

**Minutes of a Meeting of Bradfield Parish Council held on Tuesday 7th October 2025
at 7.30pm in Bradfield Methodist Church, Tutts Clump.**

Present: Cllr. K. Dearing (Chairman)
Cllr. G. Allnutt
Cllr. R. Balsdon
Cllr. A. House
Cllr. S. O'Reilly
Cllr. T. Wale
Cllr. B. Wyatt
Mrs. H. Pratt (Clerk)
Five members of the public.

117. **Public Forum.**

117.1 **Bradfield Village Hall.**

Work on the improvements to the Village Hall are progressing well; work on the kitchen and the hall is complete, as is all the work on the solar panels and the supply of hot and cold water. Still outstanding are waste, the toilets, repairs to the committee room roof and the carpark. It is anticipated that the construction compound will be cleared by Friday 10th October.

During the project there has only been one Health and Safety incident when an electrician had a small cut.

The best way to protect waste pipes (from vehicles) is being considered and this will be done.

118. **Apologies.**

There were apologies for absence from Cllr. Allen, Cllr. Bishop and District Cllr. Mackinnon.

119. **Declarations of Interest.**

There were no updates to the Register of Interests.

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

There were no declarations of interest in any agenda items.

120. **Approval of Minutes of the BPC meeting on Tuesday 2nd September 2025.**

The minutes of the BPC meeting held on Tuesday 2nd September 2025 were agreed as a true record of the meeting and signed by the Chairman.

120.1 **Matters arising from the minutes not noted elsewhere.**

120.1.1 **Mariner's Lane Grit Bin.**

It was noted that the broken grit bin on Mariner's Lane has been removed.

121. **Planning Applications**

121.1 **Planning Applications on which BPC has been consulted by WBC:**

121.1.1 **25/01238/FUL – 1 Buscot Copse.**

Retrospective: Erection of mixed residential and woodland management user outbuilding, erection of agricultural chicken house, formation of pond, and installation of underground sewage treatment plant.

This application confuses the domestic curtilage of the site, which is not shown consistently through the application. The chicken coop for small scale commercial use is thought to be on the domestic curtilage. If chickens and eggs are being sold there will be a parking requirement for customers, which is not considered in the application.

There are no details of the pond, apart from its location. The pond which was in the front garden was very small, whereas the replacement pond is much larger. There are references to educational visits, but there are no details about these visits.

In the supporting documentation for the sewage plant there is no detail of the size of the plant, however the certificate suggests it is suitable for up to ten persons. The plant is to serve the property 1, Buscot Copse, the annexe, the Airbnb and any campers, which given the number of bedrooms could have an occupancy of 18 (in 9 bedrooms) which exceeds the capacity of the plant. The current setup drains into the stream which then flows through the neighbouring golf course, where there is understood to be a very unpleasant aroma.

Use of the outbuilding appears to be confused with reference to residential and woodland store. If approved, the use of this building would need to be very tightly conditioned.

It was agreed that BPC **objects** to this application.

121.1.2 **25/02084/LBC – Ryders, The Avenue (Bucklebury Parish).**

Removal of existing roof tiles, with all sound tiles retained and reused where possible (estimated salvageable proportion < 20%). Replacement of failed/damaged tiles with handmade clay roof tiles of matching size, colour, and appearance. Renewal of ridges, hips, and associated roof details on a like-for-like basis, using appropriate traditional methods. Retention of the existing roof structure with no alterations to its form, profile, or pitch. Replacement of two small dormer windows on a like-for-like basis, matching original scale, detailing, and materials. Incorporation of bat access tiles.

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

121.1.3 **25/02227/HOUSE – West View, Cock Lane.**

Single storey rear extension.

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

121.2 Planning Decisions taken by WBC:

121.2.1 **25/01640/HOUSE – Orchard Lodge, Tutts Clump.**

New pool enclosure.

BPC had **no objection** to this application which has been **withdrawn**.

121.2.2 **25/01714/FUL – Bradfield College.**

Installation of roof mounted solar panels.

