

Minutes of a virtual meeting of Bradfield Parish Council held on

Tuesday 12th May 2020 at 7.30pm.

Present: Cllr. A. House (Chairman)
Cllr. K. Dearing (Vice Chairman)
Cllr. S. O'Reilly
Cllr. M. Ashbrook
Cllr. R. Balsdon
Cllr. P. Henwood
Mrs. H. Pratt (Clerk)

Cllr. House opened the meeting and welcomed everyone to the first virtual meeting of the Bradfield PC, using Zoom. Mrs. Helen Pratt, the new clerk and RFO to the council was introduced and welcomed, following the retirement of Julia Ives at the end of March.

1. **Apologies.**
Apologies of absence were received and accepted from Cllr. B. Wyatt, Cllr. P. Isherwood and District Cllr. R. MacKinnon.
2. **Declarations of Interest.**
There were no declarations of interest.
3. **Public Forum.**
No members of the public were present.
4. **Minutes of the meeting held on Tuesday 5th March 2020.**
Cllr. Isherwood observed that two planning applications for Cray Cottage should be listed as retrospective. It was also noted that the reference to Neighbourhood Watch should refer to Neighbourhood Action Group (NAG). With these changes, it was resolved that the minutes of the meeting held on Tuesday 5th March 2020 were an accurate record of the meeting and they were signed by the Chairman.
5. **Matters arising from the minutes not covered elsewhere.**
 - 5.1. **Youth Shelter.**
Whilst the ground has been drier, due to the Covid-19 situation, the youth shelter has not been removed.
 - 5.2 **HEELA.**
The comments of Bradfield PC on the WBC HEELA were returned on the 30th March 2020.
6. **Annual meeting of Bradfield Parish Council.**
It was resolved that due to the Covid-19 situation, Bradfield PC would cancel the Annual meeting of the council in 2020 and officers will remain in post until May 2021.
It was resolved that the Annual Parish Assembly would be revoked, and the next Parish Assembly will be held in April 2021.
7. **Covid-19**
Bradfield PC took on the responsibility for setting up a "home delivery" service from Bradfield Southend Stores. This was essentially for insurance purposes for the volunteers involved in the deliveries. There is also some involvement with collection and delivery of prescriptions from the Chapel Row Surgery.

Use has been made of the WBC Hub which is co-ordinating services. Parishioners are taking part in the “Clap for Heath Workers” at 8pm every Thursday. WBC launched a scheme of loaning £500 to community groups assisting in the COVID-19 situation to assist those residents who may be struggling; this is being pursued.

8. Planning Applications.

8.1 Planning applications which WBC has consulted Bradfield PC on:

8.1.1 20/00491/FUL - Heath Farm Cottage, Southend Road

Erection of no. 2 residential dwellings with soft landscaping and associated works.

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

There were numerous letters of objection to this application.

8.1.2 20/00559/HOUSE – 11 Stanbrook Close.

Single storey rear extension.

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

8.1.3 20/00644/OUT – Doctors Surgery, Cock Lane.

Outline application for demolition of existing surgery and erection of two detached dwellings with associated parking spaces. Matters to be considered: Access and Layout.

Bradfield PC had **no objection** to this application but amended plans have subsequently been received.

8.1.4 20/00710/AGRIC – Land west of Herons Cottages, Buckhold.

Two new steel framed buildings for storage of hay and livestock/calves rearing.

Bradfield PC **objected** to this application and WBC has determined that **a full application is required.**

8.1.5 20/00757/COND1 – Bradfield College.

Re-roof pitched roofs, replace existing tiles, timber battens and felt, associated timber repairs to roof structure, replacement of cheeks to dormer windows, replace two dormers and associated window frames. Replace rooflights, rainwater goods, access ladder, mansafe handrail and snowguards. Remove ventilation pipes. Timber repairs to ground floor of northern elevation. Like for like repairs to hanging tiles, brickwork, stonework, pointing, window frames and panes. Repairs to flat roofs. Internal works including replacement of sanitary ware, install wet heating and ventilation system. New light fixtures in ground floor WCs and IT suite; replace ceiling in IT corridor; replace WC doors, remove stud partition wall between RPE Office and BD7 classroom, install replacement glazed partition and associated rerouting of services; replace stud partition wall between English Office and corridor, replace with glazed partition, install built-in cupboards in English and RPE Offices, replace built-in cupboard in BD7 classroom, reconfigure doors in RPE Office. Install electric radiator in RPE Office. Associated internal repairs to match existing.

