

**Minutes of a Virtual Meeting of Bradfield Parish Council held on
Tuesday 7th July 2020 at 7.30pm.**

Present: Cllr. A. House (Chairman)
Cllr. S. O'Reilly
Cllr. M. Ashbrook
Cllr. R. Balsdon
Cllr. P. Isherwood
Cllr. P. Henwood
Cllr. K. Dearing
District Cllr. R. MacKinnon
Mrs. H. Pratt (Clerk)
Christine Evans
Sam Grey

34. Apologies.

Apologies of absence were received and accepted from Cllr. B. Wyatt and Cllr. T. Wale.

35. Declarations of Interest.

There were no declarations of interest.

36. Public Forum.

36.1 Bradfield Village Hall.

Christine Evans, Chair of the Trustees of the Village Hall, gave an update on the current position:

During the Covid-19 pandemic, all users of the hall have cancelled their bookings, this has allowed the hall to be used to store extra stock for the shop, enabling the shop to cope with the extra demand during lockdown and with food deliveries. The Management Committee have been pleased to allow this use free of charge, highlighting the value of such a community building. Financially, the Hall has not suffered too much during the pandemic due to relief on business rates for three months and the small business grant of £10,000 from WBC. Emma (the cleaner?) has been paid and has been able to tackle some of the outstanding jobs and keep the hall safe for shop staff.

The Trustees have been working with Connecting Communities in Berkshire (CCB) to gain accreditation in the Village Hall Accreditation Hallmark Programme. This programme recognises good standards in the management of village halls. To date the Trustees have been credited with Level 1 and are actively working towards the next 2 levels.

During lockdown, Gigaclear has installed a free high-speed internet connection (which can be extended to the new hall) for hall users.

The playground has been closed mainly due to the pandemic. However, the RoSPA inspection highlighted some areas which needed to be addressed, including issues with the round-a-bout which require its removal and some work on the large climbing frame including painting.

The development project includes a new village hall, new relocated playground and a proper lit MUGA (Multi Use Games Area). Planning permission was granted last October. Since then, the Business Plan has been completely rewritten

and investigation has taken place to explore ways in which the cost of the whole project can be reduced as much as possible.

The absolute total cost of the whole project is £2,271,000. Significant savings on this figure have been identified using different building methods, processes and materials which will give the same results. The figure includes fixtures and fittings many of which are already available. Some items include VAT which can be claimed back through a VAT Notice 708 certificate.

The state of the current hall falls below modern-day expectations and with the exception of regular bookings is only generally used for children's parties. Including money which the Management Committee already has ear marked for the project, a promised anonymous gift and favourable grants, a total of approximately £526,300 has been raised without any serious fund raising. A leaflet, detailing the project and its benefit to the community will shortly be distributed. The Management Committee is confident that this project is achievable.

A number of questions were asked to clarify the current position and certain aspects of the project. This revealed that the total estimate for the project at the time of the planning application was £1,430,000.

Cllr. House thanked Christine Evans for attending and sharing the information with BPC.

37. Minutes of the meeting held on Tuesday 2nd June 2020.

It was resolved that the minutes of the meeting held on Tuesday 2nd June 2020 were a true record of the meeting and they will be signed by Cllr. House.

38. Matters arising from the minutes not covered elsewhere.

38.1. Hedges – all hedges reported at the last meeting have been cut.

38.2. Potholes and Pavements – Cllr. Ashbrook reported that he had not received any information about potholes from parishioners, however the tarmac path across the field from Cock Lane to the youth shelter is cracking. It was noted that it had been cracked for a while and it was agreed that Graham Futcher who laid the path would be consulted.

38.3. Attendance at Virtual Meetings – Cllr. Ashbrook raised concern that Cllr. Wyatt and Cllr. Wale were unable to attend virtual meetings. It was reported that it was hoped that the next meeting on the 4th August would be in the Village Hall.

39. Planning Applications.

39.1 Planning applications which WBC has consulted BPC on:

39.1.1 20/01307/FUL & 20/01308/LBC2 – Church of St. Andrew, Graveyard, Gray School and Land Adjoining Church Road.

Works associated with the conversion of the Church comprising internal and external alterations and building fabric repairs; removal, relocation and adaptation of internal fixtures; partial demolition of south transept south façade and existing Gray School plant room; erection of link building to Gray School and new plant room; complete reroofing, works to basement, installation of staircase within south transept, raised floor, mezzanines, spiral staircase, internal access ramp, tiered seating, glazed screens within arches, wall panelling, bookcases, ventilation, heating and lighting, WCs, reception and refreshment counters and acoustic rafts; repairs to boundary walls and railings, replacement of southern boundary wall, new fencing and associated hard and soft landscaping works.

