

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

**Present:**

Cllr. K. Dearing (Chair)  
Cllr. G. Allen  
Cllr. G. Allnutt  
Cllr. R. Balsdon  
Cllr. K. Bishop  
Cllr. A. House  
Cllr. S. O'Reilly  
Cllr. R. Wyatt  
Mrs. H. Pratt (Clerk)  
No members of the public.

105. **Apologies.**  
Apologies for absence were received and accepted from Cllr. Wale and District Cllr. MacKinnon.
106. **Declarations of Interest.**  
There were no updates to the register of interests.
- 106.1 **Declaration of Interest in Agenda Items.**  
No declarations of interest were declared in any agenda items.
107. **Public Forum.**  
No matters were raised during the public forum.
108. **Approval of Minutes of the BPC meeting on Monday 3<sup>rd</sup> August 2026.**  
The minutes of the BPC meeting held on Monday 3<sup>rd</sup> August 2026 were agreed as a true record of the meeting and signed by the Chairman.
- 108.1 **Matters Arising.**
- 108.1.1 **Trees on Hungerford Lane.**  
The confer trees from Acres Farm continue to grow into the road and have now restricted the carriage way so that cars cannot pass.
109. **Planning Applications**
- 109.1 **Planning Applications for consultation:**
- 109.1.1 **26/00411/FULMAJ – Land East of Bracadale, Maidenhatch (Tidmarsh Parish).**  
*Retrospective change of use of land to enable standing of four static caravans for residential use by a Gypsy / Traveller family and storage of four touring caravans and ancillary works.*  
This application was discussed. It was agreed that all of the grounds on which BPC would object have been raised already. It was agreed to make no comment.
- 109.2 **Planning Decisions taken by WBC:**
- 109.2.1 **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.*  
BPC had **no objection** to this application which has been **approved** by WBC.
- 109.2.2 **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 had **no objection** to this application which has been **approved** by WBC.
- 109.2.3 **26/01249/FUL – St. Andrew’s School, Buckhold.**  
*Installation of cricket nets and associated drainage.*  
 BPC had **no objection** to this application which has been **approved** by WBC.
- 109.2.4 **26/01608/PIP – Land at Heath Farm Cottage, Southend Road.**  
*Application for permission in principle for one dwelling.*  
 BPC **objected** to this application which has been **refused** by WBC.
- 109.3 Other Planning Matters.
- 109.3.1 **Copyhold Farm.**  
 A parishioner is continuing to report the egg grading, packaging and distribution at Copyhold Farm to WBC enforcement.
110. **District Councillor’s Report.**  
 District Cllr. MacKinnon submitted a report prior to the meeting which covered the following areas:
- Local Council reorganisation (Central Government has announced that reorganisation of local government is on hold awaiting a review, as a result of new legal advice. It is understood that local elections in May 2027 will go ahead on existing council boundaries.)
  - Over the summer holidays a new early years facility has been created at Thatcham Park School, accessibility improvements have been made at Brookfields Special School, specialist early years SEND accommodation has been created at Spurcroft Primary School, new security fencing has been installed at Victoria Park Nursery and a new replacement hall floor at Burghfield St. Mary’s School.
  - The Robin Hood roundabout in Newbury has had major improvement works.
111. **Finances.**
- 111.1 **Bank Reconciliation to the 7<sup>th</sup> September 2026.**  
 The Clerk circulated a bank reconciliation to the 7<sup>th</sup> September 2026 showing a balance in the Community Account of £18,060.95 once all transactions have cleared. This was reconciled to the bank statement, which showed a balance of £19,837.54 on the 3<sup>rd</sup> August 2026.  
 The balance in the Community Instant Access Account was £42,082.22 on the 27<sup>th</sup> July 2026.  
 Cllr. Allnutt verified the bank reconciliation against the bank statements.  
 Cllr. Balsdon has been added to the bank account for online banking.
- 111.2 **List of payments and receipts since the last BPC meeting.**  
 The following payments have been made since the meeting on the 1<sup>st</sup> June:
- |                                                        |         |
|--------------------------------------------------------|---------|
| Bank charges (10/6/26 – 9/7/2026)                      | £5.75   |
| Staff costs (August 2026)                              | £647.18 |
| Bibby Commercial Finance Ltd (August dog bin emptying) | £143.83 |
| Microsoft 365                                          | £84.99  |
- The Clerk has queried the lack of credit (due from December 2025) for dog bin emptying, with Tactical Facilities Management who are looking into it.
- 111.3 **Clerk’s Salary.**  
 Payment of the Clerk’s salary and the Chair’s allowance for September 2026 was approved.
- 111.4 **CIL Report.**  
 The Clerk circulated a report of CIL funding which showed a total CIL funds received of £59,097.48 and CIL expenditure of £52,524.54. This leaves £6,572.94 of CIL funds

