

**Minutes of a Meeting of Bradfield Parish Council held on
Tuesday 7th February 2023 at 7.30pm in the Committee Room, Bradfield Village Hall,
Bradfield Southend.**

Present: Cllr. A. House (Chairman)
Cllr. R. Balsdon
Cllr. K. Dearing
Cllr. P. Henwood
Cllr. P. Isherwood
Cllr. S. O'Reilly
Cllr. T. Wale
Cllr. R. Wyatt
District Cllr. MacKinnon
Mrs. H. Pratt (Clerk)

There was two members of the public in attendance.

17. **Apologies.**
Apologies of absence were received from Cllr. M. Ashbrook.
18. **Declarations of Interest.**
Cllr. House declared an interest in application 23/00158/HOUSE for 3 Southend Cottages as it is opposite his home.
19. **Public Forum.**
- 19.1 **23/00158/HOUSE - 3 Southend Cottages.**
The applicant of planning application 23/00158/HOUSE commented that this amendment is a single storey extension to the side and rear rather than two storey, on the basis of cost. Given that the footprint of the extension is the same, in both applications, work has begun. The builders were thanked for parking away from the bend on Southend Road but were asked not to obstruct the pavement.
- 19.2 **Telecommunications Mast.**
Following refusal of the telecommunications mast at the junction of Southend Road and Heath Road, Bradfield PCC suggested that the telecommunications company could consider installing the mast in the field behind St. Peter's church. District Cllr. MacKinnon agreed to put the PCC in touch with the provider.
- 19.3 **Parish Council Election in May 2023.**
Some existing parish councillors will not be standing for re-election in May 2023. Parishioners were encouraged to consider standing.
- 19.4 **Bradfield May Fayre Volunteers.**
The Bradfield May Fayre Committee is looking for forty volunteers who are willing to do a two-hour session on Monday 1st May at the Fayre.
- 19.5 **Bradfield Village Hall.**
A parishioner has asked about the possibility of nominating the Village Hall as a Community Asset (or Asset of Community Value), particularly given the dwindling funds resulting from a reduction in bookings and increased electricity prices. This was on the BPC agenda from July 2022 through until October 2022. BPC were asked to reinvigorate their investigations.
20. **Approval of Minutes.**
- 20.1 **BPC meeting held on Tuesday 3rd January 2023.**
The minutes of the BPC meeting on Tuesday 3rd January 2023 were approved as an accurate reflection of the meeting and were signed by Cllr. House.
21. **Matters arising from the minutes.**

- 21.1 Bradfield Alms Houses.
There has been no update on the constitution of the Charity.
- 21.2 Picnic Benches.
Delivery of the picnic benches to the play area and the Village Field is still pending.
- 21.3 Sovereign Housing Footway.
The footway from Southend Road to New Way is overgrown with brambles and weeds in addition to the surface needing attention. At least one person has suffered injury resulting from the surface. Much of the vegetation has died back, but action is still needed.
- 21.4 Footway from Hungerford Lane to The Avenue.
Works around the outfall of the ditch at The Avenue end of the footway still need to be fenced. The Clerk will raise this with Jon Winstanley at WBC.
- 21.5 Footway from Wellington Gardens to Hungerford Lane.
This has been raised with WBC. The footway has been pre-patched before being resurface in the footway resurfacing programme.
- 21.6 Invoices.
The invoice for the Remembrance Sunday road closure is still outstanding.
22. Planning Applications
- 22.1 Planning Applications on which BPC has been consulted by WBC:
- 22.1.1 **23/00106/HOUSE – 1 Herons Farm Cottages, Buckhold.**
Proposed part two-storey, part single-storey side extension, new front porch and associated alterations.
BPC agreed to **no objection** to this application but requested that a bat survey be carried out. A question was raised about the overall increase in size and the subservience.
- 22.1.2 **23/00158/HOUSE – 3 Southend Cottages, Southend Road.**
S73: Variation of Conditions (1) Commencement of Development, (2) Approved Plans and (3) Materials of approved application 21/02208/HOUSE: Proposed single and two storey rear extension.
It was unanimously agreed that BPC has **no objection** to this application.
- 22.2 Planning Decisions taken to appeal.
- 22.2.1 **22/01383/HOUSE & 22/01384/LBC2 – Frogmore Farm.**
Alterations to the elevation of the North facing roof section including the removal of 4 velux windows and replacement with 4 dormers. Repositioning of a chimney in the modern elevation to the West, and internal alterations within the modern extension.
BPC had **no objection** to these applications which WBC **refused**. The applicant has taken this decision to appeal starting on the 12th January 2023.
- 22.3 Planning decisions taken by WBC:
- 22.3.1 **22/02384/FUL – Fishers Copse House.**
Erection of a garden room following demolition of stables and erection of garage as an alternative to extant garage approved under 82/17076/ADD.
BPC had **no objection** to this application which has been **approved** by WBC.
- 22.3.2 **22/02616/FUL – Stanley House, Bradfield College.**
Section 73: Variation of Conditions 2 (Approved Plans), 7 (Tree Protection Fencing), 8 (CMS), 9 (Biodiversity) and 10 (Drainage) of previously approved application 22/00921/FUL: Extensions to boarding house, new disabled access platform lift and associated works including drainage works, tree removal, hard and soft landscaping.
BPC had **no objection** to this application which has been **approved** by WBC.
- 22.3.3 **22/02813/HOUSE – Pippins, Tutts Clump.**
Addition of side and rear single storey extensions and rear dormer window to roof. Raising of roof over North facing front projection and conversion of attic space into bedrooms.