It was agreed that BPC **supports** this application and would prefer to see the building have a use rather than be unused.

- 39.1.2** 20/01358/FUL – Pump House, Tutts Clump.
Removal of banded earth from the elevations of the existing disused reservoir structure for the purpose of ascertaining building dimensions. Construction of a temporary access surface to facilitate works.
 WBC has already deemed that there is insufficient detail in this application for it to be determined.
- 39.1.3** 20/01400/HOUSE – Pyefleet, Cock Lane.
Two storey rear extension, porch and render to elevations.
 It was noted that a tree on this site was removed prior to the application being submitted. The master bedroom overlooking the rear garden has opening doors, but no balcony is shown on the plans; it was agreed that any balcony should be restricted to a Juliette balcony. Concern was raised about whether the site has sufficient parking provision given the proposed number of bedrooms.
 It was agreed that BPC has **no objection** to this application but that the comments raised be mentioned.
- 39.1.4** 20/01416/FUL – Bradfield College.
Removal of two oil tanks and replacement with 5,000L steel oil tank and new underground oil pipes to serve Hillside Boarding House and Housemaster’s House.
 Whilst BPC agreed to have **no objection** to this application concern was raised about the proximity of the underground pipes to the tree roots.
- 39.1.5** 20/01067/FULD – Linnets, Admoor Lane.
Section 73 application to vary condition 3 (approved plans) and 14 (bat boxes) of planning permission 19/01399/FULD (Replacement dwelling house with detached garage).
 Subsequent to the last meeting, it was agreed that with a full understanding of this application, BPC has **no objection** to this application.
- 39.2 Planning Decisions taken by WBC:**
- 39.2.1** 20/01004/FUL - Land adjacent to Crundells Loyd House, Bradfield College.
Installation of LPG fuel tank and associated enclosures.
 BPC had **no objection** to this application which has been **approved** by WBC.
- 39.2.2** 20/00688/FUL - Montessori Nursery School
Section 73: Variation of Condition 2 – Opening Hours, of planning permission reference 142155.
 BPC **supported** this application which has been **approved** by WBC.
 It is understood that the Montessori Nursery School will be permanently closed from the end of the Summer term 2020.
- 39.2.3** 20/00924/HOUSE – Oak House, Tutts Clump.
Proposed garage loft conversion, infill side extension rear extension, new Velux window.
 BPC **objected** to this application which has been **approved** by WBC.
- 39.2.4** 20/00739/CERTE – Brook House, Maidenhatch.
Single storey side extension and two no: outbuildings were erected more than 4 years ago.
 BPC had **no objection** to this application which WBC has determined to be **lawful**.
- 39.3.5** 20/00883/LBC2 - Bradfield College.
Installation of secondary glazing and acoustic boarding.
 BPC had **no objection** to this application which has been **approved** by WBC.
- 39.3.6** 20/00852/HOUSE The Old Travellers Rest, Hungerford Lane.

Demolition of three unsafe timber outbuildings, construction of a replacement timber car port/garage, two single storey extensions to the rear of the building, single storey extension to the side of the building and alterations including modifications and replacement of windows.

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

40. Highway matters.

40.1 Deployment of SID in the Parish.

SID has been deployed in Southend Road, Cock Lane and Ashampstead Road. The data gathered has been sent to Graham Markham at WBC for analysis. If more than 25% of vehicles are travelling in excess of the speed limit, the next level up of the Community Speedwatch Programme will be activated. It was observed that whilst the timing for deployment in Cock Lane was not optimum, when drivers spotted SID, they slowed to between 18 and 22mph.

40.2 Flooding of Southend Road between Cripps Farm and Hungerford Lane.

It is understood that work is scheduled to take place over the next 28 days (from the 2nd July) to resolve the flooding of the road after and during heavy rain.

41. Environment.

41.1 Defibrillator.

There was no update on the situation with purchasing a defibrillator.

42. West Berkshire Councillor Report.

Every local authority must have its own Local Outbreak Control Plan (LOCP). There is to be an extra ordinary District Parish Conference on 13th July at 5.30pm when WBC will present their LOCP.

WBC is currently paying its care homes as if they were at full occupancy rate, although in reality there are a number of empty beds.

WBC has lost £4,000,000 in parking revenue since the beginning of the Covid-19 pandemic. Planning applications have been down 25%.

The WBC Community Support Hub is being gradually wound down; it is no longer staffed at weekends.

To encourage cafes and bars to open and offer safe social distancing, annual "Table and Chair" licenses are available for the cut price of £100.