HP

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|         | remaining which have been received in payments since October 2023. BPC has a period of 5 years to spend CIL funds from when they are received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |
| 112.    | <b><u>Highways.</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |
| 112.1   | <b><u>Replacement Vehicle Activated Sign (VAS).</u></b><br>The application for a replacement VAS on Southend Road is proceeding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | HP       |
| 112.2   | <b><u>Joint purchase of Camera for Community Speed Watch (CSW).</u></b><br>Cllr. Dearing is still to speak to the CSW Co-ordinator who mainly operates in Bradfield Southend.<br>CSW sessions have taken place on Southend Road. One session resulted in 25 vehicles being reported to Thames Valley Police.<br>Permanent CSW signs were discussed for both Bradfield Southend and Bradfield Village. It was agreed that the Clerk would look at obtaining an estimate for cost.                                                                                                                               | KD<br>HP |
| 112.3   | <b><u>Parking in Admore Lane (on North East side nearest Southend Road).</u></b><br>A Beenham resident has contacted BPC about parking on the North East side of Admore Lane and the dangers this poses when driving to Bradfield Southend.<br>Parking in this location occurred whilst the house opposite was for sale and being emptied. Since that time, parking has not been observed. Cllr. Bishop will monitor the situation.                                                                                                                                                                            | KB       |
| 112.4   | <b><u>Any Other Highway Issues.</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |
| 112.4.1 | <b><u>Line of site when turning out of Cock Lane into Southend Road.</u></b><br>Concern was raised about the visibility in both directions on Southend Road. The hedge to the Northeast obscures vision. Cllr. Balsdon will ask Englefield Estate to cut the hedge back. To the Southwest, the planting in the timber planters restricts vision.                                                                                                                                                                                                                                                               | RB       |
| 113.    | <b><u>Clerk's Report.</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |
| 113.1   | <b><u>Appointment of April Skies as Internal Auditor for FY26/27.</u></b><br>It was agreed to appoint April Skies as the Internal Auditor for FY26/27 at a cost of £350, to include an interim audit.                                                                                                                                                                                                                                                                                                                                                                                                          | HP       |
| 113.2   | <b><u>Remembrance Sunday – Sunday 8<sup>th</sup> November 2026.</u></b><br>The Clerk has contacted Beechdown Eggs about use of the yard at Copyhold Farm for parking and this has been agreed.<br>Bradfield College will provide a bugler and a guard of honour.<br>Cllr. Balsdon will ask the WI about providing refreshments after the service.<br>The Revd. Steve Newbald has agreed to take the service and provide service sheets.<br>Sunbelt Rental have quoted £1,119 ex VAT for manning the road closure and signage.<br>The Clerk will complete the license application for WBC for the road closure. | RB<br>HP |
| 113.3   | <b><u>Correspondence.</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |
| 113.3.1 | <b><u>WB Citizens Advice Bureau (CAB)</u></b><br>WB CAB have written asking for financial support for their grant application which has match funding on the Good Exchange. BPC agreed not to support CAB.                                                                                                                                                                                                                                                                                                                                                                                                     |          |
| 113.3.2 | <b><u>GreenFest 2026 (24<sup>th</sup> October 2026).</u></b><br>BPC agreed to advertised GreenFest 2026, but not to financially support it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |
| 113.3.3 | <b><u>WBC District Parish Conference (13<sup>th</sup> October 2026).</u></b><br>Cllr. Dearing and Cllr. Bishop will attend the District Parish Conference on the 13 <sup>th</sup> October.                                                                                                                                                                                                                                                                                                                                                                                                                     |          |
| 113.3.4 | <b><u>Bradfield Village Hall First Year Refurbishment Celebration</u></b><br>There is to be a public party on the 23 <sup>rd</sup> September to mark the first year of the refurbished Village Hall.<br>On the 19 <sup>th</sup> October and the 9 <sup>th</sup> November, there will be a reception for hall users to attend and give feedback on the hall prior to hall committee meetings on each date.                                                                                                                                                                                                      |          |