- BPC had **no objection** to this application which has been **approved** by WBC.
- 22.3.4 **22/02850/TELE56 – Land at Heath Road.**
Application to determine if prior approval is required for a proposed: Development by or on behalf of an electronic communications code operator for the purpose of the operator's Electronic Communications Network in, on, over or under land controlled by that operator or in accordance with the electronic communications code: The proposal relates to the installation of 20m high slim-line monopole, supporting 6 no. antennas, 1 no. wraparound equipment cabinet at the base of the monopole, 1 no. equipment cabinet, 2 no. electric meter cabinets, 2 no. transmission dishes and ancillary development thereto.
 BPC **objected** to this application which has been **refused** by WBC.
- 22.3.5 **22/02997/HOUSE – The Hollies, Heath Road.**
Single-storey side extension, internal alterations, alterations to fenestration, garden room and associated works (Minor amendments to approved scheme 21/01273/HOUSE).
 BPC had **no objection** to this application which has been **approved** by WBC.
- 22.3.6 **22/03050/HOUSE – Earlham, Southend Road.**
Front two storey porch extension.
 BPC had **no objection** to this application which has been **approved** by WBC.
- 22.3.7 **22/01948/COMIND – Brewery Fields Farm.**
The development of an exercise track for equestrian use in a field already approved for equestrian use.
 BPC had **no objection** to this application which has been **approved** by WBC.
- 22.4 Enforcement Issues.
- 22.4.1 **The Annexe at Hillside, Southend.**
 It is understood that a number of houses with annexes have been visited by officers from WBC.
- 22.4.2 **McVeigh Parker.**
 In December 2022, a series of tall poles/telegraph poles were placed on the fence line of the extended storage area. External flood lighting has been installed on these poles which is against a planning condition on appeal decision application 19/03193/FUL. This will be reported to WBC enforcement.
- 22.4.3 **Merryfields Farm.**
 The large excavations which took place last Autumn have resulted in a menage, which has been seen in use with riders 'under instruction' during usage. Menages are believed to require planning permission.
- 22.4.4 **Speedwell.**
 Development is nearing completion. Several external light fittings have been observed on the dwelling and on the entrance splay, none of which have been covered by a lighting plan. A single storey outbuilding has been erected near the dwelling, which appears to have an air source heat pump installed in close proximity. Permitted development rights were removed when the planning permission was granted. It was questioned whether the Air Source Heat Pump needs planning permission. District Cllr. MacKinnon will contact WBC Enforcement.
23. **District Councillor's Report.**
- 23.1 Elections in May 2023.
 There will be both District and Parish elections in May 2023. When casting their vote, voters will need to have photographic ID, if people do not have any photographic ID, it can be obtained free of charge from WBC, or a postal vote can be organised.
- 23.2 Local Plan.
 The Regulation 19 consultation on the Local Plan is taking place until Friday 3rd March. An Extraordinary meeting of WBC has been called to vote on the Local Plan.
- 23.3 WBC Budget.

