

**Minutes of the Annual Meeting of Bradfield Parish Council held on Tuesday 5th May 2026
at 7.30pm in St. Peter's Church, Bradfield Southend.**

Present:

Cllr. G. Allen

Cllr. R. Balsdon

Cllr. K. Bishop

Cllr. K. Dearing

Cllr. A. House

Cllr. S. O'Reilly

Cllr. B. Wyatt

Mrs. H. Pratt (Clerk)

Four members of the public.

51. **To elect a Chairman.**

Cllr. Balsdon proposed that Cllr. Dearing be Chair of BPC for the coming year. This was seconded by Cllr. House and unanimously agreed.

Cllr. Dearing signed her Declaration of Office.

52. **To elect a Vice Chairman.**

Cllr. Dearing proposed that Cllr. House be Vice Chair of BPC for the coming year. This was seconded by Cllr. O'Reilly and unanimously agreed.

53. **Public Forum.**

53.1 **St. Peter's Church.**

Work is planned on the front façade of St. Peter's church to make it more presentable and welcoming. Some refurbishment of the body of the church is also planned. It is hoped that work will start during the summer holidays.

53.2 **Speed of Vehicles in Bradfield Southend.**

The speed of vehicles on Heath Road was commented upon, particularly given the number of children and off lead dogs (who may stray from the cricket field). The road markings at the end of Stanbrook Road have worn away. There is frequently a delivery van who speeds at 5.30am. Hedgehog numbers have reduced dramatically.

It was questioned whether Heath Road could be made a no through road for vehicles.

Cllr. Dearing and the Clerk will check to see if there are any wheelie bin stickers which may be able to be utilised in the immediate area.

54. **Apologies.**

There were apologies for absence from Cllr. Allnutt and Cllr. Wale.

55. **Declarations of Interest.**

All councillors present reviewed their Declarations of Interest forms.

55.1 **Declaration of Interest in Agenda Items.**

No declarations of interest were declared in any agenda items.

56. **Approval of Minutes of the BPC meeting on Tuesday 7th April 2026.**

The minutes of the BPC meeting held on Tuesday 7th April 2026 were agreed as a true record of the meeting and signed by the Chairman.

57. **To review Corporate Documents.**

57.1 **Standing Orders, Financial Regulations and Code of Conduct.**

It was noted that these documents do not need to be reviewed until August.

57.2 **Risk Assessment.**

The Risk Assessment for the coming year was considered, approved and signed by the Chairman.

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57.3 Asset Register.

The asset register has been updated to include the new defibrillator and grit bin (supplied by WBC – no invoice has been received to date). The location of the picnic benches and the three plaques have been updated to the Village Field and Bradfield Village Hall respectively.

The locations of the grit bins have been reviewed and corrected.

There was a discussion about gifting the picnic benches and the plaques to the Bradfield Village Hall, but no decision was reached.

58. To review the Council Insurance Policy.

The Clerk advised that the insurance renewal (from the 1st of June) has been received and is £923.28, an increase from £672.84 last year (an increase of £250.44). It was agreed that the Clerk would seek alternative cover.

59. Positions of Responsibility.

The following positions of responsibility were agreed:

Bradfield Parochial Charities (The Alms Houses)	Cllr. Wyatt
Bradfield Village Hall	Cllr. Balsdon
Pang Valley Flood forum	Cllr. Balsdon
Planning	Cllr. O'Reilly
Footpaths	Cllr. Dearing
Incidents	Cllr. Allnutt
Newslink	Cllr. Allen

60. Dates for Meetings in 2026/27.

The following dates were agreed for meetings in 2026/27 (the first Monday of each month):

- Monday 1st June 2026
- Monday 6th July 2026
- Monday 3rd August 2026
- Monday 7th September 2026
- Monday 5th October 2026
- Monday 2nd November 2026
- Monday 7th December 2026
- Monday 4th January 2027
- Monday 1st February 2027
- Monday 1st March 2027
- Monday 5th April 2027
- Tuesday 11th May 2027 (Annual meeting of BPC, to be held after the election and councillors have taken up office.)

Meetings will take place in Bradfield Village Hall (with the likely exception of the meeting on the 11th May 2027), starting at 7.30pm.

