

Minutes Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 17th May 2021 at Bradenham Cricket Club commencing after the Annual Parish Council meeting at 7.00 pm

Present: Cllrs Teif Jones, Chairman, Paul Oborn, Paul Wooster and Peggy Ewart from item 10

And also present:

Carl Etholen (in part) from 20.10 and Deirdre Hansen, Clerk.

		Action
8	Apologies received and accepted from Cllr Richard Langridge	
9	Declarations of interest: None	
10	Co-option to fill the 3 vacancies on the PC following the election. <ul style="list-style-type: none"> • 3 persons eligible have put themselves forward: Andrew Stubbing Susan Nims Peggy Ewart The meeting agreed to co-opt all 3 to the PC. Peggy Ewart was present, signed the declaration of acceptance of office and joined the meeting. Clerk to notify the other 2 and supply them with the correct paperwork.	clerk
11	Approval of minutes The minutes of the meeting of 1 st March 2021 were confirmed as a true record and signed by the chairman.	
12	Public questions time: No public present	
13	Reports: a. Buckinghamshire Councillors: All 3 BC Cllrs Carl Etholen, Shade Ado and Robert Carington gave their apologies. Cllr Carl Etholen joined the meeting 20.10 b. RAF: The RAF representative Wg Cdr Ady Morris had given his apologies and supplied the clerk with a report. <ul style="list-style-type: none"> • The pathway at the front of no-2 site is now complete. The PC commented on the well-constructed path and asked the clerk to write to Wg Cdr Morris thanking him for the work done. It should last a long time. • Progress is being made with Space Command with a launch planned mid-June. There will be a new sign opposite 1-site, but other signs in the Wycombe area will not be amended due to BC's refusal. • Annual reception is believed to be cancelled this year. • Road safety- see item 16 c. Chairman's report. The Chairman reported that he had sat on the NW Chilterns Community Board during the last year. They had launched 2 projects. <ul style="list-style-type: none"> • Support, courses and practical help for people who wanted to become self-employed esp. post pandemic • Support businesses to grow if they were having problems. Following an example from Marlow TC. This plan had been picked up by BC and they have taken it forward. A survey will be launched to gain a deeper knowledge of local businesses. d. Clerk: <ol style="list-style-type: none"> i. It was noted that regular HMRC information has been submitted. ii. It was noted that the defibrillator has been checked by Cllr Paul Wooster. 	Clerk

	<p>iii. Notice board repair quotes: the quotes received were discussed and it was agreed to accept the WA notice board quote for new backing @ £ 147.03 (using sundeala) and the Bradenham notice board- £79.97 repair quote. Cllr Paul Wooster to notify MJJ Carpentry</p>	Cllr Paul Wooster
14	<p>Meetings/training attended-</p> <ul style="list-style-type: none"> • Community Board Meetings- se above 13.c <p>A brief report was given on the following meetings attended.</p> <ul style="list-style-type: none"> • 02/03/21 – NALC-clerk • 09/3/21- Transport for Bucks (TfB)-clerk • 18/03/21- Rural Forum-clerk • 18/03/21- WDALC-Vice-Chairman • 23/03/21- SLCC -Clerk • 13/04/21- BC Clerks Forum-clerk 	
15	<p>Rectory Lane Flooding</p> <p>The Vice-Chairman reported on this meeting held 27/04/21. The meeting had been attended by TfB, the National Trust (NT), 2 members of the PC and a resident of Rectory Lane and the clerk. The following had been agreed and confirmed by David Surtees-Dawson (NT).</p> <ol style="list-style-type: none"> 1. The NT are to clear the grips on the track located uphill from the eastern boundary wall of the manor (above the cricket club) and where possible clear the way for run off to flow into the woodland. A fence around pits for run-off water was discussed, but eventually dismissed by the NT. 2. Andrew Stubbings will dig a ditch in the field, next to Rectory Lane, and the pipe from the BC's overflow will flow into this. BC to supply map of the gullies and pipe to ensure the ditch can be co-ordinated correctly. The PC will consider a financial contribution towards this work. 3. Once the above work has been completed BC will consider repairing Rectory Lane's worst potholes. 4. Post meeting on examination there appeared to be a leak coming from the Thames Water manhole cover on the corner of the green. Foul smelling water was collecting in a large green-coloured puddle. Clerk has contacted Thames Water and reported this. They have been out to investigate. No update yet. <p>Actions following the meeting:</p> <ol style="list-style-type: none"> i. Clerk to write to the NT asking when the above work will be undertaken. Residents keen to see progress. ii. A number of safety sign have not been replaced on the green, clerk to ask the NT to replace them: No parking on the green, No parking this side of the Manor and Slow children playing signs. iii. Andrew Stubbing has asked clerk to request a map of gullies and overflow pipe from TfB. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
16	<p><i>20.10 BC Cllr Carl Etholen arrived.</i></p> <p>RAF request for support for a pedestrian crossing at junction Bradenham Woods Lane- Main Road.</p> <ol style="list-style-type: none"> 1. This request had also been made in 2015. Bradenham Woods Lane is the boundary between Bradenham and Hughenden PC's, therefore any works have to be firstly agreed by both councils. In 2015 we had taken the request to HPC, but they did not support it or follow it up to the then LAF and the matter was not pursued. There were a number of logistical and cost issues. 	

