

## **Minutes of a Meeting of Bradfield Parish Council held on**

**Tuesday 2<sup>nd</sup> August 2022 at 7.30pm in St. Peter's Church Hall, Bradfield Southend.**

**Present:** Cllr. A. House (Chairman)  
Cllr. M. Ashbrook  
Cllr. R. Balsdon  
Cllr. P. Isherwood  
Cllr. S. O'Reilly  
Cllr. T. Wale  
Cllr. R. Wyatt  
Mrs. H. Pratt (Clerk)

**There were three members of the public in attendance.**

67. **Apologies.**

Apologies of absence were received from Cllr. Dearing, Cllr. Henwood and District Cllr. MacKinnon.

68. **Declarations of Interest.**

There were no updates to the register of declarations or interests in any agenda items.

69. **Public Forum.**

69.1 **Tree photograph for TPO application.**

The Clerk was assured she would be sent a photograph of the tree in question.

69.2 **Independent Review of Village Hall Development Business Plan.**

Curiosity was raised about what the independent review of the Business Plan says as it does not appear to be in the public domain. Councillors responded that the letter is very short and says very little.

70. **Minutes of meetings held on Tuesday 5<sup>th</sup> July 2022.**

It was resolved that the minutes of the meeting of BPC held on Tuesday 5<sup>th</sup> July 2022 were an accurate reflection of the meeting, and they were signed by Cllr. House.

71. **Matters arising from the minutes.**

71.1 **Community Asset.**

Investigations are ongoing about whether the Village Hall could become an asset of community value, how this might work and what the advantages and disadvantages of it might be.

71.2 **Swings and Smiles.**

The Charity has been asked whether they support any families in Bradfield, in order for BPC to determine whether to make them a donation; no response has been received.

71.3 **Obstructions at the Queens Head.**

The Clerk is writing to the Landlord of the Queens Head supporting the removal of the hedge in the raised bed and support the planting of flowers. They will be asked to move their advertising boards off the pavement, so that pushchairs can be pushed past.

71.4 **Union Road Report.**

A report of the actions resulting from the closure of Union Road is awaited from District Cllr. MacKinnon.

71.5 **McVeigh Parker.**

The Clerk will check the planting conditions on the McVeigh Parker planning application.

71.6 **Hedge of property next to The Queen's Head.**

The hedge, which had grown out over the pavement, has been cut back.

72. **Planning Applications**

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

Whilst BPC has not been consulted on any applications by WBC, the following application has been validated:

72.1.1 **22/01682/NONMAT – Stretton Close.**

*Application for a Non-Material Amendment Following a Grant of Planning Permission 20/92410/RESMAJ Approval of reserved matters following Outline Permission 17/03411/OUTMAJ: Outline application for the proposed erection of 11 no. new dwelling; layout, means of access and scale to be considered. Matters seeking consent appearance and landscaping. Amendments: This application seeks approval for alterations to the design of plots 8 and 9.*

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

72.2 **Planning decisions made by WBC:**

72.2.1 **22/01256/FULD – Orchard Lodge, Tutts Clump.**

*Demolition of existing house, rear and side outbuildings, erection of replacement dwelling and cycle store.*

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

72.2.2 **22/01218/HOUSE – Kings Copse House, Southend (Adjacent Parish).**

*Replacement entrance gates.*

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

72.2.3 **21/03182/HOUSE – Kiln Lodge, Hungerford Lane.**

*First floor and rear extensions, garage conversion and alternations.*

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

72.2.4 **22/01329/5DAY – 8 Stanbrook Close.**

*T1 – Cedar – fell following main SW scaffold failure.*

This application has been **approved** by WBC. A question was raised about how condition 4 (replanting) is enforced.

72.3 **Enforcement Issues.**

72.3.1 **Applecroft.**

District Cllr. MacKinnon has advised in July that Applecroft will be addressed at the earliest opportunity.

72.3.2 **Boot Farm.**

It is understood that the mobile home was repurposed to chicken accommodation over two years ago. The mobile home should have been removed (as conditioned in the dwelling approval) and not repurposed and remain in-situ.

72.3.3 **Orchard Lodge.**

The most recent planning application for this site was refused in July. The dumped soil on the site has now been landscaped, essentially altering the topography of the plot.

73. **District Councillor's Report.**

73.1 There was no District Councillors report.

74. **Clerk's Report.**

74.1 **Picnic Benches.**

The Bradbourne and Tansley picnic benches have been ordered and are scheduled to be delivered the week beginning the 29/8/2022. The proposed engraving of "Platinum Jubilee 1952 – 2022" was approved.

