Minutes of a Meeting of Bradfield Parish Council held on Monday 2nd March 2026 at 7.30pm in Bradfield Village Hall, Bradfield Southend.

Present: Cllr. K. Dearing (Chairman)
Cllr. G. Allen
Cllr. G. Allnutt
Cllr. R. Balsdon
Cllr. K. Bishop
Cllr. A. House
Cllr. S. O'Reilly,
Cllr. B. Wyatt
Mrs. H. Pratt (Clerk)
Five members of the public.

26. **Public Forum.**

26.1 State of Mariner's Lane.
A parishioner raised the issue of the dreadful potholes on Mariners Lane, which are known to have caused several burst tyres. The potholes have been reported to WBC via the Report a Problem webpage. It was suggested that parishioners send the reference number of the reports to the Clerk.

27. **Apologies.**
There were apologies for absence from Cllr. Wale and District Cllr. MacKinnon.

28. **Declarations of Interest.**
There were no updates to the Register of Interests.

28.1 Declaration of Interest in Agenda Items.
Cllr. House declared an interest in planning application 26/00336/HOUSE as an immediate neighbour.
Cllr. Balsdon declared an interest in planning application 26/00236/FUL as a friend of the applicant.
Cllr. Dearing declared an interest in the grant applications as the organiser of the Luncheon Club.

29. **Approval of Minutes of the BPC meeting on Monday 2nd February 2026.**
The minutes of the BPC meeting held on Monday 2nd February 2026 were agreed as a true record of the meeting and were signed by the Chairman.

29.1 Matters arising from the minutes not noted elsewhere.

29.1.1 **School Flashing Lights on Cock Lane.**
It was noted that the flashing lights which should be on at school drop off and collection time were broken rather than not switched on.

30. **Planning Applications**

30.1 Planning Applications on which BPC has been consulted by WBC:

30.1.1 **26/00236/FUL – The Piggery, Tutts Clump.**
Retrospective application to add a window and a door to an existing agricultural building and replacement of rotten timber boarding.
It was agreed that BPC has **no objection** to this application.

30.1.2 **26/00336/HOUSE – Dormer House, Southend Road.**
Proposed car port to the north (roadside) of existing double garage.
It was agreed that BPC has **no objection** to this application.

30.1.3 **26/00090/FUL – Field Barn West of Pumping Station, Back Lane.**
Conversion of redundant agricultural building to a single residential dwelling.

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The application notes that the barn is sound and capable of being converted. The potential loss of habitat for barn owls, little owls, bats and other wildlife was noted. Water percolation tests were carried out in September when the ground was very dry. The barn was last used for agricultural purposes in 2017/18.

It was agreed that BPC had **no objection** to this application, but concerns were raised about:

- The lack of information on external lighting and any impact it might have on the dark skies. Any external lighting should be PIR controlled.
- The roof plans don't show any windows on the north east corner.
- There is no detail of where the owl and bat boxes are to be located (this often results in them not actually being installed).
- There is no mention of any boundary treatments or fencing.
- There is no mention of the topography of the site, or where the spoil resulting from the basement will go.
- The visual drawings refer to a 3 bay oak garage, green house, cycle store and bin shelter, details of these are not included in the plans.
- It would appear that the basement is not included in the CIL calculations.

30.2 Planning Decisions taken by WBC:

30.2.1 **25/02882/HOUSE – Waterman's Cottage, Dark Lane.**

Single storey side extension.

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

30.2.2 **26/00093/AGRIC – Copyhold Farm, Southend Road.**

Application to determine if prior approval is required for an agricultural steel portal farm building of approx. 22.86m x 18.28m. Currently clad in grey corrugated roof and open sided.

BPC **objected** to this application which WBC determined as **not requiring permission,** prior to BPC's comments being received by WBC.

31. **District Councillor's Report.**

In the absence of District Cllr. MacKinnon for a significant number of meetings, a written report was requested for the next meeting. RM

32. **Finances.**

32.1 Bank Reconciliation dated 2nd March 2026.

The Clerk circulated a bank reconciliation dated the 2nd March 2026 prior to the meeting. The balance in the Community Account on the 3rd February 2026 was £18,831.78. Once all cheques and credits have cleared, the balance in the Community Account will be £17,276.62.

The statement for the Community Instant Access account dated 27th January 2026 showed a balance of £41,976.94.

Cllr. Allnutt verified the bank reconciliation against the bank statements.

32.2 List of payments and receipts since the last BPC meeting.

The following payments have been made since the last meeting:

HugoFox (Website to 7/1/2027)	£143.86
Staff costs & minor expenses (February 2026)	£624.77
Bibby Commercial Finance Limited (February bins)	£106.08
Bradfield Village Hall (rent for March meeting)	£54.00
Bank charges (10/12/25 – 9/1/2026)	£8.25

It was noted that there has been no credit from Tactical for the unemptied bins in December. HP

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32.3 Grant Applications.

