

**Notice of Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 14<sup>th</sup>  
March 2022 at the Bradenham Cricket Pavilion at 7.00pm**

**Agenda**

1. Apologies
2. Disclosure of interest in items on the agenda
3. To confirm the minutes of the ordinary meeting of 10<sup>th</sup> January 2022.
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.*
5. Reports:
  - a. County Councillors
  - b. RAF
  - c. National Trust
  - d. Chairman
  - e. Clerk:
6. Bradenham Village parking problems to be discussed (James Tunnard, TfB and Neil Harris NT invited)
7. Meetings/training attended.
  - 26/01/22- BC Planning and Enforcement
  - 10/03/22-BC Rural Forum
8. Updates on activities:
  - i. HSBC pond account/no2 account closed.
  - ii. Monthly HMRC information submitted.
  - iii. Defibrillator checked
  - iv. Copy submitted to Naphill and WA Gazette and Contact.
  - v. PC members are sent the regular updates from BC and other parties.
  - vi. Thank you email received from Saunderton Hostel
  - vii. MVAS: The 2 batteries were stolen 11/12-1-22. Reported to police, claimed off insurance. The quote for 2 new batteries is £295 each plus £25 delivery charge. £615.00 claim from the insurers. There is £100 excess, they have paid us £515.00. Approval for the purchase of 2 new batteries sought.
  - viii. 2022 litter pick, date 05/03/22.
  - ix. Rectory Lane - update
  - x. HS2 road safety fund- update
  - xi. Information Board
  - xii. Bradenham notice board. Quote from James Glasgow accepted to repair door and re-stain the noticeboard. He has made the repair and doors are back on the noticeboard.
  - xiii. Felt on Walter's Ash bus shelter has torn. 1 quote for repair £130. Due to rain the roof may be damaged.
9. We have a casual vacancy on the parish council. The vacancy has been advertised. Co-option to be discussed.
10. Devolved services: BC are extending their Devolved Services contract to 31/12/2023. Annual payment to be increased by 3% to £592.25. PC to agree extension.
11. The Queen's Jubilee celebration plans.

12. Review Standing Orders and Financial regulations.

13. Planning:

- a. BC decisions: None
- b. New planning application: None

14. Finance:

- a. Appoint Mrs P Hall as internal auditor.
- b. Receipts: £515 from Zurich for insurance claim, 3p interest NS&I 2021.
- c. Bank reconciliation to be checked and signed.
- d. Approve DD for annual ICO payment March 2022 £35
- e. Bank charges £8 per month
- f. To approve S/O for staff costs February and March @ £ 340.00 per month and if agreed potential back pay for 2021/22 @ £72.48 for the year.
- g. Clerk hours:
  - Monthly contracted hours 25 hours and 10 minutes
  - Holiday 2.7 hours per month.Hours worked: from 03/01/22 to 07/03/22 (9 weeks= 52.3 hrs net 46.7)  
51 hrs, bfw 2.7 hrs short, CFW 1.6hrs O/T
- h. To approve the following payments as listed below:

Payments to be approved for payment at the meeting:		£
TBS Hygiene Ltd	Dog bins emptying- January	48.00
TBS Hygiene Ltd	Dog bins emptying- February	48.00
J Glasgow	Notice board repairs	180.00
D Hansen	Clerk's expenses	118.75
Total		394.75

Funds available:	£
Opening balances 07/03/22	
HSBC Current account	5,816.46
HSBC no 2 A/c Fete-closed	
LESS:	
Expenditure incl March payments	394.75
March DD	35.00
Bank charges	8.00
Clerk 2021/22 back pay	72.48
March Salary	340.00
Current account balance 31/03/22	4,966.23
NS&I @ 31/12/21	<u>2,567.46</u>
FUNDS AVAILABLE March 2022	<u>7,533.69</u>

15. Members' questions.

16. To confirm date of the next ordinary meeting as Monday 9<sup>th</sup> May 2022 to include Annual Parish and Annual Parish Council meetings.

Future dates:

Monday 11<sup>th</sup> July 2022.

Monday 12<sup>th</sup> September 2022

Monday 14<sup>th</sup> November 2021. All meetings start at 7pm.

17. Clerk's 2021/22 pay review. Update the clerk salary S/O

07/03/22

*D Hansen*

Clerk to the Council,

Riva, Naphill Common, Naphill, High Wycombe, Bucks. HP14 4SZTel: 01494-562254, e-mail: [clerkbradenhampc@gmail.com](mailto:clerkbradenhampc@gmail.com)

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

APPENDIX I: Accounts year to date:

<b>Expenditure</b>	Ytd 07/03/22 £	Revised budget £
Clerk's salary	3,740.00	4,121
Admin expenses	386.72	475
WFH allowance	500.00	500
Phone	0	0
Insurance	326.08	330
Audit fee	50.00	50
Subscriptions	127.93	145
Donations	227.50	200
Donations in lieu of rent	160.00	160
Fete	0	0
Std maintenance	380.00	300
Devolved services grass cutting	979.80	922
Training	145.00	150
Sundry	366.99	345
Pond	0	100
Election	83.03	83
Dog waste collection	520.00	560
HS2 road safety	0	500
Flooding	0	0
Vat	337.32	0
<b>TOTAL</b>	<b>8330.37</b>	<b>8,941</b>

<b>Income</b>	Ytd £ 03/01/22	Revised budget
Precept	7435.00	7435
WDC devolved services	0	108
BC devolved services	575.29	575
BC grants	0	0
Vat	440.78	441
Interest NS&I	0.03	8
Insurance claim	515.00	0
<b>TOTAL</b>	<b>8966.10</b>	<b>8,567</b>