

**Minutes of a Meeting of Bradfield Parish Council held on Tuesday 7<sup>th</sup> April 2026  
at 7.30pm in Bradfield Village Hall, Bradfield Southend.**

**Present:** Cllr. K. Dearing (Chairman)  
Cllr. G. Allnutt  
Cllr. R. Balsdon  
Cllr. A. House  
Cllr. T. Wale  
Cllr. B. Wyatt  
Mrs. H. Pratt (Clerk)

39. **Public Forum.**  
No matters were in the public forum.
40. **Apologies.**  
There were apologies for absence from Cllr. Allen, Cllr. Bishop and Cllr. O'Reilly.
41. **Declarations of Interest.**  
There were no updates to the Register of Interests.
- 41.1 **Declaration of Interest in Agenda Items.**  
Cllr. Dearing declared an interest in application 26/00620/PIP as a close friend of the site owner.
42. **Approval of Minutes of the BPC meeting on Monday 2<sup>nd</sup> March 2026.**  
The minutes of the BPC meeting held on Monday 2<sup>nd</sup> March 2026 were agreed as a true record of the meeting and will be signed by the Chairman.
- 42.1 **Matters arising from the minutes not noted elsewhere.**
- 42.1.1 **Tactical Credit for missed bin emptying in December.**  
The Clerk reported that she will chase the agreed credit again.
- 42.1.2 **Fly tipping on Buscot Hill.**  
Some of the fly tipping, which was reported on Buscot Hill, was removed, possibly by scrap metal dealers. WBC tidied up the remnants, but more fly tipping has occurred.
43. **Planning Applications**
- 43.1 **Planning Applications on which BPC has been consulted by WBC:**
- 43.1.1 **26/00503/CLASSR – Barn, Malthouse Farm.**  
*Change the use of a portion of their agricultural building to be utilised under Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015. The total floor area of the proposed change of use equates to 138 square meters (31.7 metres x 4.35 metres).*  
It was noted that the visibility for vehicles leaving the site onto Common Hill is very poor.
- 43.1.2 **26/00585/LBC – The Mill House, Church Road.**  
*Conversion of existing storage areas into new study and shower room. New single-glazed timber windows to replace existing.*  
It was agreed that BPC has **no objection** to this application.
- 43.1.3 **26/00620/PIP – Glenvale Nurseries, Hungerford Lane.**  
*Application for permission in principle for a phased application for up to 5 serviced plots for custom building housing.*  
This application is essentially the same as the two outline applications for 4 and 5 houses in 2016 which were both refused on appeal.

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It was agreed that BPC **objects** to this application on the basis of insufficient parking provision for the number and size of dwellings and the property plots are out of proportion with those in the local area.

43.1.4 **26/00608/FUL – Reservoir (covered), Tutts Clump.**

*Revised application for demolition of former water pumping station reservoir, associated plant and buildings, replacement with detached 5-bed dwelling with integral garage. Section 73 to vary Condition (10) Land Contamination of planning permission 22/01953/FULD.*

BPC has **no objection** to this application.

43.2 Planning Decisions taken by WBC:

43.2.1 **25/02671/FULMAJ – Land East of Buscot Hill and North of Union Road (Kaya Farm, Buscot Hill).**

*Part retrospective siting of temporary rural workers dwelling; erection of general purpose agricultural building and yard; use of land for a mixed agricultural/equestrian use; use of land as a dog walking field; and ancillary works.*

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

43.2.2 **25/02873/HOUSE – Orchard Lodge, Bishops Road, Tutts Clump.**

*Rear glazed enclosure.*

BPC submitted **comments** on this application which has been **approved** by WBC.

43.2.3 **25/02902/FUL – Queens Head, Southend Road.**

*Form new 1.2m by 3m sloped roof porch over existing side entrance. New front, 5.25m by 7.3m, timber pergola with flat, single ply covered roof, complete with parapet glazed screens. Removal of existing stone walkway and entrance. Replace with new, timber arbour entranceway. New timber picket fence with lower planting and flowers. Allow to install new bike racks to car park. Adjust close boarded fencing with gates layout to side. New scaffold poles and festoon lighting to existing boundary planters.*

BPC **objected** to this application which has been **approved** by WBC.

43.3 Enforcement.

43.4 **1 Buscot Copse.**

The overflow from the sewage treatment plant/septic tank at 1 Buscot Copse is into the stream in Buscot Gully which runs very close to the golf course. The smell emitting from the overflow is reported to be terrible. It was agreed that the Clerk would have a conversation with the environmental health officer or the planning officer about how to proceed.

44. **District Councillor's Report.**

There was no District Councillor's report.

45. **Finances.**

45.1 Expenditure Against Budget to the 31<sup>st</sup> March 2026.

The Clerk reported that during FY25/26, BPC spent a total of £60,302.39. This included a contribution to Bradfield Village Hall for the building work of £32,357.00, which was taken out of savings from CIL contributions, thus reducing operational expenditure to £27,945.39. Income totalled £28,385.73 excluding any interest on the Community Instant Access account.

A more detailed breakdown of expenditure against budget will be reported at the next meeting.

45.2 Bank Reconciliations.

The Clerk circulated bank reconciliations to the 31<sup>st</sup> March 2026 and for the new financial year to the 7<sup>th</sup> April 2026. The balance in the Community Account on the 3<sup>rd</sup> March 2026 was £18,061.47. Once all cheques and credits have cleared, the balance in the Community Account will be £6,455.84.

