

**Minutes of the Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 11<sup>th</sup> March 2024 at Bradenham Cricket Club commencing at 7.00 pm**

Present:

Cllr Peggy Ewart  
Cllr Teif Jones  
Cllr Paul Oborn  
Cllr Paul Wooster

Chair  
Vice-Chair

And also present

Cllr Carl Etholen  
Deirdre Hansen

BC Ridgeway West Cllr  
Clerk

		Action
67	<b>Apologies</b> received and accepted from Cllrs Trevor Hunt and Richard Langridge and from BC Cllrs Shade Adoh and Robert Carington.	
68	<b>Declarations of interest:</b> None	
69	<b>Approval of minutes</b> The minutes of the ordinary meeting of 15 <sup>h</sup> January 2024 were approved as a true record and signed by the Chair.	
70	<b>Public question time:</b> No public present.	
71	<p><b>Reports:</b></p> <p>a. Buckinghamshire Councillor Carl Etholen reported the following:</p> <ol style="list-style-type: none"> <li>i. Firstly, the PC thanked our Buckinghamshire Cllrs and James Tunnard for siding out the footway on the A4010, they have done a great job.</li> <li>ii. Lacey Green Parish Council is pursuing a speed limit reduction on New Road between RAF no 1 site and Lacey Green village. Ideally, they would like to see the speed reduced to 40mph here instead of the national speed limit. Two names of RAF contacts were passed on to us. Cllr Paul Oborn has found another RAF contact for the Parish Council.</li> <li>iii. 4.99% council tax rise for 2024/25 of which 2% is for adult social care.</li> <li>iv. There is more money for road repairs.</li> <li>v. The PC informed him of the two water leaks, one on New Road and one on Main Road. They have now been repaired.</li> <li>vi. It was noted that High Wycombe town was not in a good state. BC Cllr Rachel Matthews is working on town centre regeneration. There appears to be no parking control in High Wycombe, people are parking on double yellow lines, pavements, and in other dangerous locations.</li> <li>vii. Damaged street furniture (not in our parish) had been reported, but no action seems to have been taken.</li> <li>viii. The PC had reported a caravan parked on the site of the Hedgerow, which appears to be in contravention of the conditions laid down at appeal APP/K0425/A/!!/2159978 in 2014. BC Cllr Carl Etholen will take it up with enforcement.</li> </ol> <p>b. RAF: Not present, no report.</p> <p>c. Chairman: nothing further to report.</p> <p>d. Clerk:</p> <ol style="list-style-type: none"> <li>i. BC new Devolved Services agreement. The PC had agreed to enter into the new devolved services agreement, the Chair and Vice-Chair to digitally sign the agreement and return to clerk. To be returned to BC by 15<sup>th</sup> March.</li> <li>ii. The clerk has reported the caravan at the Hedgerow to enforcement.</li> </ol>	Clerk Clerk
72	<p>Meetings/Training attended:</p> <ul style="list-style-type: none"> <li>• 31/01/24 BMKALC- Legal notes training-the clerk gave a report on the training attended.</li> </ul>	

