

**Minutes of the Annual Meeting of Bradfield Parish Council held on  
Tuesday 9<sup>th</sup> May 2023 at 7.30pm in the Committee Room,  
Bradfield Village Hall, Bradfield Southend.**

**Present:** Cllr. G. Allen  
Cllr. G. Allnutt  
Cllr. R. Balsdon  
Cllr. K. Dearing  
Cllr. T. Wale  
Cllr. B. Wyatt  
District Cllr. R. MacKinnon  
Mrs. H. Pratt (Clerk)

Three members of the public were in attendance.

61. **To elect the Chairman.**

Cllr. Wyatt proposed that Cllr. Dearing be Chairman of Bradfield Parish Council (BPC). This was seconded by Cllr. Wale and unanimously agreed.

Cllr. Dearing signed her declaration of office as Chairman of BPC.

62. **To elect the Vice Chairman.**

Cllr. Dearing proposed that Cllr. House be Vice Chairman of BPC. This was seconded by Cllr. Balsdon and unanimously agreed.

63. **Apologies.**

Apologies of absence were received from Cllr. House and Cllr. O'Reilly.

64. **Declarations of Interest.**

Councillors were given Register of Interest forms to complete.

Cllr. Allnutt declared an interest in planning application 23/00971/HOUSE for 19, The Laffords.

65. **Public Session.**

It was reported that all of the external lights erected at McVeigh Parker have been removed.

66. **Approval of Minutes.**

66.1 **BPC meeting held on Tuesday 4<sup>th</sup> April 2023.**

The minutes of the BPC meeting on Tuesday 4<sup>th</sup> April 2023 were approved as an accurate reflection of the meeting and were signed by Cllr. Dearing.

67. **Matters arising from the minutes.**

67.1 **Bradfield Village Hall.**

BPC are continuing to explore the possibilities of nominating the Village Hall as an Asset of Community Value. District Cllr. MacKinnon suggested contacting Susan Powell at WBC.

67.2 **Bradfield Alms Houses.**

There has been no update on the constitution of the Charity.

67.3 **Picnic Benches.**

Delivery of the picnic benches to the play area and the Village Field are still pending.

67.4 **Invoices.**

The invoice for the Remembrance Sunday road closure remains outstanding.

67.5 **Newslink.**

Cllr. Balsdon commented that the error which had occurred in the email and website addresses in a number of issues of Newlink was not BPC's mistake.

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68. **Standing Orders.**  
The Clerk reported that the National Association of Local Councils (NALC) has no recommended changes for the Standing Orders.
69. **Financial Regulations.**  
NALC has made no recommendations for changes to the Financial Regulations.
70. **Code of Conduct.**  
The current Code of Conduct predates the Civility and Respect Project run by NALC. The Clerk advised that moving to the WBC Code of Conduct would seem sensible, but more work is needed to ensure that it is the best option. The Clerk will circulate a draft Code of Conduct for consideration at the next meeting.
71. **Positions on External Committees:**  
The following positions were approved:  
Bradfield Parochial Charities (The Alms Houses): Cllr. Wyatt  
Bradfield Village Hall Management Committee: Cllr. O'Reilly  
The Pang Valley Flood Forum (PVFF): Cllr. Balsdon  
It was agreed that there would be no representative on the Neighbourhood Action Group (NAG), but that closer links should be developed with Thames Valley Police via the PCSO.
72. **Positions of Responsibility:**  
The following positions of responsibility were approved:  
Planning: Cllr. O'Reilly  
Footpaths: Cllr. Wale  
Incidents: Cllr. Allnutt  
Newslink: Cllr. Allen
73. **To review the Council Asset Register.**  
The Asset Register has been updated to reflect the two picnic benches purchased during the year.
74. **To review the Insurance Policy.**  
The insurance renewal for the year from 1<sup>st</sup> June 2023 to 31<sup>st</sup> May 2024 is £1,060.01. It was agreed that the Clerk would seek alternative quotes and look for a three-year long-term agreement.
75. **BPC meetings in 2023/24.**  
All meetings will take place on the first Tuesday of the month beginning at 7.30pm (6<sup>th</sup> June 2023, 4<sup>th</sup> July 2023, 1<sup>st</sup> August 2023, 5<sup>th</sup> September 2023, 3<sup>rd</sup> October 2023, 7<sup>th</sup> November 2023, 5<sup>th</sup> December 2023, 2<sup>nd</sup> January 2024, 6<sup>th</sup> February 2024, 5<sup>th</sup> March 2024, 2<sup>nd</sup> April 2024 and 7<sup>th</sup> May 2024).  
Having moved back to the committee room at the Village Hall, charges for meetings were felt to be excessive at £15.40 per hour. It was agreed that other venues would be explored, and the matter would be discussed at the June BPC meeting.
76. **Planning Applications**
- 76.1 **Planning Applications on which BPC has been consulted by WBC:**
- 76.1.1 **23/00797/HOUSE – Stanford Wood Lodge, Tutts Clump.**  
*The erection of a timber orangery and repositioning of veranda.*  
It was agreed that BPC has **no objection** to this application.
- 76.1.2 **23/00903/CERTP – Oakthorpe, Southend Road.**  
*Single storey extension built off an existing rear and side facing wall.*  
It was agreed that BPC would monitor the progress of this application. There has been no formal notification from WBC.
- 76.1.3 **23/00971/HOUSE – 19 The Laffords.**  
*Propose conversion of existing attached double garage to a hobby room with WC and shower and the construction of a new attached double garage.*