	<p>2. The PC discussed the matter and it was agreed to contact HPC to take the matter jointly to the NW Chilterns Community Board.</p> <p>3. BC Cllr Carl Etholen suggested that Jim Stevens for assistance, he has the experience as former head of BCC Highways.</p> <p>4. BC Cllr Carl Etholen will support the PC.</p>	<p>Clerk</p> <p>Clerk</p>
17	<p>National Trust</p> <p>Nothing to add</p>	
18	<p>Village Fete</p> <p>Cllr Paul Wooster reported that this will not take place this year. Clerk to make enquiries from local organisations where and how they had acquired large marquees for events.</p>	<p>Clerk</p>
19	<p>Village Barbeque</p> <p>Cllr Richard Langridge had suggested to the clerk that a village BBQ to “meet the PC” would be welcomed by the village residents. The PC discussed the matter. The logistic of the PC organising and running this could be onerous. A number of options were discussed e.g., the cricket club is considering an open day, asking the Red Lion to provide catering? No decision was reached.</p>	
20	<p>HS2</p> <p>It was noted that the clerk had made 2 HS2 Road Safety Fund applications with the help from Jim Stevens. One for LED cats eyes and one for road edge lining (£30k & £32k). The PC had been informed that success would be more likely, if the PC would make a financial contribution to these works.</p> <p>It was agreed to make a joint £500 contribution to the applications. Clerk to inform BC and Jim Stevens.</p>	<p>Clerk</p>
21	<p>Planning:</p> <p>a. BC decisions: None</p> <p>b. New planning applications:</p> <ul style="list-style-type: none"> • 21/05826/FUL Bld 28, RAF High Wycombe. Application for partial over cladding of existing two storey office entrance façade with new canopy front entrance. For national security reasons the details have not been made available and as such the PC had not commented, but on further investigation it has no objections. 	<p>Clerk</p>
22	<p>Call for Evidence for remote meetings.</p> <p>In between meetings the clerk had responded to the Call for Evidence quoting certain savings and conveniences. Cllrs had mixed feelings on the use of remote meetings.</p>	
23	<p>Finance</p> <p>a. The Parish Council certified itself as exempt from limited assurance review. We do this as a smaller authority where the higher of gross income or gross expenditure was £25,000 or less and that meet the qualifying criteria (we publish our annual return on our web site.)</p> <p>b. The internal auditor’s report was noted, no comment was made and the accounts and AGAR were certified as correct.</p> <p>c. The asset register as at 31/03/21 was approved.</p> <p>d. The accounts for 2020-21 in the receipts and payments format were approved and adopted.</p> <p>e. The year-end bank reconciliation was noted and Cllr Paul Wooster checked the bank reconciliation, cash book and bank statement as at 31/03/21. Clerk to obtain a new bank mandate for the new council.</p> <p>f. The Governance Statement for 2020-21 was agreed and signed</p> <p>g. The Statement of Accounts 2020-21 was agreed and signed</p> <p>h. The accounts year to date APP I. were reviewed.</p> <p>i. Receipts noted:</p> <ul style="list-style-type: none"> • £ 3,717.50 receipt of 1st half precept from BC 	<p>clerk</p> <p>clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none"> • £575.29 received from BC under devolved services for the grass cutting etc which the parish council has taken over. • £440.78 repayment of 2020/21 Vat from HMRC <p>j. Budget review. Clerk to bring a review to the next meeting</p> <p>k. A S137 donation to the cricket for the use of the cricket club facilities by the parish council @ £160 was agreed.</p> <p>l. Parish council insurance 2021/22 renewal. The PC agreed to renew the insurance contract with Zurich on a 3-year deal @ £326.08 p.a.</p> <p>m. Staff costs for April and May @ £ 340.00 per month paid by S/O were approved</p> <p>n. Clerk hours noted:</p> <ul style="list-style-type: none"> • Monthly contracted hours 25 hours and 10 minutes • Holiday 2.5 hours per month. <p>Hours worked: from 23/02/21-09/05/21-56.75. Hours paid (11 weeks net= 56.39 hrs)</p> <p>o. The following payments as listed below were approved:</p> <table border="1" data-bbox="268 678 1161 1240"> <thead> <tr> <th>Payments</th> <th>Description</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>BALC</td> <td>2021/22 subscription</td> <td>61.93</td> </tr> <tr> <td>BALC</td> <td>7 Good Councillor's Guides</td> <td>35.00</td> </tr> <tr> <td>Bradenham Cricket club</td> <td>S137 donation in lieu of rent</td> <td>160.00</td> </tr> <tr> <td>Zurich Municipal</td> <td>Insurance renewal</td> <td>326.08</td> </tr> <tr> <td>Guide Association of Bucks (Friends of Ellesborough)</td> <td>2020/21 internal audit done by Mrs P Hall</td> <td>50.00</td> </tr> <tr> <td>TBS Hygiene Ltd</td> <td>Dog bins emptying</td> <td>108.00</td> </tr> <tr> <td>Princes Risborough TC</td> <td>Grass cutting April</td> <td>178.92</td> </tr> <tr> <td>D Hansen</td> <td>Clerk's expenses</td> <td>37.56</td> </tr> <tr> <td>Total</td> <td></td> <td>957.49</td> </tr> </tbody> </table> <p style="text-align: right;">Funds available: £</p> <p>Opening balances 17/05/21</p> <p>HSBC Current account 8,368.58</p> <p>NS&I @ 31/12/20 <u>2,567.43</u></p> <p>10,936.01</p> <p>Less expenditure incl May cheques 957.49</p> <p>Less May Salary 340.00</p> <p>FUNDS AVAILABLE May 2021 <u><u>9,668.52</u></u></p>	Payments	Description	£	BALC	2021/22 subscription	61.93	BALC	7 Good Councillor's Guides	35.00	Bradenham Cricket club	S137 donation in lieu of rent	160.00	Zurich Municipal	Insurance renewal	326.08	Guide Association of Bucks (Friends of Ellesborough)	2020/21 internal audit done by Mrs P Hall	50.00	TBS Hygiene Ltd	Dog bins emptying	108.00	Princes Risborough TC	Grass cutting April	178.92	D Hansen	Clerk's expenses	37.56	Total		957.49	Clerk
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24	<p>National protocols - Operation London Bridge and the purchase of a Union Jack for the village (church flagpole)</p> <p>i. Between meetings following a request from the Deputy-Lord Lieutenant, the PC had agreed a protocol in the event of Operation Forth Bridge and/or London Bridge would need to be started. It had been agreed that we would place a notice and condolences on our website and refer people to the nearest book of condolence.</p> <p>When operation Forth Bridge was activated, we followed instructions received from Government.</p> <p>ii. <i>Cllr Peggy Ewart declared a personal interest as Treasurer of St. Botolph's PCC.</i></p>																															

