shannonwood, Tutts Clump.**

*Approval of details reserved by Condition No 5(Landscaping) of Approved Application 21/01471/HOUSE: Two storey side and rear extension, single storey side extension and detached outbuilding.*

This application is for information only.

170.2 Planning decisions made by WBC:

170.2.1 **22/00398/COND1 – Church of St. Andrew, Church Road.**

*Application for Approval of Details Reserved by Condition 4 (CMS) and 7 (PROW) of planning permission 21/02768/FUL – Conversion of Church from D1 to C2 Use Class (as part of Bradfield College Campus) and associated external alterations, demolition of existing Gray School plant room; erection of link building to Gray School and new plant room; installation of subterranean fuel tank; surface water and foul drainage; removal of tree works to retained trees; removal of hedgerow and associated hard and soft landscaping works. Section 73 application to vary condition 2 (approved plans) to approved application 20/01307/FUL.*

WBC has **approved** this application.

170.2.2 **22/00125/FULD – Orchard Lodge, Tutts Clump.**

*Demolition of existing house and rear outbuilding, erection of replacement dwelling, conversion of side outbuilding to cycle store.*

- BPC **objected** to this application which has been **withdrawn**.
- 170.2.3 **22/0005/HOUSE – The Paddock, Tutts Clump.**  
*Renewal of planning permission 18/03299/HOUSE for a single storey rear extension.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 170.2.4 **21/03254/CERTE – Brewery Fields Farm.**  
*Equestrian use on land and buildings at Brewery Fields Farm edged red on plan BF1.*  
 BPC commented on the use of the land and WBC has determined the application to be **lawful**.
- 170.3 Enforcement Issues.  
 There have been significant changes in the personnel in the WBC enforcement team and a catching up process is in place. Letters are being sent out with different officers to those who have considered cases referred to in the letters. Essentially the whole situation is not productive.
- 170.3.1 **Applecroft.**  
 BPC has been advised that the case has been closed because the doors have been removed, although they still appear to be in place. The decision has therefore been challenged.
- 170.3.2 **Cray Cottage.**  
 BPC has been advised that the case has been closed because there is no issue with the extended garage being used as a summer house. BPC is concerned that the building is not built according to the approved plans in terms of the position of walls and openings, particularly given that it is sited in the Conservation Area. The closure of the case has been challenged.
- 170.3.3 **Land behind The Beacon.**  
 Lorry loads of spoil continue to be taken into land behind The Beacon.
- 170.3.4 **46 Southend Road.**  
 BPC has been advised that this case has been closed. This closure is being challenged.
- 170.3.5 **Travellers Rest Farm.**  
 Following refusal of planning permission for a dog walking field next to the Travellers Rest Farm, monitoring of the use of the field will continue.
- 170.3.6 **21/02561/FULD – Speedwell, Scratchface Lane.**  
 Rumours have been circulating that this application has been approved without the balcony on the garage. The WBC planning officer has confirmed that this is not the case.
171. **District Councillors Report.**  
 There was no report from District Cllr. MacKinnon.
172. **Clerk’s Report.**
- 172.1 Privacy Policy for members of the public, and for councillors and staff.  
 The Privacy Policies were agreed. The Clerk will also register BPC with the Information Commissioners Office (ICO) as is required by law.
- 172.2 Community Day event on the Village Field – Monday 2<sup>nd</sup> May.  
 Cllr. Ashbrooke has offered to help with a PC stand at the Community Day event on the 2<sup>nd</sup> May.  
 There was a discussion about toilet facilities for the Community Day and for the Jubilee picnic. It was agreed that BPC would cover the cost of two single toilets and one disabled toilet for both events. A quote of £260 for the toilets and £160 for drop off/collection for each event has been obtained. It was suggested that “Contractors Plant Hire” are contacted as they are normally very reasonably priced.
- 172.3 Annual Parish Assembly – Friday 22<sup>nd</sup> April 2022.  
 It was agreed to invite written reports from active groups who have received funds from BPC to be read out at the assembly. In addition, a limited number of groups will be given the opportunity to give a verbal report, lasting a maximum of three minutes.

173. **Highways.**

173.1 **Buscot Hill and Bishop's Road.**

The Clerk will raise drainage in these areas again with WBC.

173.2 **Speeding.**

There are speeding issues in South End Road and on Ashampstead Road. The Clerk and Cllr. House will work to organise the use of SID in the parish again.

173.3 **Sunk manhole.**

It was reported that a BT manhole has sunk on Buscot Hill between the turn to the golf course the turning to the groundsman's area.

173.4 **Road surface.**

The surface of the edge of the road, where footpath BRAD 31/1 leaves Mariners Lane needs to be repaired.

173.5 **"Give Way" signs on the Avenue at the Beenham turn.**

The "Give Way" signs need to be reinstated having been knocked over by someone driving round the triangle. This has been reported to WBC.

