

Minutes of the Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 15th May 2023 at Bradenham Cricket Club following the Annual Parish meeting and the Annual Parish Council meeting commencing at 7.00 pm

Present:

Cllr Peggy Ewart

Cllr Trevor Hunt

Cllr Teif Jones Chair

Cllr Andrew Stubbings

Cllr Paul Wooster

And also present

Deirdre Hansen Clerk

		Action
1	Apologies received and accepted from Cllrs Richard Langridge and Paul Oborn. And from BC Cllrs Shade Adoh, Robert Carington and Carl Etholen.	
2	Declarations of interest: Cllr Paul Wooster declared an interest in item 10.j. as a member of Bradenham Cricket Club	
3	Approval of minutes The minutes of the ordinary meeting of 13 th March 2023 were confirmed as a true record and signed by the Chair.	
4	Public question time: No public present.	
5	<p>Reports:</p> <p>a. Buckinghamshire Councillors, report passed to clerk.:</p> <ul style="list-style-type: none"> • The Molins site remains an ongoing project that we continue to keep an eye on. You are kept informed through Jackie's updates. • BC Continuing support for residents struggling with cost-of-living pressures: The council has been allocated a further £4.8 million of Household Support Fund money from the Department for Work and Pensions to provide support until March 2024. The Council will spend the new tranche of money in the same way it has done previously, by providing food vouchers to eligible residents, direct support through the Helping Hand service and using the funds to support local organisations like foodbanks, which are providing vital community-based support. <p>To contact the Helping Hand service go to www.buckinghamshire.gov.uk/helping-hand or call 01296 531 151. For general advice and support on the cost-of-living please go to the dedicated pages on our website: www.buckinghamshire.gov.uk/cost-of-living.</p> <p>Clerk to place this information on the website and Cllr Paul Wooster to place the information on the village Facebook page.</p> <p>The clerk was asked to write to the BC Cllrs about the state of the roads and the poor quality of pothole filling.</p> <p>b. RAF: Not present, no report. Clerk to try and encourage RAF contributions. Cllr Paul Oborn to be asked for assistance.</p> <p>c. Chairman, nothing further to report.</p> <p>d. Clerk, all items on the agenda.</p>	<p>Clerk Cllr P. Wooster</p> <p>Clerk Cllr P. Oborn</p>
6	Meetings/training attended.	
	<ul style="list-style-type: none"> • 17/03/23 WDALC • 29/03/23 BC- Planning Policy and Compliance Training • 20/04/23 BALC- Risk Management Training • 02/05/23 BALC- Cllr Induction Pack training. 	
7	Updates on activities:	

	<p>a. Monthly and year end HMRC information submitted.</p> <p>b. Defibrillator checked.</p> <p>c. Copy submitted to Naphill, and WA Gazette and Contact noted.</p> <p>d. PC members are sent the regular updates from BC and other parties.</p> <p>e. Correspondence. No further correspondence.</p> <p>f. King's Coronation picnic Monday 8th May. Cllrs Peggy Ewart and Paul Wooster were thanked for their work in organising and arranging the event. Thanks to Lisa from the Red Lion for her cakes and thanks to the cricket club for hosting the event in their club house. The live band added a festive note. Unfortunately, the weather had been very cold, and attendance was lower than anticipated. Beech Park had held its own street party on Saturday.</p> <p>g. Tiles replaced on the Lychgate roof; invoice not yet received. Clerk to check if the posts have been varnished.</p> <p>h. Repair work on the Lychgate posts have exposed damage to the timbers. Although there is wear and tear damage there is no immediate danger. Clerk has asked for a quote for possible remedial work. Clerk asked Cllrs to also look at the post and report at the next meeting.</p>	<p>Clerk</p> <p>Bradenham Cllrs</p>																											
8	<p>Dog waste bin emptying.</p> <p>TBS Hygiene, who have been emptying our dog waste bins, since they were installed have terminated our contract as of 1st May 2023. The clerk has obtained two new quotes. One for £85 per collection (monthly) and one for £5.37 per collection (weekly). It was agreed to accept the quote from Tactical Facilities Management Ltd to commence at once with weekly collections. They had supplied the clerk with all the required insurance documentation and the appropriate waste licence form the Environment Agency.</p>	Clerk																											
9	<p>Planning:</p> <p>a. BC decisions: None</p> <p>b. New planning application:</p> <ul style="list-style-type: none"> • 23/06055/TPO Beechcroft, New Road Walter's Ash. Crown lift over the road to ensure a clearance of 4.5m, reduce south/west branch by 4m and remaining canopy crown reduce by 2m to create clearance over public highway x2 beech. No objection 	Clerk																											
10	<p>Finance:</p> <p>a. The Parish Council certified itself as exempt from limited assurance review as a smaller authority where the higher of gross income or gross expenditure was £25,000 or less meeting the qualifying criteria (annual return published on our web site.)</p> <p>b. The internal auditor's report was noted.</p> <p>c. The asset register as at 31/03/23 was approved.</p> <p>d. The accounts for 2022-23 in the receipts and payments format were approved and adopted.</p> <p>e. The yearend bank reconciliation was noted.</p> <p>f. The Governance Statement for 2022-23 was agreed and signed by the Chair and clerk.</p> <p>g. The Statement of Accounts 2022-23 was agreed and signed by the Chair and RFO.</p> <p>h. The accounts year to date were reviewed.</p> <table border="1" data-bbox="188 1684 1098 2020"> <thead> <tr> <th>Expenditure</th> <th>Ytd 15/05/23 £</th> <th>Budget as set £</th> </tr> </thead> <tbody> <tr> <td>Clerk's salary</td> <td>371.21</td> <td>4,544</td> </tr> <tr> <td>Admin expenses</td> <td>52.45</td> <td>450</td> </tr> <tr> <td>WFH allowance</td> <td>0</td> <td>500</td> </tr> <tr> <td>Insurance</td> <td>345.42</td> <td>330</td> </tr> <tr> <td>Audit fee</td> <td>50.00</td> <td>55</td> </tr> <tr> <td>Subscriptions</td> <td>59.72</td> <td>150</td> </tr> <tr> <td>Donations rent</td> <td>220.00</td> <td>200</td> </tr> <tr> <td>Donations</td> <td>0</td> <td>160</td> </tr> </tbody> </table>	Expenditure	Ytd 15/05/23 £	Budget as set £	Clerk's salary	371.21	4,544	Admin expenses	52.45	450	WFH allowance	0	500	Insurance	345.42	330	Audit fee	50.00	55	Subscriptions	59.72	150	Donations rent	220.00	200	Donations	0	160	<p>Clerk</p> <p>Clerk</p>
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Coronation picnic	296.82	£296.82 from reserve
Std maintenance	0	750
Devolved services grass cutting	0	1123
Training	10.00	100
Sundry	0	100
Dog waste collection	90.00	599
Bank charges	8.00	96
Vat	26.48	0
TOTAL	1530.10	9157

