

Minutes of the Annual Meeting of Bradfield Parish Council held on

Tuesday 3rd May 2022 at 7.30pm in St. Peter's Church Hall.

Present: Cllr. R. Balsdon
Cllr. K. Dearing
Cllr. A. House
Cllr. P. Isherwood
Cllr. S. O'Reilly
Cllr. R. Wyatt
Mrs. H. Pratt (Clerk)

There was one member of the public in attendance.

1. **Election of a Chairman.**

Cllr. Dearing proposed that Cllr. House be the Chairman of BPC for the coming year; this was seconded by Cllr. Isherwood and unanimously agreed.

Cllr. House completed his Declaration of Office.

2. **Election of a Vice Chairman.**

Cllr. Isherwood proposed that Cllr. Dearing be the Vice-Chairman of BPC for the coming year; this was seconded by Cllr. Wyatt and unanimously agreed.

3. **Apologies.**

There were apologies of absence from Cllr. M. Ashbrook, Cllr. P. Henwood, Cllr. T. Wale and District Cllr. MacKinnon.

4. **Declarations of Interest.**

There were no declarations of interest in any agenda items.

5. **Public Forum.**

5.1 **St. Andrew's Churchyard.**

The churchyard at St. Andrew's remains under the ownership of the Diocese. It is being suggested that it be renamed to Bradfield Churchyard. BPC would prefer it to be St. Andrew's Churchyard over Bradfield Churchyard.

6. **Minutes of meeting held on Tuesday 5th April 2022.**

It was resolved that the minutes of the meeting of BPC held on Tuesday 5th April 2022 were an accurate reflection of the meeting and they were signed by Cllr. House.

7. **Matters arising from the minutes.**

7.1 **Planning Amendments.**

An update is still awaited from District Cllr. MacKinnon on when WBC is advising parishes of amendments to planning applications.

7.2 **Community Fun Day.**

The Community Fun Day on Monday 2nd May was very relaxed and well organised. It was enjoyed by a number of parishioners and visitors.

7.3 **Annual Parish Assembly (22nd April 2022).**

The Assembly was attended by 18 parishioners. Six verbal reports were given and nine written reports were read by the Clerk and the Chairman alternately.

8. **To approve and adopt new Standing Orders.**

It was resolved to adopt new Standing Orders based on the Model Standing Orders 2018 for England (revised in 2020).

9. **To approve and adopt new Financial Regulation.**

It was resolved to adopt the Financial Regulations 2019 for England.

10. **To confirm positions on External Committees:**

The following positions on external committees were approved:

Bradfield Parochial Charities (The Almes Houses): Cllr. Wyatt.

Bradfield Village Hall Management Committee: Cllr. O'Reilly.
Pang Valley Flood Forum: Cllr. Isherwood.
Neighbourhood Action Group: Vacant.

11. **To confirm positions of responsibility:**

The following positions of responsibility were agreed:

Planning: Cllr. O'Reilly.
Public Rights of Way: Cllr. Henwood.
Incidents: Cllr. Isherwood.
Financial Verifier: Cllr. Henwood.
Newslink: Cllr. Balsdon.

12. **To review the BPC Asset Register.**

It was noted that the war memorial should be included in the asset register. There was a discussion about the number of dog bins and the number of grit bins. There are 7 dog bins and the number of grit bins needs to be verified. There was a discussion about whether the grit bins were significantly over valued (£6,676 for a possible 9 grit bins). It was suggested that a more realistic value for the grit bins would be £900. The Clerk will look into this.

13. **To review the BPC Insurance Policy.**

BPC has a long-term agreement until the 31st May 2023 with Hiscox. This was arranged through Came and Company who have been taken over by Gallagher.

14. **Dates and Times of meetings for 2022/23.**

Meetings for the coming year will take place on the first Tuesday of the month at 7.30pm. Arrangements for the January 2023 meeting will be confirmed closer to the time. The annual meeting of the council in May 2023 will take place on the 9th May, after the election (either contested or uncontested).

15. **Planning Applications**

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

15.1.1 **22/00953/FUL – St. Andrew's School.**

Proposed extension to the nursery building, installation of air source heat pump and associated works.