61. Planning Applications61.1 Planning Applications on which BPC has been consulted by WBC:61.1.1 **26/00747/HOUSE – Edenholme, Hungerford Lane.**

Single storey side garage extension plus new fence and access gates.

It is noted that Edenholme was originally a typical 1960s bungalow, although plans for this bungalow don't appear on the WBC planning portal.

It was agreed that BPC **objects** to this application on the basis of the increase in footprint from the original two bedroom bungalow and on the impact, it will have on the

- neighbouring property Montenotte, due to removal of the hedge and replacement with a garage wall and a line of solar panels on the roof.
- 61.1.2 **26/00695/HOUSE – Heath Farm Cottage, Southend Road.**
Detached garage with home office.
 It is questioned whether the block plan shows sufficient parking spaces off the bridleway, for the dwelling.
 The application refers to an application in 2001 which gave permission for the access to be moved further south along the bridleway, however, that work was never started, and the current application would require removal of a section of the hedge.
 It was agreed that BPC **objects** to this application based on insufficient parking spaces, removal of hedging and no EV charging point.
- 61.1.3 **26/00829/HOUSE – Lodge, Stanford Woods, Tutts Clump.**
Proposed timber orangery and repositioning of veranda.
 This is renewal of a previous application. BPC has **no objection** to this application.
- 61.2 Planning Decisions taken by WBC:
- 61.2.1 **26/00336/HOUSE – Dormer Cottage, Southend Road.**
Proposed car port to the north (road side) of the existing double garage.
 BPC had **no objection** to this application which has been **approved** by WBC.
- 61.2.2 **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).
 BPC made comments on the access, but WBC has determined that this application falls into **permitted development.**
62. **District Councillor’s Report.**
 District Cllr. MacKinnon was not present and had not submitted a report.
63. **Finances.**
- 63.1 Summary Bank Reconciliation for 2025/26.
 The Clerk circulated a summary bank reconciliation for the year ending 31st March 2026 which showed total income of £28,787.77 and expenditure of £60,302.39, which includes the £32,357.32 which was donated to Bradfield Village Hall for refurbishment and came from CIL funds.
- 63.2 Expenditure Against Budget to the 31st March 2026.
 The Clerk circulated a summary of income and expenditure against budget for the year ending 31st March 2026.
- 63.3 Review of Standing Orders and Direct Debits.
 There is a direct debit instruction for HugoFox who provide the website.
 It was agreed to pay the Information Commissioner’s Office by direct debit, which reduces the fee from £52.00 to £47.00.
- 63.4 Bank Reconciliation to the 5th May 2026.
 The Clerk circulated a bank reconciliations to the 5th May 2026. The balance in the Community Account on the 2nd April 2026 was £17,322.87. Once all cheques and credits have cleared, the balance in the Community Account will be £23,607.10.
 The statement for the Community Instant Access account dated 27th April 2026 showed a balance of £42,029.81.
 Cllr. Bishop verified the bank reconciliations against the bank statements.
- 63.5 List of payments and receipts since the last BPC meeting.
 The following payments have been made:
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| Staff costs & minor expenses (April 2026) | £647.18 |
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	Bank charges (10/2/26 – 9/3/2026)	£6.25	
	Bibby Commercial Finance Limited (April bins)	£106.08	
	Xmas Shield engraving	£20.00	
	Hampshire Association of Local Councils (BALC membership)	£393.31	
	The first half of the precept of £13,250 has been received as has the Police and Crime Commissioner's grant of £4,000.		
	A VAT reclaim has been submitted for FY25/26 of £1,074.08.		
63.6	<u>Clerk's Salary.</u>		
	Payment of the Clerk's salary for May 2026 was approved.		
64.	<u>Highways.</u>		
64.1	<u>WBC Members Bid for VAS.</u>		
	Following the successful bid for a VAS from the Police and Crime Commissioner of £4,000, it was agreed to apply for WBC members bid of £1,590 to bring the total up to £5,590 which is the cost of a new solar powered VAS supplied by WBC.		
	Whilst there is a view that the current VAS is in the wrong place, the traffic by St. Peter's Church (proposed alternative location) is already slowed by the parked cars.		
	It was agreed to fund WBC to replace the existing defective VAS with a new VAS picking up traffic traveling from east to west in the same location. Then a new VAS near Wellington Gardens/opposite Cripps Farm to pick up traffic travelling from west to east (entering the village) will be explored.		
64.2	<u>Any Other Highways Issues.</u>		
64.2.1	Vehicle parked on Southend Road.		
	There is a SORN vehicle parked on the grass in front of a property immediately next to Southend Road. It was agreed to request advice from the PCSO on who to report it to.		
64.2.2	Cats Eye Holes.		
	In the recent road patching, it has been noted that the holes left from removed cats eyes have not been filled.		
65.	<u>Clerk's Report.</u>		
65.1	<u>Mobile Phone Signal.</u>		
	Following the demise of the Berkshire Digital Infrastructure Group, the Clerk reported that she had spoken to James Read (the Economic Development Officer at WBC). Icon Tower were looking at possible sites for installing a mast in Bradfield. Their preferred site was near a farm gateway on Cock Lane; however, they now consider that this site is likely to be unacceptable in planning terms. Mr. Read is going to challenge them on this and try and find out more.		
65.2	<u>Correspondence.</u>		
65.2.1	Flood Kits via PVFF		
	The PVFF has access to a number of flood kits, which include hi-vis jackets, radios etc for use in flood and other emergency situations. It was agreed that Cllr. Balsdon would request one with a view to it being kept at Bradfield Village Hall.		
66.	<u>Reports from any meetings.</u>		
66.1	<u>Bradfield Village Hall.</u>		
	Following the AGM there have been a number of changes to the trustees. A new chairman and vice chairman are in place.		
	Cllr. Balsdon continues to work to get the land registered with the Land Registry. The storeroom (formerly the toilets) was fitted out in time for the May Fayre. The shed needs work and the snagging issues with the main hall roof need to be resolved. Funds have started being received from the solar panels fitted on the roof. More work needs to be done on the acoustics in the hall.		