174. **Environment.**

174.1 **Platinum Jubilee.**

There is a meeting of the Working Group tomorrow evening.

There is a plan to order some mugs and have them available for sale.

174.2 **Bradfield Village Hall.**

The updated Business Plan which has been reviewed by an independent auditor has been received and circulated amongst councillors. It is also available on the Village Hall website. BPC will discuss the Business Plan at the May meeting, when councillors have had the opportunity to read and consider the content.

174.3 **Defibrillators.**

The Clerk has registered the Tutts Clump defibrillator with The Circuit who provide information to the Ambulance Service. Whilst doing this it appeared that the Village Hall defibrillator is not registered with The Circuit.

The defibrillator at the Cricket Pavilion is due to be installed in mid-April.

Guardians, who check the defibrillators on a weekly basis are required.

The Cricket Club are hoping to organise some training, which may be in conjunction with Bucklebury Parish Council who will also be having some training. The training will be available to members of the public and councillors.

174.4 **Tree Preservation Orders (TPOs) in the Parish.**

A blanket TPO covering all trees in the parish is not possible. It was agreed that the following trees should be treated as priorities for TPOs: the oaks in Heath Road, the horse Chestnut trees in Heath Road, the remaining oaks along South End Road and the monkey puzzle tree adjacent to St. Peter's church.

175. **Food Waste Caddy.**

WBC are introducing a new bin/waste caddy for the weekly collection of food waste.

176. **Correspondence.**

176.1 **Emergency Plan.**

There was no update on the Emergency Plan.

176.2 **Civility and Respect Project.**

NALC are running a project showcasing what civility and respect mean in the local council sector. To do this they are requesting video clips of not more than 10 seconds.

176.3 **Restless Development Charity Event at Bradfield College on the 22<sup>nd</sup> May.**

The Restless Development Charity are running a Triathlon at Bradfield College for 7 to 13 year olds to fundraise for the Charity. They are looking for volunteers to help make the event fun on the day and to make the children feel they are supported by community.

177. **Finance.**

177.1 **Bank Reconciliation to the 31/3/2022.**

The finance report showed a balance of £1,132.09 in the Treasurers account once all cheques and lodgements have cleared. This reconciles to the current account bank statement dated the 3/3/2022 with a balance of £8,767.02. The business account statement showed a balance of £44,119.89 on the 25/3/2022.

177.2 **List of payments since the last meeting.**

The following payments have been made since the last meeting:

|  |           |
|--|-----------|
| Salaries, expenses, and chairman's allowance | £638.39   |
| Bradfield.org. domain name                   | £14.34    |
| Newslink                                     | £350.00   |
| Bradfield Village Hall                       | £3,000.00 |
| St. Peter's Pre-school                       | £400.00   |
| Tutts Clump Burial Ground                    | £275.00   |
| Bradfield PCC                                | £1,300.00 |
| Bradfield WI                                 | £200.00   |
| Bradfield Coffee Club                        | £200.00   |
| Standby Group                                | £500.00   |
| John Symonds Trust                           | £500.00   |
| Payroll services                             | £50.40    |
| West Berkshire District Council (dog bins)   | £43.62    |

Payment of the Clerk's salary for April 2022 was approved.

Since the April, meeting, grant requests have been received from the Lunch Club, the Pang Valley Flood Forum and from Bradfield Primary School (to contribute to a replacement reading scheme). The following donations were agreed: Lunch Club: £400, Pang Valley Flood Forum: £150, Bradfield Primary School: £1,500.

177.3 **To Claim Exemption from External Audit.**

During FY21/22, BPC had gross income of £21,524 and gross expenditure of 23,140 and therefore meets the requirements to claim exemption from external audit. It was resolved that BPC certifies itself as exempt from a limited assurance review under Section 9 of the Local Audit Regulations 2015.

178. **Location for the May BPC meeting.**

It was agreed that future meetings of BPC will be held in St. Peter's Church.

179. **Round table comments.**

179.1 **Capital Expenditure in FY22/23.**

There was a discussion about possible capital expenditure in the future. Ideas included a speed camera, more rubbish bins, the dog waste bin by Boot Farm, and an adult gym.

179.2 **Speed Camera.**

Questions were asked about what can be done to get a speed camera out in the parish. The Clerk will investigate what needs to be done on the WBC portal to borrow SID again.

179.3 **Spring into Blossom.**

All four of the Spring into Blossom cherry trees are very much alive.

180. **The meeting concluded at 9.55 pm.**

**Annual Parish Meeting: Friday 22<sup>nd</sup> April 2022 at 7.30pm in Bradfield Village Hall.**

**Next meeting: Tuesday 3<sup>rd</sup> May 2022 at 7.30pm in St. Peter's Church.**