	<ul style="list-style-type: none"> <li>21/02/24 BMKALC- Domain names explained. The clerk gave a report on the training attended. The meeting decided to look into a .gov.uk website and email at a later date.</li> </ul>	
73	<p><b>Updates on activities:</b></p> <ol style="list-style-type: none"> <li>Monthly and year end HMRC information submitted.</li> <li>Defibrillator checked by Cllr Paul Wooster</li> <li>Copy submitted to Naphill and WA Gazette and Contact noted.</li> <li>PC members are sent the regular updates from BC and other parties.</li> <li>Clerk had written to the NT re the many potholes on the track up Bradenham Hill. No reply yet, she will chase.</li> <li>Quote for Bradenham noticeboard repairs has been received. Cost to be in the region of £500, a new noticeboard was considered. Clerk to get some quotes.</li> <li>Footway on A4010 between the Old Rectory and Avering Down Farm. The job had been listed and BC Cllr Robert Carington had chased the job. The work has now been completed.</li> <li>A fallen tree on the footpath behind Shana had been notified to the NT. They have now cleared the tree.</li> </ol>	<p>Clerk</p> <p>Clerk</p>
74	<p><b>Dog Waste bin:</b></p> <p>A new 45L dog waste bin will cost £300 plus £85 installation from our current provider, the meeting approved the purchase. Clerk to progress. Money provided in 2024/25 budget.</p>	Clerk
75	<p><b>Policies:</b></p> <ol style="list-style-type: none"> <li>New Biodiversity Policy approved.</li> <li>Updated Child protection policy reviewed and approved. Clerk to check for typos.</li> <li>Community Engagement Policy reviewed and approved.</li> <li>Complaints procedure Policy reviewed and approved.</li> <li>Data protection Policy reviewed and approved.</li> </ol> <p>Clerk to place the reviewed and new policies on the website.</p>	<p>Clerk</p> <p>Clerk</p>
76	<p><b>Litter pick:</b></p> <p>It was agreed to hold a community litter pick Saturday 13<sup>th</sup> April. Cllr Paul Wooster to advertise on FB, Clerk to arrange collection of litter picking equipment with BC and complete a risk assessment.</p> <p>A resident who had done a considerable amount of litter picking along the A4010, had written to the clerk offering to clear out the litter behind the bus shelters and in the ditches along the A4010 with PC assistance. The meeting discussed the offer but decided that there are too many hazards clearing the ditches and behind the bus shelters. We cannot support a hazardous action. Clerk to contact the LAT, James Tunnard asking how that can be dealt with. We have reported the litter behind the bus shelters for many years. Clerk also to inform the resident of the litter pick date and the decision on the litter behind the bus shelters.</p>	<p>Cllr Paul Wooster</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
77	<p><b>Cycling in the woods and carpark issues at the pond:</b></p> <ol style="list-style-type: none"> <li>The clerk had received complaint of cyclists cycling on footpath in Parkwood. The meeting discussed the issue, the entrance, fencing and the surface of the footpath. Footpaths are for pedestrians. It was decided that the clerk writes to the NT asking them to improve the footpath and suggesting they place a sign at the entrance indicating no cycles, no horses.</li> <li>The cobbles between the carpark and the road surface by the pond are now raised again, due to the surface of the carpark sinking. Clerk to write to BC Highways requesting them to backfill a pond side strip of the carpark, where the footpath would be the as they have done before.</li> </ol>	<p>Clerk</p> <p>Clerk</p>
78	<p><b>Planning:</b></p> <ol style="list-style-type: none"> <li>BC decisions: <ul style="list-style-type: none"> <li>23/07887/FUL. The Paddocks, Ashburnham Drive. Householder application for proposed construction of single storey rear/side extension. PC no objections. BC permitted.</li> </ul> </li> <li>Outstanding planning applications awaiting decision:</li> </ol>	