BPC **supported** this application which has been **approved** by WBC.

121.2.3 **25/01727/HOUSE – The Firs, Tutts clump.**

Detached garage.

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

121.3 Enforcement Issues.

There was no update on any enforcement issues.

122. **District Councillor's Report.**

Prior to the meeting, District Cllr. Mackinnon submitted a written report which covered the following topics:

- The local Government reorganisation including the Ridgeway Council proposals and Reading's proposal to expand its boundaries to include Calcot, Tilehurst, Theale, Pangbourne and Purley on Thames.
- Veolia pilot scheme to deliver loads of free soil conditioner for the support of local growing projects, community green spaces and initiatives which boost wildlife and biodiversity.
- The weekly, 5k, Parkrun in Victoria Park offering free, inclusive activity in the heart of Newbury.

- Thatcham Town Council, with the support of WBC has exciting plans for a new Community Hub which will transform the Brownsfield Road and Memorial Fields area.
- WBC has published the Annual Report for Adult Social Care for 2024/25.
- The Pharmaceutical Needs Assessment 2025-2028 has been published, showing that people in West Berkshire have good access to pharmacy services.
- Vaccinations, for flu, COVID-19 and Respiratory Syncytial Virus (RSV) are now available to those groups of people eligible for them.
- WBC has announced the return of the Learner Achievement Awards, which will take place on the 7th November at Shaw House.
- Schools can now sign up for GoDrive, which is a free young driver intervention programme, specifically for those aged 16 and over. It is designed to give them the tools and confidence to become safer drivers and more responsible passengers.

123. **Finances.**

123.1 **Expenditure against Budget to the 30th September 2025.**

The Clerk circulated a report of expenditure against budget to the 30th September 2025 which showed total expenditure of £41,497.63 and income of £25,025.30. Expenditure includes £32,357.00 of CIL funds; ring fenced money which was paid to Bradfield Village Hall for the refurbishment. The works on refurbishment of the telephone box in Bradfield have cost £2,712.70, a defibrillator and cabinet will be purchased shortly and then 70% of the cost of the project will be claimed from WBC as part of an approved WBC Members Bid.

123.2 **Bank Reconciliation dated 7th October 2025.**

The Clerk circulated a bank reconciliation dated the 7th October 2025 prior to the meeting. This reconciled to the balance on the Community Account on the 3rd September 2025 which showed a balance of £11,772.53. Once all cheques and credits have cleared, the balance in the Community Account will be £22,015.17, which includes the second half of the precept (£11,750), received on the 30th September.

The statement for the Community Instant Access account dated 26th September 2025 showed a balance of £41,892.80.

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

123.3 **List of payments since the last BPC meeting.**

The following payments have been made since the last meeting:

Salaries, PAYE, NI	£601.98
Bibby Commercial Finance Limited (bin emptying September)	£106.08
Bank charges	£6.25
Bibby Commercial Finance Limited (bin emptying October)	£106.08

123.4 **Clerk's Salary.**

Payment of the Clerk's salary for October 2025 was approved.

123.5 **Bank Mandate.**

Currently, Cllr. Dearing, Cllr. House and Cllr. Wale are signatories for cheques. It was agreed to move to online banking, with Cllr. Dearing and Cllr. Wale as online signatories in the first instance.

124. **Highways.**

124.1 **Update on any Highway Issues.**

124.1.1 **VAS on Southend Road.**

Cllr. Allnut commented that he has reported the VAS on Southend Road to WBC. It is thought that it should be repaired under warranty.

