

BRADFIELD PARISH COUNCIL

To: All members of Bradfield Parish Council

You are hereby summoned to attend the Annual Meeting of Bradfield Parish Council. If you are unable to attend, please send your apologies to the clerk.

Notice of Meeting

Date: Tuesday 5th May 2025

Time: 7.30pm

Location: St. Peter's Church, Southend Road, Bradfield Southend.

Helen Pratt

Helen Pratt – Clerk to Bradfield Parish Council

28th April 2025

Agenda

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Office.
2. To elect the Vice-Chairman.
3. To receive apologies for absence.
4. Declarations of Interest:
 - 4.1. To receive any updates to the Register of Interests.
 - 4.2. To receive any interests in agenda items.
5. Public forum.
 - 5.1. To approve the minutes of the meeting held on Tuesday 7th April 2026.
6. Matters arising from the minutes not covered elsewhere by the agenda (this is for information only: no decisions can be made under this item).
7. To review Corporate Documents:
 - 7.1. Standing Orders
 - 7.2. Financial Regulations
 - 7.3. Code of Conduct
 - 7.4. Risk Assessment
 - 7.5. Asset Register.
8. To review the Council Insurance policy.
9. To confirm positions on external committees:
 - 9.1. Bradfield Parochial Charities (The Alms houses),
 - 9.2. Bradfield Village Hall Management Committee,
 - 9.3. The Pang Valley Flood Forum.
 - 9.4. To confirm positions of responsibility:
 - 9.5. Planning
 - 9.6. Footpaths

- 9.7. Incidents
- 9.8. Newslink.

10. To consider ordinary Council meetings in 2026/2027.

- 10.1. To fix the dates and times.

11. Planning matters:

11.1. To consider the following planning applications:

- 11.1.1. 26/00747/HOUSE – Edenholme, Hungerford Lane.
Single storey side garage extension plus new fence and access gates.
- 11.1.2. 26/00695/HOUSE – Heath Farm Cottage, Southend Road.
Detached garage with home office.
- 11.1.3. 26/00829/HOUSE – Lodge, Stanford Woods, Tutts Clump.
Proposed timber orangery and repositioning of veranda.

11.2. Planning decisions taken by WBC.

11.3. To receive an update on enforcement matters.

12. To receive the District Councillors report.

13. Finances.

- 13.1. To approve the bank reconciliation for FY25/26.
- 13.2. To review expenditure against budget for FY25/26.
- 13.3. To review standing orders/direct debits.
- 13.4. To receive a bank reconciliation (dated 5/5/2026).
- 13.5. To receive a list of receipts and payments since the last meeting.
- 13.6. To approve the Clerks salary for May 2026.

14. Highways.

- 14.1. To consider applying for a WBC Members Bid for the remainder of the funds to replace the VAS on Southend Road.
- 14.2. To receive an update on any other highway issues.

15. To receive the Clerk's report.

- 15.1. Correspondence.

16. To receive reports from meetings attended on behalf of BPC.

- 16.1. Bradfield Village Hall.
- 16.2. District Parish Conference – Wednesday 29th April 2026

17. Round table comments (note this is for information only and no decisions may legally be taken).

Date of future meetings:

Bradfield PC: Monday 2nd June 2026 at 7.30pm in the Committee Room at Bradfield Village Hall.