Bradfield PC had **no objection** to this application.

8.1.6 20/00791/NOMAT – Linnets, Admoor Lane.

Non-material amendment to previously approved application 19/01399/FULD. Amendments: Minor elevational changes to fenestration. Minor elevational adjustments to cladding materials. Minor adjustment of roof pitch to accommodate high thermal insulation detailing.

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

- 8.1.7** 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.
 Bradfield PC had **no objection** to this application, but made the following concerns: use of the footprint of temporary constructions in calculating the percentage increase in the extension, proximity of the new access to the junction rather than being at the junction and that conditions should be made on any permission granted such that the carport cannot be enclosed and that the accommodation over the garage and car port cannot be used for sleeping.
- 8.1.8** 20/00771/CLASSR – Glenvale Nurseries, Hungerford Lane.
Proposed change of use of two buildings from agricultural to a flexible commercial use under Class R.
 This application has been **refused** by WBC.
- 8.1.9** 20/00876/LBC2 – Bradfield College.
Internal works including refurbishment and redecoration, installation of secondary glazing, repairs to existing fenestration, replacement of rooflight internal redecoration, installation of suspended ceilings and replacement internal doors, replacement lighting and ventilation, upgrading electrical infrastructure and associated works.
 Bradfield PC had **no objection** to this application.
- 8.1.10** 20/00833/LBC2 – Bradfield College.
Installation of secondary glazing and acoustic boarding.
 Bradfield PC had **no objection** to this application.
- 8.1.11** 20/00796/LBC2 – The Mill House, Church Road.
Repair and replacement where necessary of half timbering at first floor level and above on external elevations, remedial measures for the lack of support to the masonry and edge of the lower roof, remedial measures for damp penetration on the ground floor and over.
 Bradfield PC had **no objection** to this application.
- 8.1.12** 20/00739/CERTE – Brook House, Maidenhatch.
Single storey side extension and two no: outbuildings were erected more than 4 years ago.
 Bradfield PC had **no comments** to make on this application.
- 8.1.13** 20/00924/HOUSE – Oak House, Tutts Clump.
Proposed garage loft conversion, infill side extension rear extension, new Velux window.
 Bradfield PC **objected** to this application on the grounds of the proximity to Mayflower Cottage and the potential overlooking from Velux windows to Mayflower Cottage. If the application is approved, it was suggested that the following conditions be applied: all previous planning applications (including the free-standing garage) are revoked and that the property remains as a single residential unit.
- 8.1.14** 20/00745/HOUSE - Pococks Cottage, Mariners Lane
Demolition of existing stable and construction of larger stable.
 Bradfield PC has **no objection** to this application providing it is for the use of the owners and there are no liveryes.

- 8.1.15** 20/00688/FUL – Montessori Nursery School.
Section 73: Variation of Condition 2 – Opening Hours, of planning permission reference 142155.
 Bradfield PC **supports** this application.
- 8.2 Enforcement Matters – Pumping Station, Tutts Clump.**
 A track has been built across the site, trees have been felled on the boundary and there is excavation and demolition in progress on a daily basis; this has been reported to WBC enforcements, with photographs taken from the road.
- 9. Highway matters.**
 There have been a number of local road closures for surface dressing. The flooding between Hungerford Lane and Cripps Farm which occurs as a result of heavy rain has been reported to WBC. Work is expected to take place to resolve the problem, but there is uncertainty about when. The Clerk will contact WBC for information.
- 10. Environment.**
- 10.1 Hedges.**
 No further progress has been made with hedge cutting along Bishop’s Road and this will now have to wait until the nesting season is over.
- 10.2 Defibrillator.**
 A contact at Heartstart Thatcham has been found who has assisted parishes in getting defibrillators. No further progress has been made.
- 10.3 Potholes and Pavement defects.**
 Cllr. Asbrook is co-ordinating a list of pot holes and defects in the pavements across the parish with the intention that these can then be reported to WBC.
- 11. West Berkshire Councillor Report.**
 In the absence of a report from District Cllr. MacKinnon, the Clerk reported that the household recycling centres “tips” will be reopening from Thursday 14th May for essential visits with a booking system.
- 12. Correspondence received since the last meeting:**
- 12.1 Complaint about Cllr. House’s management of land in Newbury.**
 A letter was received complaining about the Cllr. House’s attitude in relation to the management of a piece of land in Newbury, under his ownership. Clerk Ives responded to this complaint.
- 12.2 Statue in the River.**
 The Clerk has received a letter asking about the history of a statue in the river Pang. The location of the statue is not currently known, and it could be anywhere between Bradfield and Bucklebury ford. It was suggested that the location could be at Kimberhead where there were a number of statues. The Clerk has requested copies of the photographs of the statue (which provoked the question) and the time period when the statue was in situ.
- 12.3 Website.**
 Susannah who developed and managed the website is no longer able to carry on this task. Brian, who did technical work for Julia has taken on day to day management of the website. The Clerk will contact Brian and find out how to access the website and potentially take on the day to day management. In addition, the Clerk will explore developing a new website using the company Hugo Fox who offer parish councils various levels of website, the most basic being free.

