

**Notice of Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 11th
March 2024 at the Cricket Pavilion commencing 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 15th January 2024.
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. Chairman
 - d. Clerk- BC new devolved services agreement received, to be returned by 15/03/24
6. Meetings/training attended.
 - 31/01/24 BMKALC- Legal notes training
 - 21/02/24 BMKALC- Domain names explained.
7. Updates on activities:
 - a. Monthly HMRC information submitted.
 - b. Defibrillator checked
 - c. Copy submitted to Naphill and WA Gazette and Cllr Ewart submitted to Contact.
 - d. PC members are sent the regular updates from BC and other parties.
 - e. Clerk has written to NT re the many potholes on the track up Bradenham Hill.
 - f. Quotes for Bradenham noticeboard repair requested- clerk chasing.
 - g. Footpath along the A4010. Clerk has written to LAT James Tunnard stating the PC wants the path maintained to allow cycling and walking. He has replied that the job has been listed to be done. BC Cllr Robert Carington is chasing.
8. Dog waste bins.
A new 45L dog waste bin will cost £300 plus £85 installation from our current provider, PC to approve. Money provided in 2024/25 budget.
9. Policies:
 - 1) Biodiversity Policy to be approved.
 - 2) Child protection policy to be reviewed.
 - 3) Community Engagement Policy to be reviewed.
 - 4) Complaints procedure Policy to be reviewed.
 - 5) Data protection Policy to be reviewed.
10. Discuss a litter pick.
11. Cycling in the woods and carpark issues at the pond- resident complaint.
12. Planning:
 - a. BC decisions:
 - 23/07887/FUL. The Paddocks, Ashburnham Drive. Householder application for proposed construction of single storey rear/side extension. PC no objections. BC permitted.
 - b. Outstanding planning applications awaiting decision:

- 23/06485/FUL. Willow Barn, New Road Walter's Ash. Demolition of existing building and construction of replacement storage/showroom building. PC objected.
 - 23/06775/CLE. Bradenham Manor. Certificate of Lawfulness for existing use confirming that existing C2 use class exists that allows a new residential training and educational facility under long term lease. PC confirmed the long-standing use.
- c. New planning applications: None

13. Finance:

- a. Received from Buckinghamshire Council for WDC green spaces for 2024 £108.91 (anticipated for 2024/25 budget).
- b. Consider 2023/24 donations, there is £154.99 left in the budget. Last year we donated £154.99 to the PCC for repairs to the church clock. Year to date donations £5.01 to the RBL. Saunderton Lodge, a temporary hostel managed by Buckinghamshire Council in our parish they would be appreciate £10 Tesco vouchers to be distributed to needy residents.
- c. Approve S/O for staff costs February and March @ £ 396.38 per month.
- d. Approve Monthly bank charges @ £8.
- e. Clerk hours:
 - Contracted 5.8 hrs /week
 - Holiday 0.9 hrs per week.
 Hours: from 09/01/24 to 04/03/24= 8 weeks (46.4-7.2=39.2hrs) worked 47.25 hrs=8 hrs O/T bfw 2.5 O/T= 12.5hrs O/T.

Review the accounts year to date

Expenditure	Ytd 11/03/24 £	Budget as set £	Est full year	Variance
Staff costs	4,361.82	4,544	4,758.20	-214.20
Admin expenses	412.23	450	412.23	37.77
WFH allowance	500.00	500	500.00	0
Insurance	345.42	330	345.42	-15.42
Audit fee	50.00	55	50.00	5.00
Subscriptions	125.72	150	125.72	24.28
Donations rent	220.00	200	220.00	-20.00
Donations	160.00	160	160.00	0
Coronation picnic	296.82	£296.82 from reserve	0	0
Std maintenance	287.00	750	287	463
Devolved services grass cutting	1290.60	1123	1290.60	-167.60
Training	90.00	100	90.00	10.00
Sundry	54.98	100	54.98	45.04
Dog waste collection	519.60	599	519.60	79.40
Bank charges	96.00	96	96.00	0
Vat	391.43	0	0	0
TOTAL	9,201.62 Incl Coronation Picnic Incl Vat Excl Vat £8,810.19	9157 Excl Coronation picnic Excl Vat	8,909.75 Excl Coronation picnic Excl Vat	247.27 Excl Coronation picnic Excl Vat

Income	Ytd £ 11/03/24	Budget £
Precept	7887.00	7887
WDC devolved services	217.82	108
BC devolved services	645.88	593
Vat	524.81	500
Interest NS&I	0	0

Use of reserve	0	69.00
TOTAL	9275.51	9157

f. In between meetings invoices SI 1233 (January) from Tactical Facilities management ltd of £64.44 was paid for dog bin emptying.

g. To approve the following payments as listed below:

Payments to be approved for payment at the meeting:		£
BALC	Domain names explained	10.00
Tactical Facilities Management	Dog bin emptying February	51.55
Information Commissioner's Officer (ICO)	Renewal fee of data protection by DD	35.00
	Donation	154.99
D Hansen	Clerk's expenses	98.06
Total		349.60

Funds available:	£	£
Opening balances 04/03/24 HSBC Current account	4,773.20	
Less expenditure incl March payments	349.60	
Less March bank charges	8.00	
Current A/C March 2024		4,415.60
Add NS&I @31/12/22		<u>2,570.08</u>
TOTAL Funds		6,985.68

14. Members' questions.

15. To confirm date of the **next ordinary meeting as Monday 20th May @7pm including Annual Parish meeting and Annual Parish Council meeting**

Future 2024 meeting dates:

Monday 15th July

Monday 9th September

Monday 11th November. All meetings start at 7pm

D Hansen

Clerk to the Council, 02/03/24
Riva, Naphill Common, Naphill, High Wycombe, Bucks. HP14 4SZ e-mail:
clerkbradenhampc@gmail.com

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