74.2 **Revised Asset Register.**

The Asset register has been revised to include seven grit bins (rather than nine) as follows:

- the junction of Mariners Lane and Bishops Road,
- the junction of Bishops Road and Rotten Row Hill,
- on Cock Lane, 200m from South End Road, past Heath Rd. on right hand side,

- on Hungerford Lane, opposite Woodpecker Cottage,
- the junction of Mariners Lane and Rotten Row Hill,
- on Rotten Row at the entrance to Bradfield Hall,
- on the triangle outside Dingley Cottage, Southend.

The asset value of these bins has been reduced to £700 which more accurately reflects the purchase price of grit bins.

74.3 Bradfield Alms Houses.

The Clerk has contacted the Clerk to the Alms House Trustees and raised queries about the criteria used to allocate accommodation and their constitution. The Trustees are investigating the situation.

75. Highways.

75.1 Drains on South End Road.

The Clerk has contacted WBC and asked questions about the report made in October 2021. (ref. 208105). The Clerk will chase this up again.

75.2 Amoor Lane.

Admoor Lane will be closed on the 9<sup>th</sup> August for carriageway repairs.

75.3 Buscot Road Closure.

No advanced notice was displayed of the Buscot Hill closure before it was put in place.

The manhole (possibly BT) by the village gates entry has dropped and rather than raising it, tarmac has been put into a hole on the edge of it.

The curb which sticks out into the road by the science block of Bradfield College (where the chicane used to be) needs to be straightened out.

75.4 Heath Road tree damage.

A branch was broken off a tree by an artic trailer using the Heath Road/South End Road junction to turn around. The branch was moved onto the green to clear the highway. Cllr. House removed the debris.

75.5 Grass Cutting in New Way.

BPC are investigating why the grass in New Way hadn't been cut during 2022. The verges around the Cricket field are marked as Urban Highway Grass Cut team on the WBC map.

The grass has been roughly cut along the roadside for the entire length of New Way, strimmed at the junction with Heath Road, and around the street furniture and bollards.

The result appears messy, untidy, and certainly incomplete.

75.6 Road closure from Buckhold Hill to Yattendon Road/Ashampstead Road.

The road from Buckhold Hill to Yattendon Road will have a full closure with no blue light access from the 8<sup>th</sup> to the 10<sup>th</sup> August.

76. Environment.

76.1 Defibrillators.

Cllr. Wale needs to be instructed on his role as guardian of Tutts Clump defibrillator.

No progress has been made with organising training or registration of the defibrillator at the Cricket Pavilion.

76.2 Platinum Jubilee Shield.

Trustees of the Village Shop liked the idea of the Jubilee Shield being installed on the front of the building, however, to do so permission needs to be obtained from Sovereign which may take a year. The Clerk has contacted Sovereign directly to explore options.

76.3 Tree Preservation Orders (TPOs) in the Parish.

Photographs of the oak tree in The Garden House have been requested from a parishioner.

76.4 Dog bin installation.

No progress has been made with the dog bin installation by the kissing gate, opposite Wellington Close.

76.5 Hedge cutter/footpath trimmer.

A parishioner has enquired about possibly cutting hedges along footpaths. How such a person might be employed, public liability insurance, protective equipment and training were all mentioned in the discussion. In the first instance, the parishioner will be asked about insurance.

76.6 Weed in the Pang at Bradfield.

The weed in the river at Bradfield from Ashampstead Road going southwest to the bridge is the responsibility of the riparian owner, who is believed to be Sovereign Housing. It was noted that given how low the water is, weed should not be cut at the moment.

76.7 Blossom into Spring Cherry trees.

Cllr. House was watering the cherry trees daily. After a few days, a Heath Road resident offered to help. Cllr. House and the resident are now doing alternate days.

77. **Reports from meetings attended on behalf of BPC.**

77.1 Meeting with a Trustee of Bradfield Village Hall Development Committee.

Cllr. House, Cllr. O'Reilly and the Clerk met with the new trustee of Bradfield Village Hall Development Committee. The purpose of the meeting was to provide a balanced history and update on the development from BPC's perspective. The trustee was given a copy of the Bradfield Parish Plan, which was initiated in 2005 and concluded in 2008, and demonstrated support, at that time, for "a new village hall". BPC's involvement in the project was outlined.

An open discussion evolved, acknowledging the views of individual councillors and that BPC must represent the desires and needs of all parishioners.

As a result of the meeting, the new trustee will report back to the Village Hall Management Committee with a view to progressing the position of the development project.

77.2 Bradfield Village Hall Management Committee.

Cllr. O'Reilly reported that the new co-opted trustee of the Village Hall Management Committee was announced in the Village Hall Annual Report.

Requests had been made that minutes of Village Hall Committee meetings be made public; the Village Hall is set up as a private charity and therefore does not have to make minutes available under the Freedom of Information.

It is felt that the lack of PC support is hindering fundraising.

The Village Hall Committee has asked why members of the public raise concerns and questions about the Village Hall to BPC rather than with the hall committee directly. The Village Hall Committee raised further concern that these concerns and questions may be discussed at BPC meetings.