The following grant applications and donations were considered and approved:

Newslink	£400.00
Bradfield Village Hall (for Village Field and play area management)	£5,000.00
Bradfield Primary School (PTA)	£500.00
St. Peter's Pre-school	£1,500.00
Tutts Clump Burial Ground	£375.00
Bradfield WI	£250.00
Bradfield Coffee Club (Methodist Church)	£250.00
Bradfield Luncheon Club	£300.00
John Symonds Trust	£600.00
Bradfield Parochial Charities (Alms Houses)	£300.00
Pang Valley Flood Forum	£150.00

It was agreed to pay membership of £60.00 to CPRE.

32.4 Clerk's Salary.

Payment of the Clerk's salary for March 2026 was approved.

33. **Highways.**

33.1 Planned Road Closures.

The Avenue and Southend Road will be closed in sections between the 9th and the 17th March for pre-surface dressing work.

The closure of Cock Lane today, was deemed not to be necessary and therefore cancelled.

33.2 Community Speed Watch (CSW).

WBC don't appear to communicate with Thames Valley Police (TVP) in relation to CSW. CSW isn't led by TVP. Cllr. Allnutt commented that BPC had requested volunteers via Newslink, who were interested in helping to deploy CSW, to undertake online training. However, once they had completed the online training, BPC had no visibility of them. It is understood that the details of volunteers who have completed the training are sent to the CSW co-ordinator for Bradfield parish. The CSW co-ordinator for Bradfield has kit from TVP and has in the past carried out CSW sessions in Bradfield Village, however he is currently very busy.

33.3 Potholes.

Potholes were reported outside of 4 and 5 Southend Road.

A pothole on Union Road, which was fixed is opening up again. Cllr. Dearing will report this to WBC. KD

33.4 PCC Grant.

The Clerk applied to the PCC for £6,041 (from the proceeds of crime) for a Vehicle Activated Sign (VAS) to assist in the education of motorists to reduce their speed and to help in the collection of data on. A policy on VAS has now been received from WBC.

34. **Clerk's Report.**

34.1 Approval of the IT and Email Policy.

The draft policy circulated prior to the meeting was approved by BPC and will be reviewed on an annual basis. HP

34.2 Correspondence.

34.2.1 **WBC- Local Plan Call for Sites.**

WBC has put out a request for sites for the next Local Plan. There was to have been a Teams meeting last week to explain the background behind the request, but this had to be postponed until the 3rd March.

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35. **Environment**.

35.1 WBC Library Provision.

WBC is offering pop-up libraries to parishes monthly. It was noted that in the last survey of mobile library usage there were only four users, over the year, from Bradfield parish. It was agreed that this did not justify BPC exploring the cost and practicality of a pop-up library, particularly when the library offers an e-Library and the At Home Library Service.

35.2 Update from Berkshire Digital Infrastructure Group (DIG).

Following site visits to five potential mast sites, a report has been produced which identifies a site in a farmer's gateway on Cock Lane as the preferred location for a 20m mast. The option now needs to be discussed with the farmer.

36. **Reports from any meetings.**

36.1 Meeting at Tidmarsh about Land at Maidenhatch.

Uncontrolled development including residential use has been taking place on land just outside of Bradfield Parish at Maidenhatch. WBC Enforcement applied a temporary stop notice to the site which expired on the 17th February. A further stop notice was then expected to be applied.

Tidmarsh and Sulham PC held a public meeting with WBC councillors about the situation which Cllr. Dearing attended. It is understood that the site contains ancient remains.

36.2 Bradfield Village Hall.

A committee, including some parents have started looking at options for the playground. There are to be monthly updates on the solar panels.

The trustees of Englefield Estate are discussing supporting the registration of the Village Hall and the Village Field with the Land.

A tree surgeon has been contacted about undertaking an informal tree inspection of the trees around the Village Field.

37. **Round table comments.**

37.1 Cars parked on the grass at Heath Road.

Cars are continuing to park on the grass at the junction of Heath Road and Southend Road which is believed to belong to WBC.

37.2 New Working Committee for Village Hall.

A committee has been formed, which is correctly constituted under the CIO of the Village Hall to help manage the Village Hall. Todate, a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis has been undertaken.

The Village Hall website has been updated.

37.3 Fly tipping on Buscott Hill.

There have been two incidents of fly tipping on Buscott Hill, both have been reported to WBC and one has been collected today.

38. **The meeting concluded at 9.40pm.**

Next BPC meeting: Tuesday 7th April 2026 at 7.30pm in St. Peter's Church, Southend Road, Bradfield Southend.

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