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

15.1.2 **22/00921/FUL – Stanley House, Bradfield College.**

Extensions to boarding house and associated works including drainage works, tree removal, hard and soft landscaping.

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

15.1.3 **22/02839/FUL – Elmwood Building.**

Change of use of the Elmwood Building from sui generis use to E(g)(i)(offices) use to form one single planning unit.

An amendment was received, and comments have been submitted to WBC; BPC continues to **object**.

15.1.4 **22/00193/FUL – St. Andrew's School.**

Installation of containerised biomass boiler systems.

There have been more than 10 letters of objection to this application, so it will be considered by the Eastern Area Planning Committee (EAP). The site meeting is on Wednesday 4th May at 7.45pm and the Committee meeting is scheduled for Wednesday 11th May 2022.

15.2 **Planning decisions made by WBC:**

15.2.1 **22/00316/LBC2 – Bradfield College.**

Internal works to Chapel Tower to create archive room.

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

15.2.2 **22/00437/FUL – Bradfield College.**

Temporary installation of cabins and container associated with approved change of use from C2 to construction compound, for use during the building operations to St. Andrew's church associated with the change of use to a study centre for the period 1 April 2022 to 1 April 2024 (Application reference 21/02895/FUL).

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

15.2.3 22/00440/COND1 – Bradfield College.

Application for approval of details reserved by condition 3 (CMS) and 4 (site plan) of approved 21/02895/FUL – Temporary change of use from C2 to construction compound, for use during the building operations to St. Andrew's church associated with the change of use to a study centre, for the period 1 April 2022 to 1 April 2024.

This application has been **approved** by WBC.

15.2.4 22/00473/FUL & 22/00474/LBC2 – St. Andrew's School.

Proposed internal and external alterations to existing shower room and computer room and installation of new flat roof to create walkway between Buckhold House and Harding House.

BPC had **no objection** to these applications which have been **approved** by WBC.

15.3 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 from different officers to those who have considered the cases in question. Essentially the whole situation is not productive.

15.3.1 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.

15.3.2 Boot Farm.

The mobile homes remain on site, despite the requirements to remove them on development of the dwelling. It was agreed that the Clerk would raise this site with enforcement.

15.3.3 Cray Cottage.

New planning applications have been received for Cray Cottage.

15.3.4 Elmwood Building.

The planning application submitted has been revised and comments have been submitted. Monitoring continues.

15.3.5 Land behind The Beacon.

Lorry loads of spoil continue to be taken into land behind The Beacon in March 2022.

15.3.6 46 Southend Road.

BPC has been advised that this case has been closed. This closure is to be challenged.

15.3.7 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.

15.3.8 Travellers Rest.

Lighting has been added to the gatepost of the Travellers Rest, which lights the name plate from underneath and then shines directly upwards. The Clerk will review the planning permission for a lighting plan.

15.3.9 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.

15.3.10 5 Wellington Gardens.

It is understood that a conservatory is being developed to the rear of the property, despite there being no planning permission and permitted development rights being removed when the property was originally built. The Clerk will report this to the WBC Enforcement team.

16. **District Councillors Report.**

There was no report from District Cllr. MacKinnon.

17. **Highways.**

17.1 **Sunk manhole.**

The BT manhole on Buscot Hill, between the turn to the golf course and the turning to the groundsman's area, which has sunk, has been reported to WBC.

18. **The revised Business Plan for Bradfield Village Hall.**

Some councillors were concerned that they had not seen the independent account's report. The updated Business Plan (dated March 2022) shows an increased expenditure and an unknown increase in income. Whilst the hall is unlikely to make a profit, the income and expenditure predictions were felt to be reasonable.

Concern was raised about how the funds to building the hall, currently estimated at £1,800,000 would be raised, particularly with the rising costs of building works.

It was agreed that the Clerk would write to the trustees and inform them that BPC approves the predicted income and expenditure for the hall once built, but that there are concerns about how the funds will be raised to build the hall, particularly with the increasing costs. The Hall Committee had suggested meeting with BPC, but this was turned down. Gordon Patterson had stepped forwards and suggested that he would chair a meeting with District Cllr. MacKinnon, 2 members of BPC, 2 members of the Village Hall Committee and 2 other interested parties to see if a way forwards could be found; but it was felt that this would not be helpful at the current time.

