

**Minutes of a Meeting of Bradfield Parish Council held on
Tuesday 5th September 2023 at 7.30pm in the Committee Room,
Bradfield Village Hall, Bradfield Southend.**

Present: Cllr. K. Dearing (Chairman)
Cllr. G. Allnutt
Cllr. R. Balsdon
Cllr. T. Wale
District Cllr. R. MacKinnon
Mrs. H. Pratt (Clerk)
Four members of the public were in attendance.

128. **Apologies.**
Apologies of absence were received from Cllr. G. Allen, Cllr. A. House, Cllr. S. O'Reilly and Cllr. B. Wyatt.
129. **Declarations of Interest.**
There were no updates to the Register of interests.
- 129.1 **Declaration of Interest in Agenda Items.**
There were no declarations of interest in any agenda items.
130. **Public Session.**
- 130.1 **McVeigh Parker Planning Application.**
Concern was raised that BPC had commented on the McVeigh Parker planning application (23/01382/FUL) before the orange notice had been put up notifying members of the public that the application had been submitted. District Cllr. MacKinnon commented that members of the public have 21 days from the date the notice is put up to make representation to WBC. The planning department is currently understaffed and there is a backlog of planning applications awaiting determination.
131. **Approval of Minutes.**
- 131.1 **BPC meeting held on Tuesday 1st August 2023.**
The minutes of the meeting of BPC held on Tuesday 1st August 2023 were approved as an accurate reflection of the meeting and were signed by Cllr. Dearing.
132. **Matters arising from the minutes.**
No matters were raised from the minutes that are not covered elsewhere on the agenda.
133. **Planning Applications**
- 133.1 **Planning Applications on which BPC has been consulted by WBC:**
- 133.1.1 **23/01814/HOUSE – 8 Heath Road.**
Single storey side extension to existing detached garage.
BPC has **no objection** to this application subject to a condition that it is not for overnight accommodation.
- 133.1.2 **23/01819/LBC – Mill Cottage, Church Road.**
Reroofing and associated timber repairs and replacements, insulation of raked ceiling, replacement of rainwater goods, masonry repairs and replacement of four windows.
It was agreed that BPC has **no objection** to this application.
- 133.1.3 **23/01891/HOUSE – 1 Buscot Copse.**
Two storey side extension and raised roof construction with accommodation within the roofspace. New raised roof to existing attached Workshop/Store and conversion to Annexe.

It was resolved that BPC **objects** to this application on the ground of the increase in massing from the original dwelling and that the extensions will no longer be subservient to the original dwelling.

133.1.4 **23/01868/FUL & 23/01869/LBC – Army House Bedsit, Bradfield College.**

Reroofing, replacement of rainwater goods, external repairs, replacement of single glazed rooflight with double glazed conservation rooflight, replacement ventilation, installation of replacement sanitary ware, reconfiguration and refurbishment of boarding rooms and redecoration of boarding house including new M & E infrastructure and replacement suspended ceilings.

Whilst BPC resolved that it had **no objection** to this application, concern was raised about the road closure which will be required for the duration of the works and the impact this would have on traffic.

133.2 Planning Decisions taken by WBC:

133.2.1 **23/01042/HOUSE – 2 Mead Cottages, Tutts Clump.**

Erection of two storey side extension and associated internal layout changes.

BPC **objected** to this application on the grounds of parking. An amendment was submitted, and the application has been **approved** by WBC.

133.2.2 **23/01009/FUL – Bradfield College.**

Replacement of two 400l gas tanks with three 400l gas tanks and associated extension of concrete compound, new bollards and fenced enclosure with gates.

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

133.2.3 **23/01040/FULMAJ – Walnut Tree Cottage, Ashampstead Common (Adjacent Parish).**

Application for a single-storey side garage extension.

BPC **objected** to this application which has been **refused** by WBC.

133.2.4 **23/01640/HOUSE – Evendyne, Southend Road.**

Section 73 application to vary condition 3 (Materials) of approved 21/01213/HOUSE – Proposed extensions to rear and side elevations and new first floor accommodation, plus new porch.

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

133.2.5 **23/01566/COND – Orchard Lodge, Tutts Clump.**

Application for approval of details reserved by Condition 17 (External lighting) of planning permission 22/01874/FULD – Demolition of existing house, rear and side outbuildings, erection of replacement dwelling and cycle store.

BPC made **no comments** on this application which has been **approved** by WBC.

133.3 Applications determined on appeal:

133.3.1 **22/00697/FULD – Reservoir (covered), Tutts Clump.**

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

BPC had **no objection** to this application which was **refused** by WBC and has now been **dismissed** on appeal.

133.4 Enforcement Issues.

133.4.1 **Little Canaan, Tutts Clump.**

It is noted that the land at Little Canaan is up for sale.

133.5 Neighbourhood Development Plan for Bradfield.

A Neighbourhood Development Plan identifies sites where the community want development to go. They are not owned by the Parish Council, but by the community. In planning terms, once approved, they carry the same weight as WBC planning policies. Producing a Neighbourhood Development Plan takes a lot of work and the process, on average, lasts between 18 months and 2 years.