	<ul style="list-style-type: none"> <li>23/06485/FUL. Willow Barn, New Road Walter's Ash. Demolition of existing building and construction of replacement storage/showroom building. PC objected.</li> <li>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.</li> </ul> <p>c. New planning applications: None</p>																																																																																																																
<b>79</b>	<p><b>Finance:</b></p> <p>a. Receipt from Buckinghamshire Council for WDC green spaces for 2024 £108.91 noted (anticipated for 2024/25 budget).</p> <p>b. It was agreed to make a S137 donation of £154.99 in £10 Tesco vouchers to Saunderton Lodge, a temporary hostel managed by Buckinghamshire Council to be distributed to needy residents.</p> <p>c. Staff costs paid by S/O for February and March @ £ 396.38 per month approved.</p> <p>d. Monthly bank charges @ £8. Approved.</p> <p>e. Clerk hours noted:</p> <ul style="list-style-type: none"> <li>Contracted 5.8 hrs /week</li> <li>Holiday 0.9 hrs per week.</li> </ul> <p>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= 10.5hrs O/T.</p> <p>f. The accounts year to date were reviewed:</p> <table border="1"> <thead> <tr> <th>Expenditure</th> <th>Ytd 11/03/24 £</th> <th>Budget as set £</th> <th>Est full year</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Staff costs</td> <td>4,361.82</td> <td>4,544</td> <td>4,758.20</td> <td>-214.20</td> </tr> <tr> <td>Admin expenses</td> <td>412.23</td> <td>450</td> <td>412.23</td> <td>37.77</td> </tr> <tr> <td>WFH allowance</td> <td>500.00</td> <td>500</td> <td>500.00</td> <td>0</td> </tr> <tr> <td>Insurance</td> <td>345.42</td> <td>330</td> <td>345.42</td> <td>-15.42</td> </tr> <tr> <td>Audit fee</td> <td>50.00</td> <td>55</td> <td>50.00</td> <td>5.00</td> </tr> <tr> <td>Subscriptions</td> <td>125.72</td> <td>150</td> <td>125.72</td> <td>24.28</td> </tr> <tr> <td>Donations rent</td> <td>220.00</td> <td>200</td> <td>220.00</td> <td>-20.00</td> </tr> <tr> <td>Donations</td> <td>160.00</td> <td>160</td> <td>160.00</td> <td>0</td> </tr> <tr> <td>Coronation picnic</td> <td>296.82</td> <td>£296.82 from reserve</td> <td>0</td> <td>0</td> </tr> <tr> <td>Std maintenance</td> <td>287.00</td> <td>750</td> <td>287</td> <td>463</td> </tr> <tr> <td>Devolved services grass cutting</td> <td>1290.60</td> <td>1123</td> <td>1290.60</td> <td>-167.60</td> </tr> <tr> <td>Training</td> <td>90.00</td> <td>100</td> <td>90.00</td> <td>10.00</td> </tr> <tr> <td>Sundry</td> <td>54.98</td> <td>100</td> <td>54.98</td> <td>45.04</td> </tr> <tr> <td>Dog waste collection</td> <td>519.60</td> <td>599</td> <td>519.60</td> <td>79.40</td> </tr> <tr> <td>Bank charges</td> <td>96.00</td> <td>96</td> <td>96.00</td> <td>0</td> </tr> <tr> <td>Vat</td> <td>391.43</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>9,201.62</b> Incl Coronation Picnic Incl Vat <b>Excl Vat</b> <b>£8,810.19</b></td> <td><b>9157</b> <b>Excl Coronation</b> <b>picnic</b> <b>Excl Vat</b></td> <td><b>8,909.75</b> <b>Excl</b> <b>Coronation</b> <b>picnic</b> <b>Excl Vat</b></td> <td><b>247.27</b> <b>Excl</b> <b>Coronation</b> <b>picnic</b> <b>Excl Vat</b></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Income</th> <th>Ytd £ 11/03/24</th> <th>Budget £</th> </tr> </thead> <tbody> <tr> <td>Precept</td> <td>7887.00</td> <td>7887</td> </tr> <tr> <td>WDC devolved services</td> <td>217.82</td> <td>108</td> </tr> <tr> <td>BC devolved services</td> <td>645.88</td> <td>593</td> </tr> <tr> <td>Vat</td> <td>524.81</td> <td>500</td> </tr> <tr> <td>Interest NS&amp;I</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>Use of reserve</b></td> <td><b>0</b></td> <td><b>69.00</b></td> </tr> </tbody> </table>	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	<b>TOTAL</b>	<b>9,201.62</b> Incl Coronation Picnic Incl Vat <b>Excl Vat</b> <b>£8,810.19</b>	<b>9157</b> <b>Excl Coronation</b> <b>picnic</b> <b>Excl Vat</b>	<b>8,909.75</b> <b>Excl</b> <b>Coronation</b> <b>picnic</b> <b>Excl Vat</b>	<b>247.27</b> <b>Excl</b> <b>Coronation</b> <b>picnic</b> <b>Excl Vat</b>	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	<b>Use of reserve</b>	<b>0</b>	<b>69.00</b>	<p>Clerk</p> <p>Clerk</p>
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																																																																																																													
<b>TOTAL</b>	<b>9,201.62</b> Incl Coronation Picnic Incl Vat <b>Excl Vat</b> <b>£8,810.19</b>	<b>9157</b> <b>Excl Coronation</b> <b>picnic</b> <b>Excl Vat</b>	<b>8,909.75</b> <b>Excl</b> <b>Coronation</b> <b>picnic</b> <b>Excl Vat</b>	<b>247.27</b> <b>Excl</b> <b>Coronation</b> <b>picnic</b> <b>Excl Vat</b>																																																																																																													
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																																																																																																															
<b>Use of reserve</b>	<b>0</b>	<b>69.00</b>																																																																																																															