13. Items raised by Councillors.

13.1 Garden Waste Flytipping.

Both Cllr. Dearing and Cllr. O'Reilly reported incidents of garden waste and soil being deposited between The Laffords and the school, and between New Way and the playing field. Cllr. O'Reilly challenged a resident and asked that they remove their grass cuttings. The resident made assurances that it would not happen again.

13.2 Hedge between Southend Road and Heath Road.

The hedge growing alongside the pavement on Southend Road is overgrown and restricting the width of the pavement causing issues for people with pushchairs.

13.3 Neighbourhood Action Group (NAG).

Cllr. Ashbrook reported that he had attended the last NAG meeting but will not be attending any more as they tend to be orientated towards the issues of Theale, rather than the more rural areas. The next meeting, for anyone, interested is on the 10th June.

13.4 Children's Play Area.

The play area is currently closed due to the Covid-19 situation. However, there is some question about whether it will reopen due to the RoSPA inspection report. Cllr. Ashbrook was referred to Christine for more information and plans for the future of the play area.

13.5 Condition of footpaths.

Cllr. Henwood asked if Trevor was still working on footpaths. Pete Howard is willing to do some work on the paths. It was reported that the footpath behind The Laffords (BRAD 6/1) needs cutting and the kissing gate at the north end of BRAD 2/1 on Cock Lane needs work.

13.6 Dog bins.

It was reported that there are two dog bins by the River Pang which are very close together. These bins are both paid for by Bradfield College, so this wasn't seen as a problem.

13.7 VE Day Street Party.

There was a collection of parties, social distancing along Southend Road. There was also a street party in Bradfield College.

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

14.1 District Parish Assembly.

Cllr. House attended the District Parish Conference in March when the focus was on communities helping themselves with presentations from several parishes including Burfield Common, Mortimer and Purley. The Covid-19 events have superseded a lot of thinking.

15. Finances.

15.1 Summary of figures for FY19/20.

The Clerk reported that at the end of the financial year, 31st March 2020, the balances stood at: Lloyds Treasurers account: £4,091.73 and Lloyds Business account: £43,104.17, giving a total of £47,195.90.

Payments for the year totalled £18,238.80 and receipts totalled £22,650.00.

15.2 List of Transactions since the last meeting.

The following payments have been made:

H M Pratt	£319.28	April salary
Triangle Management	£36.00	Dog bin emptying (replacement cheque)
H M Pratt	£376.28	May salary
Triangle Management	£45.00	Dog bin emptying
West Berkshire District Council	£75.00	Costs for uncontested election in 2019.
Came and Company	£785.34	Insurance.

The following income has been received:

WBC Precept	£9,500.00
WBC CIL money	£2,573.54

Once these transactions have all cleared the total balance across the accounts will be £56,996.54.

15.3 Internal Audit.

The Clerk reported that Caroline Hyde who lives in Chapel Row has kindly agreed to take on the role of internal auditor.

Given that Bradfield PC meets the criteria for exemption from external audit, it resolved to certify itself as exempt.

16. Round Table Comments.

16.1 Bradfield Village Hall.

A question was asked about the current situation with Bradfield Village Hall. Cllr. Ashbrook will talk to Christine who has compiled a report with revised figures.

17. The meeting concluded at 8.36pm

Date of Next meeting: Tuesday 2nd June 2020 at 7.30pm.