114. **Reports from any meetings.**
- 114.1 **Bradfield Village Hall Committee.**  
 The Chairman of the Village Hall Committee has sent a detailed list of items which need to be resolved following the refurbishment project. These include:
1. The outstanding work on the roof which wasn't completed by the original contractor. A document has been produced specifying the required work and sent to several roofing contractors, however none of them have replied. This work needs to be completed as soon as possible.
  2. The acoustics in the hall need to be improved. At BPC meetings, it is often difficult to hear people speak. A sound survey has been carried out, and the reverberation index is double the ideal level. This needs to be resolved before the jazz evening.
  3. The hall is being advertised as having AV facilities, although there are currently no such facilities. The AV was in the original refurbishment plans but dropped due to budgetary constraints. It is acknowledged that this is important for the hall and plans are in place to identify a system which will work with the acoustics.
- It was questioned whether there was a report on the solar panels. This will be answered at the next BPC meeting.
- 114.1.1 **Village Hall Meeting.**  
 Cllr. Balsdon reported that the air conditioning unit needs servicing and the pump for the septic waste needs its annual inspection.  
 The Committee has agreed that an arboricultural inspection needs to be carried out on the trees around the Village Field. Recommendations for arboriculturalists are being sought. Registration of the Village Field and the Village Hall with the Land Registry is now progressing.  
 It is understood that the last time the Village Hall made a profit was in 2018.  
 The Emergency kit, sourced via the Pang Valley Flood Forum is located at the Village Hall.
- 114.2 **Bradfield Parochial Charity.**  
 Cllr. Wyatt reported that there has been a meeting of the Alms Houses Committee (the Parochial Chairity), but that there was nothing to report.
115. **Round Table Comments.**
- 115.1 **Anti-Social Behaviour.**  
 Over the Summer, there have been reports of anti-social behaviour in Bradfield Southend. These should be reported to the Police on 101 either online or by telephone. Cllr. Dearing has contacted the PCSO Sue Nix who will be holding another "Have your say" session soon.
- 115.2 **Christmas Lights Judge.**  
 It has been suggested that the winner of the previous year should judge the Christmas lights display the following year. This was largely agreed as being a sensible way forward. Cllr. Wyatt will discuss this proposal with his family, who were the winners in 2025.
- 115.3 **Admore Lane Mutual Exchange.**  
 It has come to the attention of BPC that there is to be a mutual exchange of an Admore Lane property. The Sovereign Housing properties in Admore Lane are the subject of an S106 agreement, which includes BPC being consulted on any new tenants. Sovereign Housing association have previously been poor at working with BPC about new tenants. The Clerk will contact Sovereign Housing, remind them of the S106 agreement and enquire about the mutual exchange.

BW

115.4 Cricket Club Bollards.

A question was asked about the timescales for the replacement of the bollards around the cricket field. A significant number are missing, enabling vehicles to be driven onto the field. The Cricket Club have the task in hand.

115.5 Snagging List on the Village Hall.

Cllr. House reported that he had contacted the Chairman of the Village Hall Committee, as a parishioner and not as a councillor, about the snagging list for the hall. As a result, he had a meeting with the Chairman to discuss the list. The Chairman believes that Cllr. House is content with updates on the snagging list, but this is not the case.

115.6 Southend Road Closure on Sunday 30<sup>th</sup> August.

On the 30<sup>th</sup> August, filming was taking place around Bradfield Southend. Part of this filming involved the closure of Southend Road. However, a resident needed to use the road at the time of the closure and asked to see the permit for the road closure, but none was forthcoming. There have been no notices of such a closure. It is questioned whether the road closure was legal.

116. **The meeting concluded at 9.03pm.**

**Next BPC meeting: Monday 5<sup>th</sup> October 2026 at 7.30pm in Bradfield Village Hall, Southend Road, Bradfield Southend.**