19. **Platinum Jubilee Event.**

Parishioners have been invited to bring their own picnics to the Village Field to celebrate the Platinum Jubilee. There will be prizes for the best dressed gazebo and lawn games.

BPC are paying for the toilets.

Bradfield Platinum Jubilee mugs are available for pre-order from the shop for £5.00 each; this is advertised in NewsLink.

Details of a Platinum Jubilee Trail developed by an external company specific to Bradfield appear to be a lot of money and a lot of work for not very much gain.

Details of a stainless-steel shield, measuring 500mm by 600mm, to commemorate the Jubilee, costing £295 were considered and it was agreed to order one, specific to Bradfield.

20. **Speeding.**

Thames Valley Police are carrying out more speed checks in the area. BPC will look at borrowing SID for use in Southend Road and Ashampstead Road.

21. **Defibrillators.**

The defibrillator at the Cricket pavilion has now been installed. It was agreed that Cllr.

Dearing and Jackie Goodwin would be the guardians for the Cricket Club defibrillator.

It was agreed that Cllr. Wale and someone from the vets would be asked to be guardians to the defibrillator at Tutts Clump.

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

Various trees had been put forwards for consideration by the WBC tree officer for TPOs, however they need to be photographed, mapped and justification given for why they need TPOs.

23. **Correspondence.**

23.1 **West Berkshire Citizens Advice Bureau**

It was agreed to make a donation of £100 to the West Berkshire Citizens Advice Bureau through Green Common Trust who will match the donation.

23.2 Bradfield Village Hall

The picnic table in the Play area next to the hall needs to be removed for safety reasons. Bradfield Village Hall have asked if BPC could purchase a replacement. It was agreed that BPC would submit a WBC Members bid for two picnic benches, to replace the playpark bench and another commemorative bench to a maximum value of £1,200.

24. **Finance.**

24.1 Bank Reconciliation to the 3/5/2022.

The finance report showed a balance of £50,206.62 in the Treasurers account once all cheques and lodgements have cleared. This reconciles to the current account bank statement dated the 1/4/2022 with a balance of £1,630.61. The business account statement showed a balance of £44,119.89 on the 25/3/2022.

24.2 List of payments and receipts since the last meeting.

The following payments have been made since the last meeting:

Pang Valley Flood Forum	£100.00
Bradfield Lunch Club	£400.00
Bradfield Primary School	£1,200.00
Salaries for April 2022	£398.88

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

The following payments have been received since the 1st April 2022:

Precept	£9,750.00
CIL money	£38,974.89

The amount of CIL money previously received from WBC before April 2020 needs to be clarified to ensure that it is not lost because CIL money must be spent within 5 years.

There was a discussion on how BPC might want to spend the CIL money.

25. **Round table comments.**

25.1 Ukrainian Refugees.

A mother and her son have been taken in at an address in The Laffords. No other refugees were known of in the parish.

25.2 Back Lane.

Concern was raised about the potholes on Back Lane, between the junctions with Ashampstead Road and Mariners Lane.

25.3 Mariners Lane.

Work needs to be done to rectify the surface of the east side of Mariners Lane where footpath BRAD 35/1 comes out.

25.4 Admoor Lane – Laurel Hedge.

Concern was raised about the laurel hedge encroaching into the road on the corner of Admoor Lane. The Clerk will report this to WBC.

25.5 Hedge at junction of Cock Lane and Heath Road.

When leaving Heath Road and turning into Cock Lane, sight lines are obstructed by the hedge on the east side. The Clerk will report this to WBC.

25.6 Litter Pickers.

Two young people have been collecting litter from around the parish. It was agreed to send them cards and give them a £10 voucher and a bar of chocolate each.

25.7 Bradfield Primary School.

The head teacher will be leaving the school at the end of the summer term.

25.8 Extra Ordinary Meeting.

It was agreed to hold an Extra Ordinary meeting on Tuesday 17th May to consider two applications for Cray Cottage and any others which may be received before the agenda is set for that meeting.

26. **The meeting concluded at 10pm.**
Next meeting: Tuesday 7th June 2022 at 7.30pm in St. Peter's Church.