	It was agreed that District Cllr. MacKinnon would arrange for Bryan Lyttle (WBC Planning Policy) to come out to a meeting of Bradfield parishioners to explain the pros and cons of such a plan.	RMK
134.	<u>District Councillor's Report.</u> There have been no meetings of the WBC Exec committee during August. The Newbury Lido, with a 50m pool, slides and splash pad has now been officially opened. WBC is considering moving to a three-weekly grey bin collection however a public consultation is required before this goes ahead. Food waste would continue to be collected on a weekly basis.	
135.	<u>Highways.</u>	
135.1	<u>Wheelie bin sticker distribution.</u> Nearly all the wheelie bin stickers have been distributed.	KD
135.2	<u>Conifers on Hungerford Lane.</u> The conifers on Hungerford Lane have been trimmed, however there is still very limited height in the carriageway. The Clerk will report it to WBC again (E9981).	HP
135.3	<u>Junction of Admoor Lane and Southend Road.</u> This has been reported to WBC.	HP
135.4	<u>State of the Pavement on Southend Road, between Heath Road and the Bradfield Southend Village Stores.</u> The following issues were raised about the land in front of the flats: the hedges and grass are not being cut, the bins are left out on the grass between the pavement and the hedge, and vehicles are constantly parked in the road in front of the properties. Given that these issues are largely Sovereign Housing issues, it was agreed to send the list to District Cllr. MacKinnon who would forward them to the new leader of WBC District Cllr. Dillion.	KD HP RMK
136.	<u>Clerk's Report</u>	
136.1	<u>Filling the Council Vacancy.</u> There are believed to be two parishioners who are interested in standing as parish councillors, one of whom has submitted a letter of interest. It was agreed that BPC would consider applicants at the October meeting with a view to co-opting a candidate.	HP
136.2	<u>Location for future meetings.</u> It was agreed that for the foreseeable future, BPC would continue to meet in the Committee Room at Bradfield Village Hall.	
136.3	<u>Remembrance Service Arrangements (Sunday 12th November).</u> The Clerk has contacted Traffic and Roadsafety at WBC about whether the Bradfield event was included in their consolidated TRO; a reply is still awaited. It was agreed to ask Cllr. House to organise Sunbelt Rentals to manage the road closure. It was questioned whether a company needed to place the signs and man the road closure or whether this could be carried out by volunteers. District Cllr. MacKinnon volunteered to man a closure if this was allowed. Cllr. Dearing will contact the WI about providing refreshments. The Clerk will contact Bradfield College about taking the service and providing an honour guard.	KD HP
136.4	<u>Website.</u> The BPC website is hosted under the bronze package from HugoFox which was free. However, the bronze package will cost £9.99 plus VAT per month from the beginning of October. It was resolved to continue with the bronze package at the cost of £9.99 a month.	HP

- 136.5 Limited Assurance Review (External Audit).
The External Auditors, PKF Littlejohn LLP have now completed their review of BPC. They have noted that on the basis of their review of in Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), the information is in accordance with proper practices and no matters have caused concern, except that the value of fixed assets, revised to correct a historical error was not restated in the 2021/22 figure as specified in the Practitioners' Guide.
137. **Environment.**
- 137.1 Dog Bin Contractors.
Cllr. Wale will check the condition of the dog bin at the top of Rotten Row and determine whether it needs replacing.
- 137.2 To consider replacing the broken litter bin outside 45 Southend Road.
Cllr. Dearing will send a photograph of the broken bin to the Clerk who will report it to WBC.
- 137.3 Issues with Public Rights of Way.
Bridleway BRAD 4/1 and BEEN 8/1 is very overgrown. Clarification is needed about the exact location.
138. **Reports.**
- 138.1 Bradfield Village Hall.
Cllr. O'Reilly attended the Bradfield Village Hall meeting on Monday 4th September, but was not able to make the BPC meeting.
Cllr. Dearing reported that she had met with the chairman of the Village Hall Committee to discuss BPC's position. The possibility of a sub-committee has been suggested to review the options; this may be the only way past the impasse.
The Village Hall Committee has invited BPC members to a meeting to discuss possible ways forwards.
139. **Correspondence.**
- 139.1 WBC Consultation on Validation Checklists & Requirements for Planning.
- 139.2 Local Nature Recovery Strategy Webinar – 20th September at 11am
- 139.3 AONB Sustainable Development Fund Grants.
It was suggested that this fund could be used for an additional defibrillator.
- 139.4 D-Day 80 – 6th June 2024 beacon lighting.
It was suggested that the Village Hall Committee could potentially organise an event in the field behind St. Peter's church and sell burgers etc to raise funds for the hall.
140. **Finance.**
- 140.1 Bank Reconciliations.
The Clerk circulated a finance report dated the 5th September 2023 prior to the meeting showing a balance of £12,294.20 in the Treasurer's Account, once all lodgements and payments have cleared. This was reconciled back to the bank statement of the 3rd August 2023 which showed a balance of £16,387.20. The Business account had a balance of £82,545.98 on the 25th August 2023.
- 140.2 List of payments and receipts.
The following payments have been made since the last meeting:
- | | |
|--|---------|
| Salaries, PAYE (August 2023). | £429.22 |
| Bradfield Village Hall (Rent for July, August, September & October meetings) | £184.80 |
| Bradfield Parochial Charities (as per last meeting) | £300.00 |
| PKF Littlejohn LLP (Limited assurance review) | £378.00 |

TW
KD
HP

Payment of the Clerk's salary for September 2023 was approved.

141. **Round table comments.**

141.1 **Memorial in France.**

An email has been received from someone trying to contact family of the late Mark Medley Carter, an aviator who was killed on the 15th May 1940 near Avesnois. On the 28th April 2024, a memorial will be inaugurated for the 116 airman killed in the region of Avesnois during WWII. An article will be placed in NewsLink.

141.2 **Primary School.**

Bradfield Primary School is trying to become more involved with the community. A community flower bed has been suggested.

141.3 **Youth Shelter.**

The Clerk will obtain quotes to remove the youth shelter to be considered at the next meeting.

HP

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

Next BPC meeting: Tuesday 3rd October 2023 at 7.30pm in the Committee Room, Bradfield Village Hall.