	Although St Botolph's PCC had not requested a Union Jack, it would be appropriate for the PC to raise a Union Jack on certain occasions in the parish. The only flagpole being the one in the church yard. The church does not own a Union Jack and it was agreed to purchase an appropriately sized flag at a cost of no more than £50. Cllr Peggy Ewart will purchase the flag.	Cllr Peggy Ewart
25	Members questions: i. Grass cutting required in Beech Park and Bradenham Woods Lane. Action clerk. ii. The clerk brought to the PC's attention 2 FOI requests received concerning donations received in the past from Country Supplies. Cllrs had been informed by email. The clerk had replied after conferring with the Chairman, no further action.	clerk
	The date of the next ordinary meeting was confirmed as Monday 5th July 2021 at 7pm location TBC. Future meeting dates: Monday 6th September 2021 Monday 1st November 2021	

The Chairman.....date.....

APPENDIX I: Accounts year to date:

Expenditure	Ytd 17/05/21 £	Budget as set £
Clerk's salary	340.00	4,121
Admin expenses	32.71	475
WFH allowance	0	500
Phone	0	10
Insurance	326.08	330
Audit fee	50.00	50
Subscriptions	61.93	145
Donations	160.00	360
Fete	0	200
Std maintenance	0	250
Devolved services grass cutting	149.10	922
Training	0	150
Sundry	35.00	250
Pond	0	100
Election	0	600
Dog waste collection	90.00	540
HS2 road safety	0	0
Flooding	0	0
Vat	52.67	0
TOTAL	1297.49	9,003

Income	Ytd £ 17/05/21	Budget as set £
Precept	3717.50	7435
WDC devolved services	0	0
BC devolved services	575.29	575
BC grants	0	250
Vat	440.78	360
Interest NS&I	0	8
TOTAL	4282.53	8,628