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- It was agreed that BPC has **no objection** to this application.
- 76.2 Planning decisions taken by WBC:
- 76.2.1 **23/00514/LBC – 55 Church View.**  
*Damp proof membrane and dry lining to interior of the rear ground floor and associated external localised repairs to rear of building.*  
 BPC had **no objection** to this application which has been **withdrawn**.
- 76.3 Enforcement Issues.
- 76.3.1 **Little Canaan, Jennett’s Wood.**  
 A motorhome has been moved onto the land between Jennett’s Wood and Bishops Road. A name plate, “Little Canaan” has been put up. There are no services to this plot of land and no permission for habitation. It is believed the motorhome can legally stay on the site for a period of up to 28 days.  
 It was agreed that the situation would be reported to WBC enforcement.
- 76.3.2 **Other sites known to have been registered with enforcement.**  
 The following sites are known to have open enforcement cases: Applecroft, 46 Southend Road and Hillside (Stanford Dingley Parish). District Cllr. MacKinnon agreed to follow up on Applecroft and 46 Southend Road.
77. **District Councillor’s Report.**  
 At the recent election the number of Conservative councillors was reduced from 24 to 11. The Liberals have become the clear leaders of WBC.  
 The new leaders want to see a scaling back of the proposed NE development in the draft Local Plan which has already been submitted to the Planning Inspector. It is unclear, at this stage, whether the plan will be completely withdrawn or not. It is understood that there is a desire to make up the housing numbers (lost from the NE Thatcham development) from brownfield sites and development in the AONB villages.  
 Cllr. Lee Dillion is the new leader of WBC. At a meeting tomorrow (Wednesday 10<sup>th</sup> May), it is expected that District Cllr. MacKinnon will take on the role of leader of the opposition.  
 A question was asked about the parliamentary constituencies and the proposed boundary changes; it is understood that the changes and the formation of the Mid Berkshire constituency is only waiting the last stage in its approval by the Speaker.
78. **Defibrillator.**  
 The Clerk has contacted the British Heart Foundation about them possibly picking up the cost of the electricity supply, no progress was made.  
 The phone box was reported as looking awful and it was suggested that it could be sold for between £350 and £400 including its removal.  
 Meanwhile, the defibrillator provision in Bradfield village, provided by Bradfield College will be further explored by Cllr. Allnutt.
79. **Finance.**
- 79.1 **Bank Reconciliations.**  
 The Clerk circulated a finance report dated the 9<sup>th</sup> May 2023 prior to the meeting showing a balance of £7,161.45 in the Treasurer’s Account once all lodgements and payments have cleared. This was reconciled back to the bank statement of the 3<sup>rd</sup> April 2023 which showed a balance of £4,142.60. The Business account had a balance of £82,329.68 on the 27<sup>th</sup> April 2023. It was questioned why the Business account is not shown on the finance report; it was agreed that it would be shown on future reports.
- 79.2 **List of payments and receipts.**  
 The following payments were agreed at this meeting:
- |  |        |
|--|--------|
| Information Commissioners Office (annual registration) | £40.00 |
| CPRE (Membership)                                      | £36.00 |

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	Triangle Management Company Ltd (Emptying of 2 dog bins April – June 2023)	£126.36
80.	<b><u>Round table comments.</u></b>	
80.1	<u>Youth Shelter.</u> Concern was raised about the youth shelter on the playing field because it was considered dangerous. The Clerk will obtain a quote for its removal and liaise with Cllr. House.	HP
80.2	<u>Tree planting at Bradfield Primary School.</u> It was reported that a common oak tree was planted on the grass area of the playground to commemorate the Coronation of King Charles III.	
80.3	<u>Hedge at Acres Farm, Hungerford Lane.</u> Concern was raised about the overgrown leylandii hedge at Acres Farm in Hungerford Lane; the Clerk will write to them and advise them that it needs to be cut back.	HP
80.4	<u>BALC Training.</u> The Clerk will advise councillors of training courses which are run by BALC.	HP
81.	<b>The meeting concluded at 8.50pm.</b> <b>Next meetings:</b> <b>Annual BPC meeting: Tuesday 6<sup>th</sup> June 2023 at 7.30pm,</b>	