In the WBC area, it was confirmed that there are currently 329 confirmed cases of Covid-19 and there have been 125 Covid-19 related deaths since the beginning of the pandemic. A second spike in numbers is being anticipated.

43. Correspondence received since the last meeting:

43.1 Lockdown Wood Project.

WBC is supporting a project being run by Newbury Friends of the Earth involving the planting of trees. The project is asking for any saplings found growing in gardens to be planted up in pots and nurtured on before being donated to the project. The saplings will then be planted up in new woods.

It was agreed that information would be passed to Newslink and it would be up to individual parishioners to get involved.

43.2 Tree Preservation Orders – The Mill House.

Notification has been received from WBC that Tree Preservation Orders (TPOs) have been placed on the oak and acer trees at The Mill House. It is unclear whether this is the result of the comments made by BPC on the application to prune and fell the concerned trees after the last meeting.

44. Reports from meetings attended on behalf of the Council.

44.1 Pang Valley Flood Forum.

Cllr. Isherwood reported that he had attended a meeting of the PVFF but there were few items relating to Bradfield.

44.2 Village Hall.

Cllr. Henwood reported that he had attended a Village Hall meeting.

45. Finances.

45.1 Bank Reconciliation to the 7/7/2020.

A finance report showed a balance of £10,767.98 in the current account once all cheques and lodgements have cleared.

The finance report showed a reconciliation to the current account bank statement dated the 3/6/2020 with a balance of £13,804.46. The business account had a balance of £43,109.60 on the 26/6/2020.

It was agreed that £8,000 should be transferred from the current account to the deposit account.

45.2 List of Transactions since the last meeting.

The following payments have been made:

Hampshire Association of Local Councils	£388.89	BALC membership
Triangle Management	£36.00	Bin emptying.
Andrew House	£255.03	Expenses
Autela Payroll Services	£60.24	Payroll.
Helen Pratt	£347.68	July salary.

45.3 Audit.

45.3.1 Internal Audit report.

The Clerk reported that Caroline Hyde had completed the internal audit and raised the following points:

- Wording on the website about the auditor needs to be change.
- VAT was calculated on expenses at 17.5% and some of the receipts are missing.
- There are some minor errors on the payroll amounts: 4 of the payroll amounts (£271.93) did not match the payslips (£271.73).
- Expenses were overpaid on the 10/8/2019. They should have been £52.30, but £59.95 was paid.

45.3.2 Annual Governance Statement.

The Annual Governance Statement was circulated to all members to be read prior to the meeting. BPC unanimously resolved to approve the Governance Statement.

45.3.3 Annual Statement of Accounts.

The Annual Statement of Accounts for the year ending 31st March 2020 had been circulated to members prior to the meeting and was unanimously approved.

46. Round Table Comments.

46.1 Incident on Back Lane.

It was reported that on Sunday (5th July 2020) afternoon, a runner parked his mini at the junction of the track to Gatehouse wood and Back Lane and ran towards Bradfield. Whilst running, a silver 4x4 Mercedes attempted to run him off the road. The runner than ran back towards Stanford Dingley and the same vehicle again attempted to run him off the road, making him jump into the hedge. On returning to his vehicle he found the windows smashed and damage to the body work.

It was noted that any incidents of antisocial behaviour should be reported to the Police, either on 101 or via the website.

- 46.2 Bonfires.**
Complaints have been received about people having bonfires. One was lit at 4am by a resident.
- 46.3 Dog Bins.**
There is an issue with some residents not picking up after their dogs.
- 46.4 Police Cars.**
It was noted that there appears to have been a lot of Police activity travelling through the parish in the past 48 hours.
- 46.5 Anti-Social Behaviour.**
Youths are reported to have lit a fire in the wooded area behind the school (which was put out by local residents). Aerosols have been found in the same area. There have also been reports of 3 young people throwing stones. Any incidents of this nature (however trivial) should be reported to the Police.
- 46.6 Footpaths.**
The wooden barrier on footpath BRAD14/1 between Cherry Orchard and Munroe Hill is broken. The footpath behind The Laffords (BRAD 6/1) is overgrown again.
The hedges on BRAD 22A are overgrown and need cutting back.
- 46.7 Local Social Media Presence.**
It was suggested that BPC might consider a presence on local social media.
- 46.8 Youth Shelter.**
It was agreed earlier in the year that the rent (£50) on the youth shelter site would not be paid this year as the shelter was to be removed. Given that the shelter has not yet been removed, it was agreed that this decision should be revisited.
- 47.** The meeting concluded at 9.10pm.
Date of Next meeting: Tuesday 4th August 2020 at 7.30pm.