Income	Ytd £ 15/05/23	Budget £
Precept	3943.50	7956
WDC devolved services	108.91	108
BC devolved services	645.88	593
Vat	0	500
Interest NS&I	0	0
TOTAL	4698.29	9157

- i. Receipts:
- £3,943.50 receipt of 1st half precept from BC
 - £ 645.88 received from BC under devolved services for the grass cutting etc which the parish council has taken over.
 - £108.91 received under devolved services for maintenance at Beech Park
- j. A S137 donation of £220.00 to the cricket for the use of the cricket club facilities by the parish council was agreed.
- k. Parish council insurance 2023/24 renewal@ £ 345.42 23/24 was approved. 23/24 is the last year of a 3-year contract.
- l. Staff costs April and May @ £ 371.21 per month by S/O was approved.
- m. Clerk hours noted:
- Contracted 5.8 hrs /week.
 - Holiday 0.6 hrs per week.
- Hours: from 07/03/23 to 07/05/23= 9weeks (52.2-5.4=46.8hrs) worked 43.3 hrs. 3.5 hrs short
- n. The following payments as listed below were approved:

Payments approved for payment at the meeting:		£
Bradenham Cricket club	S137 donation in lieu of rent	220.00
J Izod	<i>Balance for band coronation picnic 08/05/23 (paid 09/05/23)</i>	250.00
Zurich Municipal	Insurance renewal 23/24	345.52
Guide Association of Bucks (Friends of Ellesborough)	2022/23 internal audit done by Mrs P Hall	50.00
BALC	Subscription 23/24	59.72
BALC	Training Cllr induction pack	10.00
TBS Hygiene Ltd	Dog bins emptying March & April	108.00
D Hansen	Clerk's expenses	60.93
M. Ewart	Bunting for Coronation Party	46.82
Total		1150.99

Funds available: £
 Opening balances 07/05/23
 HSBC Current account 8,269.59

Clerk

	NS&I @ 31/12/21 <u>2,570.08</u> 10,839.67 Less expenditure incl May payments 1,150.99 Less May Salary 371.21 FUNDS AVAILABLE May 2023 <u>9,317.47</u>	
11	Members questions: 1. Grass at the bus stop opposite the Red Lion is very long, can it be cut. This is BC responsibility. They cut the grass once a year. Cllr Trevor Hunt will have it cut. Cllr Andrew stubbing can spray it once cut. 2. Clerk to ask for the grass under devolved services to be cut in the parish. 3. Clerk to ask the National Trust to cut the grass on the green in front of the church wall, where church attendance parks. 4. Cllr Richard Langridge asked if there was any volunteering in the village that his DofE students could do? He is to contact villagers directly. The PC has no work.	Cllrs T. Hunt and A Stubbings. Clerk Clerk
12	The date of the next ordinary meeting was confirmed as Monday 11th July 2022 Future meeting dates: Monday 11 th September 2023 Monday 13 th November 2023. All meetings start at 7pm.	

The Chair.....date.....