There will be a 4.99% increase in council tax in the next financial year.

23.4 Potholes.

WBC is quite good at fixing potholes, but they need to be reported to WBC.

23.5 Newbury Lido.

The outdoor swimming pool at Northcroft, the Lido, will open in July with water slides.

23.6 Pouncett Gardens affordable housing.

Concern was raised about the way in which the “affordable” properties in Pouncett Gardens are being let and the criteria which need to be met by tenants, which mean the properties are not really affordable. It was also questioned why BPC has not been consulted on prospective tenants to confirm their local connections.

24. Highways.

24.1 Drainage on Buscot Hill.

Buscot Hill floods in the dip next to the unused gateway. A gully needs to be cleared into the gateway and down to the stream (when the gateway was in use there were not any problems). This has been reported to WBC.

24.2 Open ditch and gully work.

There is a ditch from Rotten Row Hill eastwards along Bishop’s Road on the north side, however the water doesn’t get to Stanford Lodge because the ditch is blocked.

On the south side of Cock Lane there is a drainage ditch from Boot Farm to the stream adjacent to Crack Willow however, it needs digging out and the pipe under the field entrance needs clearing. In cold weather the water on Cock Lane becomes sheet ice.

Issues remain at the junction of Bishops Road and Cock Lane despite work having been carried out.

It was agreed that the Clerk would send details of these problems to District Cllr.

MacKinnon to submit to the relevant officer at WBC.

24.3 Green Lane Byway BRAD 15.

The surface of the byway at both ends is good, but it deteriorates in the lower middle section.

24.4 Damage to verge in New Way.

Damage to the verge opposite 1b New Way by vehicles will be reported to Sovereign Housing Association.

24.5 Union Road Drainage.

Works were undertaken during January when surface drains were installed from Bournefield Farm down the hill and around the double bends.

24.6 Mariner’s Lane.

Concern was raised about the water flowing across Mariner’s Lane, just to the west of the junction of footpaths BRAD 6/2, BRAD 8/1 and BRAD 47/2, which freezes in cold weather.

It was suggested that a grit bin on the north side of the road would be helpful. The Clerk advised that a license, from WBC, is required for each grit bin.

24.7 Wheelie Bin Stickers.

It was agreed that the Clerk should order a mixed pack of the stickers.

25. Clerk’s Report.

25.1 Annual Parish Assembly.

The Clerk will organise a date for the Annual Parish Assembly and circulate it to Councillors. There were various suggestions of possible speakers for the evening including the new head mistress of Bradfield Primary School.

26. Environment.

26.1 King Charles III Medals.

It was resolved to purchase 300 medals for the Coronation, this being the same number as for the Platinum Jubilee. Medals will be distributed through the preschool, the primary school and to each councillor. The remainder of the medals will be offered for sale at the Bradfield

May Fayre for £5.00 each. It was agreed that Councillors could purchase a maximum of two additional medals prior to the May Fayre.

26.2 Positioning of the Queen Elizabeth II Platinum Jubilee Shield.

The position for the Jubilee Shield (the Queen Elizabeth II and the Coronation of King Charles III shields) on the Village Stores would be installed on the wall facing the carpark because the log cupboard has been put against the wall facing the road.

26.3 Plaques to mark the reign of Queen Elizabeth II and the Coronation of King Charles III.

It was agreed that plaques to mark the reign of Queen Elizabeth II and the coronation of King Charles III would be ordered to match the Platinum Jubilee Shield at a cost of £325 each. The scalloped design for the Queen Elizabeth II shield was chosen.

26.4 Dog Bin Emptying at Rushall Farm.

It was questioned whether both dog bins at Rushall Farm needed emptying on a weekly basis. Cllr. House reported that he had spoken to John Bishop and discovered that he has always emptied both bins and that WBC had, to his knowledge, never emptied them. It was agreed that the Clerk would ask WBC to remove both the Rushall Farm dog bins from their inventory of bins to be emptied.

27. Reports.

27.1 Bradfield Village Hall Committee Meeting.

The Village Hall Committee are organising a Coronation Event to take place on Monday May 8th. There was a discussion about the provision of toilets for this event and the May Fayre (which takes place on the 1st May).