The phrase in the Annual Report about the existing hall potentially being demolished should there be insufficient funds to maintain it has been modified such that consultations will take place to determine the future of the hall if there are insufficient funds to maintain it.

It was noted that the Village Hall has three separate finance accounts: maintenance, fund raising and Green Clock Ltd.

77.3 Bradfield Village Hall AGM.

Cllr. O'Reilly and Cllr. Balsdon attended the AGM along with approximately 25 other parishioners. The AGM included a report on maintenance of the existing hall, a finance report, and a review of where things currently stand. The finances presented were for the year ending 31<sup>st</sup> December 2021 and once approved would be submitted to the Charity Commission.

The meeting was over in 45 minutes and there were very few questions. It was noted that there is between £15,000 and £18,000 for maintenance of the existing hall.

It was reported that the Sunshine Club are vacating Bradfield Village Hall making afternoons available for other activities.

77.4 **BALC/HALC Planning training.**

Cllr. O'Reilly reported that he had attended a virtual planning training session which was most useful. He will forward the slides to anyone interested.

78. **Correspondence.**

78.1 **Letters relating to Bradfield Village Hall Development Project.**

78.1.1 **Letter from District Cllr. MacKinnon to Bradfield Village Hall Committee (6/7/2022).**

A copy of a letter from District Cllr. MacKinnon to Bradfield Village Hall Committee was received and the content noted. The letter was posted on Facebook so is in public domain.

78.1.2 **Letter from a parishioner to District Cllr. MacKinnon (19/7/2022).**

A copy of a letter from a parishioner to District Cllr. MacKinnon was received and the content noted. This letter was also posted on Facebook.

78.1.3 **Letter from Bradfield Village Hall Committee to BPC (20/7/2022).**

Bradfield Village Hall Committee have written to BPC and asked why the PC cannot support the development. BPC will meet at an extra ordinary meeting on 20<sup>th</sup> September to discuss the reasons for non support.

78.2 **Admoor Lane property.**

A property in Admoor Lane has recently been advertised by Sovereign Housing. There was a very short window for applications, but it is understood that there were 69 applicants for the property. Sovereign Housing are understood to have offered the property to an applicant but withdrew the offer pending nomination of an applicant from BPC in line with the S106 agreement on the Admoor Lane properties.

To make a nomination, BPC needs to have a list of applicants. Two separate applicants have contacted BPC directly, who both fulfil at least some of the criteria in the S106 agreement.

The whole situation is very unprofessional and stressful for the parties concerned.

78.3 **WBC Planning Engagement Officer.**

WBC has appointed Rowan Cole as Planning Engagement Officer with a specific remit to build strong partnerships across the District, improve communications on planning matters and to ensure a coordinated approach to community engagement. It was agreed to invite Mr. Cole to a PC meeting in the Autumn.

79. **Finance.**

79.1 **Bank Reconciliation to the 8/3/2022.**

The finance report showed a balance of £42,862.69 in the Treasurers account once all cheques and lodgements have cleared. This reconciles to the current account bank statement dated the 1/7/2022 with a balance of £46,147.01. The business account statement showed a balance of £42,121.34 on the 27/7/2022.

79.2 **List of payments and receipts since the last meeting.**

The following payments have been made since the last meeting:

Salaries for July 2022 and allowances	£423.88
Triangle Management Co. Ltd (bin emptying)	£126.00
Ink cartridges	£55.30
TDP Limited (2 x picnic benches)	£1,663.06

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

The Clerk reported that Triangle Management Co. Ltd are increasing their charges for emptying two dog bins from £7.50 per week to £8.10 a week, excluding VAT.

80. **Round table comments.**

- 80.1 Agricultural Tie on Merryfields.  
There was a discussion about how the agricultural tie on Merryfields is worded.
- 80.2 St. Andrew's Churchyard – Reading Chronicle.  
There was a newspaper article stating that residents couldn't access graves in St. Andrew's churchyard due to the heras fencing in place for the building work. The article goes on to explain that with advance notice to the college, arrangements to visit graves can be made.
- 80.3 Car parked on South End Road.  
A car with no MOT, no tax (currently SORN) and no insurance parked on the South End Road has been reported to the Police, WBC and DVLA.
- 80.4 Pension Credit Claims Deadline.  
Cllr. House advised councillors that the deadline for pensioners to claim credit if they are suffering from financial hardship was very close and had a copy of a newspaper article for anyone interested.
- 80.5 Bradfield May Fayre.  
There is to be a meeting of the May Fayre Committee in September. Lots more volunteers are needed to organise and run next year's Fayre if it is to take place.
81. **The meeting concluded at 9.30pm.**  
**Next meetings: Tuesday 6<sup>th</sup> September 2022 at 7.30pm in St. Peter's Church, Bradfield Southend.**