124.1.2 **Tree Branches on Southend Road.**

HP

	Following work around the powerlines, branches were left on the footway along Southend Road. They have been moved to the grass verge outside 56 Southend Road, so no longer obstruct the footway, but still look unsightly.	
124.2	<u>WBC Members Bid for new VAS.</u> It is unlikely that the Clerk will have time to complete the Member's Bid for a new VAS.	HP
124.3	<u>Portable SID Activity.</u> BPC have withdrawn from sponsorship of the proposed temporary portable SID activity due to lack of volunteers. In its place Bradfield Southend have now joined the established Bradfield village CSW group. BPC is requesting additional volunteers (via revised text in Newslink) to make a difference to excessive speed on our roads.	
125.	<u>Clerk's Report.</u>	
125.1	<u>Location for Future BPC meetings.</u> Following a discussion about possible venues for future BPC meetings, it was agreed that BPC meetings will move to the first Monday of the month, when it is believed that the Village Hall is available. Councillors were keen to support the Village Hall, by holding meetings of the council there.	HP
125.2	<u>Remembrance Service – Sunday 9th November.</u> All arrangements are in place for the Remembrance Service. Cllr. House has organised the wreath which he has delivered to Cllr. Dearing.	
125.3	<u>Assertion 10 on the AGAR.</u> The AGAR for 2025/26 will include a new assertion which covers how BPC use IT facilities including domain names for both the website and councillor/clerk email addresses. BPC currently uses HugoFox to host a website at the address bradfield-pc.gov.uk, which is a domain owned by BPC. It was agreed to extend this to include the email service offered by HugoFox for councillors, at a cost of £17.49 (plus VAT) a month for 10 mailboxes. BPC must have an IT policy which documents how it uses IT to go about its business.	HP
125.4	<u>Correspondence.</u>	HP
125.4.1	<u>District Parish Conference – Tuesday 21st October.</u> Councillors are invited to register in advance and either attend in person or virtually.	
126.	<u>Environment.</u>	
126.1	<u>Mobile Phone Signal.</u> Cllr. Allnutt reported that he had attended a meeting with the Berkshire Digital Infrastructure Group and ICON. During this meeting, four sites were discussed: behind St. Peter's Church, the Village Field (towards Cock Lane), next to McVeigh Parker (on Englefield Estate land) and Boot Farm. ICON need to contact the freeholders of these sites and then carry out surveys which will result in possible options and ultimately a plan of how best to improve the mobile phone signal in the parish. The current proposal is based on provision of a basic 4G signal. The final proposition will be determined by the network Operator(s) and may include a 4G+ signal.	
126.2	<u>Installation of Commemorative Plaques.</u> The plaques will be installed on Bradfield Village Hall, once the development work has been completed.	
126.3	<u>Installation of replacement Benches.</u> The benches have been delivered and installed. They have resulted in positive feedback.	
126.4	<u>Defibrillator for Bradfield telephone box.</u> The Clerk will place the order for an unheated defibrillator cabinet and a Zoll AED 3 defibrillator which operates at lower temperatures than our existing defibrillators.	HP

127. **Bradfield Village Hall (BVH).**
- 127.1 **Trees on the periphery of the Village Field.**
Over recent weeks several branches have fallen from trees. The trustees have been advised to have a tree survey carried out.
- 127.2 **Grand Opening on the 1st November.**
The refurbished hall will have an official opening on Saturday 1st November at 2pm.
- 127.3 **Recognition of Cllr. Dearing's work on the project.**
It was noted how much time and dedication Cllr. Dearing has put into the refurbishment of the Village Hall.
128. **Round table comments.**
- 128.1 **Heath Road Security Lights.**
A property on the junction of Heath Road and Southend Road has two security floodlights which are on for most of the time. One blinds vehicle drivers as they turn into Heath Road and the other shines into a neighbour's bedroom to the extent, they are having to invest in blackout lining for curtains.
- 128.2 **Judge for the Christmas Lights.**
A judge has been asked and has kindly accepted the role.
- 128.3 **Queen's Head.**
The new landlords have started work and are planning to do a Sunday carvery. All in all, it is looking very promising.
- 128.4 **Parking at the Village Hall.**
It was agreed that ideally a daily marshal is needed to direct cars during school drop off and collection.
129. **The meeting concluded at 9.20pm.**
Next BPC meeting: Monday 3rd November 2025 at 7.30pm in Bradfield Village Hall.