The Village Hall Development Committee are in the process of applying for some large grants and would like BPC to reconsider its position on support of the project. Whilst BPC had said it would consider its position in early 2023, this would not be as helpful given that after the elections in May there will be a new Council which might have a different opinion on the development. Rather than keep changing its position, it would be better for the new Council to take a decision on its position on the project at the May or June BPC meetings. It was noted that one of the Village Hall trustees has recently resigned.

The Village Hall committee has applied to BPC for assistance with the increase in electricity costs from BPC in addition to the funds for maintaining the Village Field and the play area. Increased rent and a heating surcharge are both being considered.

27.2 District Parish Conference.

The Clerk reported that there had been talks on planning, the WBC budget for 2023 and policing in the area at the Parish Conference on Tuesday 31st January 2023.

27.3 Clerk and Chairman tours of the Parish during January.

The Clerk and Chairman have carried out one short and one longer tour of the parish during January. The longer tour included looking at and inspecting various defects around the parish and both tours involved inspecting various developments.

28. Correspondence.

28.1 Emails from the applicant of application 22/02625/FULMAJ for Awberry Farm, Beenham.

Several emails have been received from the applicant of planning application 22/02625/FULMAJ about BPCs comments on his application.

28.2 Defibrillator in Bradfield Village.

Several local residents have contacted the Clerk about the possibility of a defibrillator in an obvious place in Bradfield Village and in particular in or near the old phone box. The Clerk will explore the options.

28.3 Grant Applications.

A number of grant applications have been received. These will be considered at the BPC meeting on 7th March.

29. Finance.

- 29.1 Bank Reconciliation to the 7/2/2023.
The finance report showed a balance of £12,508.55 in the Treasurers account once all cheques and lodgements have cleared. This reconciles to the current account bank statement dated the 3/1/2023 with a balance of £13,244.28. The business account statement showed a balance of £87,189.67 on the 27/1/2023.
- 29.2 List of payments and receipts since the last meeting.
The following payments have been made since the last meeting:
- | | |
|---------------------------------------|---------|
| Engraving of Christmas lights trophy: | £12.50 |
| Salaries and expenses to 7/2/2023: | £454.06 |
| Dog bin emptying: | £126.36 |
| Renewal of bradfieldpc.org domain: | £15.54 |
- Payment of the Clerk's salary for February 2023 was approved.
- 29.3 Clerk's Salary.
The Local Government Association has agreed an increase of £1 per hour to all pay scales for Clerks, backdated to 1st April 2022. It was agreed that the Clerk should receive this increase in salary.
The Clerk will contact Autela Payroll Services and update them with this information.
30. **Round table comments.**
- 30.1 Gigaclear box.
The Gigaclear box at the junction of Heath Road and Southend Road has become very noisy. It was agreed the Clerk would report this to Gigaclear.
- 30.2 Admore Lane.
It is understood that a mutual exchange of an Admore Lane property has been arranged (without consulting BPC), but the person moving in is known to have a local connection.
- 30.3 Thames Valley Police Speed Check.
It was reported that a speed check vehicle has been seen in the layby at Chapel Row on a number of occasions. It was questioned why it is in Chapel Row and never in Bradfield Southend.
- 30.4 Excavation of the path to St. Andrew's Church.
Due to planned works around St. Andrew's Church, archaeologists are excavating the path to St. Andrew's Church. To date, they have discovered the remains of 132 medieval bodies, all of which will be reinterred in the churchyard.
- 30.5 McVeigh Parker Delivery Lorries.
Drivers of incoming deliveries to McVeigh Parker are reversing into Heath Road, to turn round, showing little respect for pedestrians, mounting the kerb, and causing damage to trees.
- 30.6 John Mooney.
The late treasurer of Bradfield Village Hall Committee, John Mooney has recently died. Cllr. Balsdon asked how this, and similar, information could be circulated to parishioners.
- 30.7 Fence outside the Red House.
The oak post and rail fence outside the Red House in Bradfield Village is deteriorating badly and parts have collapsed.
31. **The meeting concluded at 9.35pm.**
Next meetings: Tuesday 7th March 2023 at 7.30pm in the Committee Room, Bradfield Village Hall, Southend Road.