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The RoSPA inspection on the playground was not very good, however some work has been done to rectify some of the issues.

Bradfield Village Hall Committee and the May Fayre Committee are working to understand the implications of Martyn's Law, particularly with next year's May Fayre in mind.

A Business Plan, containing a revised management structure has now been adopted by the Bradfield Village Hall Management Committee.

66.2 District Parish Conference.

Cllr. Dearing and the Clerk virtually attended the District Parish Conference. The agenda covered the devolution offerings to parishes, a new policy which is being developed on Vibrant Villages and an update on the Local Government Reorganisation.

66.3 Bradfield Social Club.

It was reported that part of the Social Club carpark has been fenced off, and the farmer is proposing to put stables on it. There is a suggestion that the parcel of land was not registered with the Land Registry. It was questioned whether stables on the land would require permission.

67. **Round table comments.**

67.1 Queen's Head.

Comments have been received from close neighbours about the noise, particularly from the BBQ area, late into the evenings.

67.2 Potholes on New Way.

It has been observed that the potholes on the side of New Way have been filled with soil.

67.3 Hungerford Lane.

The trees from Acres Farm are again growing into the road and reducing the usable width of the road. As a result, at least one wing mirror has been broken.

67.4 Southend Road.

There is a water leak outside Cripps Farm. Cllr. Wyatt has reported it to Thames Water who have been out and looked at the leak.

67.5 Bradfield Primary School.

It is understood that there are proposals being drawn up for 44 houses and a new primary school on the fields behind the school. It was felt that the existing Victorian building should be protected and the Clerk will have a conversation with Sue Ellis (West Berkshire Heritage Forum) about whether it might be suitable for local listing.

67.6 Annual Parish Assembly and Bradfield Village Hall AGM.

It was suggested that the Parish Assembly and the Village Hall AGM be held on the same evening. The Village Hall AGM might be held at 7pm and the Assembly at 7.30pm.

67.7 Litter bin outside 45 Southend Road.

The litter bin outside 45 Southend Road is broken. It will be reported to WBC and a replacement requested.

67.8 Hedges.

The hedge on Southend Road between Heath Road and 29 Southend Road is badly overgrown and causing people to have to walk in the road. This needs to be reported to WBC.

68. **The meeting concluded at 9.30pm.**

Next BPC meeting: Monday 1st June 2026 at 7.30pm in Bradfield Village Hall, Southend Road, Bradfield Southend.

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