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	The statement for the Community Instant Access account dated 27 <sup>th</sup> March 2026 showed a balance of £42,011.97	
	Cllr. Allnutt verified the bank reconciliation against the bank statements.	
45.3	<u>List of payments and receipts since the last BPC meeting.</u> In addition to the grant applications agreed at the last meeting, the following payments have been made:	
	Autela Payroll Services	£102.00
	Staff costs & minor expenses (March 2026 & back pay)	£1,240.95
	Chair's Allowance	£125.00
	Bank charges (10/1/26 – 9/2/2026)	£7.75
	CPRE	£60.00
	Bibby Commercial Finance Limited (March bins)	£106.08
	Bradfield Village Hall (rent for APA)	£54.00
	The first three payments were made in FY25/26 and the last three in FY26/27.	
45.4	<u>Progress with Online Banking.</u> The Clerk reported that she can now access the bank accounts online, however, to make payments at least one councillor needs to be given access and preferably several. It was agreed to add Cllr. Dearing in the first instance, followed by Cllr. Balsdon.	HP
45.5	<u>Clerk's Salary.</u> Payment of the Clerk's salary for April 2026 was approved.	
46.	<b><u>Highways.</u></b>	
46.1	<u>PCC Grant for VAS/SID.</u> The Clerks application to the Police and Crime Commission for a grant of £6,041 for a VAS was partially successful in receiving funding of £4,000. There is a presentation event to be held on Friday 8 <sup>th</sup> May in Oxford Town Hall.	
46.2	<u>Update from Briefing on the new VAS/SID policy.</u> Cllr. Allnutt and the Clerk attended the WBC briefing from the Safer Roads team at WBC which included the new VAS/SID policy. WBC, having been through the procurement process, have identified one multi-functional VAS offering which can be used in multiple different scenarios. The model identified can collect data which can be downloaded remotely. It is available powered by an ordinary power supply or solar panels. The VAS on Southend Road was repaired, but a different component has now failed. The post is also noted to be rusting and in need of replacement. WBC has agreed to replace the post, if BPC has funds for a new VAS. BPC needs to apply to WBC, for a new VAS. Additional funds, over the £4,000 are required for the solar version of the VAS, which may be raised via a Members Bid.	
46.3	<u>Update on Community Speed Watch (CSW).</u> A second CSW co-ordinator has come forwards and is now fully registered with TVP. He now has the equipment to undertake CSW sessions. To date, two sessions have been carried out from Wellington Gardens. Three volunteers, who have completed online training are required for each session.	
46.4	<u>Any other Highway issues.</u> Cllr. Dearing will report the broken road sign at the war memorial and the Southend Road sign at the junction of Mariners Lane and Southend Road. The Clerk will contact Cheryl Evans about who to contact to get the village gateway sign on Cock Lane replaced.	KD HP
47.	<b><u>Clerk's Report.</u></b>	
47.1	<u>Stand at Bradfield May Fayre.</u> It was agreed that BPC would not have a stand at this year's May Fayre.	

- 47.2 Annual Parish Assembly (APA) Arrangements (Monday 20<sup>th</sup> April).  
The Clerk will request reports from groups who have received grants from BPC. These reports will be read out at the APA.
- 47.3 Correspondence.
- 47.3.1 **Support For the Parochial Charities with the Cost of Oil for the Alms Houses.**  
It was agreed that BPC could not financially support the Parochial Charities with the increased cost of heating oil for the residents of the Alms Houses. It is likely that there are other parishioners who are struggling.  
It was suggested that they contact CCB and WBC who may be able to assist.
- 47.3.2 **WBC District Parish Conference – Wednesday 29<sup>th</sup> April (6 for 6.30pm)**  
Councillors have the option to attend this event either in person or virtually. Cllr. Dearing will attend virtually.
- 47.3.3 **Increase in cost of bin emptying.**  
From May, Tactical Group will be increasing the cost of emptying dog bins to £4.61 and then to £4.79 at the beginning of 2027. BPC resolved to accept this increase.
- 47.3.4 **Replacement of a Village Hall Bin with Recycling Facilities.**  
The Village Hall Committee has asked if BPC would cover the cost of a replacement bin with recycling facilities. Given that WBC currently empties the bin, it was suggested that they be asked to replace it.
- 47.3.5 **Stand-by Group Grant Application.**  
The Stand-by Group has submitted a grant application, dated the 1<sup>st</sup> April, for £600. It was agreed to put the application on file for consideration in March 2027.
48. **Reports from any meetings.**
- 48.1 Bradfield Village Hall.  
Cllr. House reported that he had attended an ‘Extra General Meeting’ of Bradfield Village Hall Management Committee on the 30<sup>th</sup> March. The aim of the meeting was to adopt the proposed Business Plan for the Village Hall from 2026 to 2028.  
The proposed Business Plan contained a proposed structure of a strategic leadership team of four, who work with the CIO Management Committee (the trustees) and are leaders for each of the following subgroups: marketing, capital projects, asset maintenance and business operations.  
There was some anxiety that historical trustee control might be lost to new volunteers, given that the Business Plan acknowledged the need for additional personnel for the effective management of the Village Hall.  
A further revision of the Business Plan is therefore underway, and it is hoped that it will be adopted and made public on the Bradfield Village Hall website.
49. **Round table comments.**
- 49.1 School Crossing Attendant.  
It was questioned whether BPC had ever been asked for funding to support a school crossing attendant on Cock Lane. BPC has never been approached. Any such crossing would need to be approved by WBC.
50. **The meeting concluded at 9.40pm.**  
**Next BPC meeting: Tuesday 5<sup>th</sup> May 2026 at 7.30pm in St. Peter’s Church, Southend Road, Bradfield Southend.**