

**Notice of Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 11<sup>th</sup> January 2021 @ 7.00pm @ <https://us02web.zoom.us/j/86488165847>**

## **Agenda**

1. Apologies
2. Disclosure of interest in items on the agenda
3. To confirm the minutes of the ordinary meeting of 2<sup>nd</sup> November 2020
4. To report on matters arising from the minutes not on the agenda.

*The meeting will be closed for a Public Session - (15 minutes in total) - Members of the public are invited to attend and speak on items on the agenda or on matters of concern within the village at this point. Items to be raised in advance with clerk by email.*

5. Reports:
  - a. Buckinghamshire Councillors
  - b. (Police) only on request.
  - c. RAF
  - d. Chairman
  - e. Clerk:
    - i. Monthly HMRC information submitted.
    - ii. Defibrillator checked
    - iii. Members regularly updated on (Covid 19) with information supplied by the Local Authority.
    - iv. Update on items not on the agenda.
6. National Trust
  - a. Track that runs along the green up the hill improvements- no progress due to Covid restrictions, photos sent of the run offs near the top of the hill needing clearing.
7. Meetings/training attended-
  - Community Board Meetings-Chairman
  - 03/12/20- BC meeting
  - 15/12/20- BALC meeting
  - 15/12/20- BC planning meeting
  - 17/12/20-WDALC meeting
8. Consider co-option
9. Consider new projects for 2021-22 and estimate costs for budget. (e.g., future new website, new Bradenham notice board, communication, fete?)
10. Review the parish council's Risk Register
11. Review standing orders and financial regulation.
12. Consider Spring Clean
13. Planning:
  - a. WDC decisions: None
  - b. New planning applications: None

14. Finance:

- a. Consider donations for 2020/21. £320 left in budget. In recent years donations have been made to: Wycombe Arts Centre x3, Princes Centre, Princes Risborough x1, Focus (Saunderton hostel) x1, Church (for grass cutting) x2, Chiltern Society x1(pond), Chilterns Conservation Board x2, Rural defibrillator x2 and we have already donated to the Cricket club in lieu of rent.
- b. Review the accounts year to date.
- c. Consider and agree budget 2021/22
- d. Set the precept for 2021/22
- e. Receipts: £ 105.74 from BC, WDC devolved services.
- f. To approve S/O for staff costs Dec/Jan @ £340.00 per month.
- g. Clerk hours:
  - Monthly contracted hours 25.16 hours
  - Holiday 2.7 hours per month.

Hours worked:27/10/20 to 04/01/21-hours worked hours: 39 hrs. Paid hours incl holiday 44.9hrs. 5.9hrs short. Overtime bfw 4.5 less 5.9= 1.4 hrs short overtime cfw
- h. To approve the following payments as listed below:

| Payments to be approved at the meeting: |  | £             |
|---|--|---------------|
| TBS Hygiene Ltd                         | Dog bin emptying Nov/Dec                 | 108.00        |
| WDALC                                   | Subscription 20/21                       | 10.00         |
| D Hansen                                | Clerk's expenses Nov/Dec                 | 96.54         |
| D Hansen                                | Clerk's working from home allowance 2020 | 500.00        |
| <b>Total</b>                            |  | <b>714.54</b> |

|                                    |                        |
|------------------------------------|------------------------|
| Funds available:                   | £                      |
| Opening balances 20/12/20          |                        |
| HSBC Current account               | 7,107.27               |
| HSBC no2 account                   | 776.00                 |
| NS&I @ 31/12/19                    | <u>2,549.08</u>        |
|                                    | 10,432.35              |
| Less Dec salary                    | 340.00                 |
| Less expenditure incl Jan payments | 714.54                 |
| <b>FUNDS AVAILABLE Jan 2021</b>    | <b><u>9,377.18</u></b> |

15. Members' questions.

**To confirm date of the next ordinary meeting as Monday 1<sup>st</sup> March 2021**

**Future meeting dates:**

***Election Thursday 6<sup>th</sup> May 2021***

**Monday 17<sup>th</sup> May 2021 to include Annual Parish meeting and Annual Parish Council meeting**

**Monday 5<sup>th</sup> July 2021**

**Monday 6<sup>th</sup> September 2021**

**Monday 1<sup>st</sup> November 2021.**

*Deirdre Hansen 04/01/21*

Clerk to the Council,

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**The meeting is open to the public and members of the press.**

APPENDIX I: Accounts year to date:

| <b>Expenditure</b>          | Ytd 11/01/21<br>£ | Budget as set<br>£ | Est full yr<br>£ | Variance<br>£ |
|-----------------------------|-------------------|--------------------|------------------|---------------|
| Clerk's salary              | 3060.00           | 4015               | 4080             | -65           |
| Admin expenses              | 303.38            | 500                | 400              | 100           |
| Phone                       | 0                 | 10                 | 0                | 10            |
| Working from home allowance | 500               | 500                | 500              | 0             |
| Election                    | 0                 | 400                | 0                | 400           |
| New website                 | 469.98            | 0                  | 470              | -470          |
| Website management          | 0                 | 0                  | 0                | 0             |
| Insurance                   | 323.69            | 324                | 324              | 0             |
| Std maintenance             | 90.00             | 450                | 90               | 360           |
| Dev. services grass cut.    | 567.00            | 680                | 756              | -76           |
| Siding out ( from reserves) | 412               | 0                  | 412              | -412          |
| Dog waste collection        | 480.00            | 550                | 560              | -10           |
| Pond                        | 0                 | 100                | 50               | 50            |
| Audit fee                   | 50.00             | 50                 | 50               | 0             |
| Subscriptions               | 139.70            | 130                | 140              | -10           |
| Donations                   | 160.00            | 480                | 360              | 120           |
| Donations 2019/20 bdgt      | 200.00            |                    | 200              | -200          |
| Fete                        | 0                 | 200                | 0                | 200           |
| Training                    | 0                 | 150                | 35               | 115           |
| Sundry                      | 0                 | 250                | 85               | 165           |
| Vat                         | 306.69            | 0                  | 0                | 0             |
| <b>TOTAL</b>                | <b>7062.44</b>    | <b>8789</b>        | <b>8532</b>      | <b>277</b>    |

| <b>Income</b>            | Ytd £11/01/2021 | Budget as set £ |
|--------------------------|-----------------|-----------------|
| Precept                  | 7435.00         | 7435            |
| WDC VE day grant         | 125.00          | 0               |
| BC-WDC devolved services | 105.74          | 105             |
| BC devolved services     | 575.29          | 575             |
| BC Cllr grants           | 0               | 250             |
| Vat                      | 452.02          | 452             |
| Interest NS&I            | 0               | 18              |
| <b>TOTAL</b>             | <b>8693.05</b>  | <b>8835</b>     |