

Notice of Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 20th May 2024 at the Cricket Pavilion following the Annual Parish Meeting commencing at 7.00pm, followed by the Annual Parish Council Meeting
Agenda

1. Apologies
2. Disclosure of interest in items on the agenda
3. To confirm the minutes of the ordinary meeting of 11th March 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- Bradenham Blast will be held 8th September 2024
6. Meetings/training attended.
7. Updates on activities:
 - a. Monthly and year end HMRC information submitted.
 - b. Defibrillator checked by Cllr Paul Wooster
 - 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. NT have responded that the issue is to be dealt with their contractor.
 - f. Quotes for Bradenham noticeboard repair was approx. £500. Clerk has looked at purchasing a new noticeboard and sent out various quotes email 26/03/24. PC to discuss.
 - g. Additional dog waste bin 45L ordered from Earth Anchors cost £272.34 incl Vat plus installation by Tactical Facilities Management Ltd @ £85 plus Vat. Dog waste bin now installed.
 - h. Litter pick took place Saturday 13 April.
 - i. Thank you note received from Saunderton Lodge for the Tesco vouchers.
8. Policies:
 - 1) Computer and Telephone misuse policy to be reviewed.
 - 2) Information Protection Policy to be reviewed.
 - 3) Information Security Incident Policy to be reviewed.
 - 4) Information Security Policy to be reviewed.
9. Notice board, repairs or a new notice board. Various options circulated to Cllrs 26/03/24.
10. Risk Assessment to be reviewed.
11. Village fete/picnic for 2024.
12. HS2 Road safety fund. There is a £600k HS2 Road Safety fund that is for schemes that will provide a long-term solution to address road safety concerns which have been created or made worse by HS2. Consider if the parish has any issues.
13. Planning:
 - a. BC decisions: None
 - b. Outstanding planning applications awaiting decision:
 - 23/06458/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

14. Finance:

- a. The Parish Council to certify 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.)
- b. To note the internal auditor's report.
- c. To approve the asset register as at 31/03/24
- d. To approve and adopt the accounts for 2023-24 in the receipts and payments format.
- e. To approve the year end bank reconciliation.
- f. Agree and sign the Governance Statement for 2023-24
- g. Agree and sign the Statement of Accounts 2023-24
- h. Review the accounts year to date 13/05/24.
- i. Note receipt of £4,529.50 from BC first half 24/25 precept, £772.26 from BC for 24/25 devolved services and £422.02 from HMRC VTR for Vat reclaimed for 2023/24.
- j. The NS&I account. This account give 0.85% interest. Review what to do with it. Balance £ 2,570.08.
- k. Approve a donation in lieu of rent to Bradenham Cricket Club suggested as per 23/24 £220.00
- l. Approve S/O for staff costs April and May @ £ 396.38 per month.
- m. Approve Monthly bank charges @ £8.
- n. Clerk hours:
 - Contracted 5.8 hrs /week
 - Holiday 0.9 hrs per week.
 Hours: from 04/03/24 to 13/05/24 = 11 weeks (63.8-9.9=53.9hrs) 53.5 hours worked
 12.5 hrs OT from 22/23 outstanding.

Expenditure	Ytd 20/05/24 £	Budget as set £
Staff costs	396.38	4,994
Admin expenses	48.60	450
WFH allowance	0	500
Insurance	357.87	345
Audit fee	55.00	55
Subscriptions	62.79	150
Donations rent	220.00	220
Donations	0	140
Fete	0	220
Std maintenance	0	350
Devolved services grass cutting	280.72	1378
Training	10.00	100
Sundry	0	100
Dog waste collection	112.77	838
Additional dog bin	311.95	250
Saving for new laptop	0	150
Bank charges	16.00	96
Vat	148.40	0
TOTAL	2020.48	10,336

Income	Ytd £ 20/05/24	Budget £
Precept	4,529.50	9059
WDC devolved services	0	111
BC devolved services	772.26	659
Vat	422.02	500

Interest NS&I	0	37
TOTAL	5,723.78	10366

- o. In between meetings the following invoices were paid:
- invoice SI 1391 (March) from Tactical Facilities management ltd of £51.55 was paid for dog bin emptying.
 - invoice SI-1448 from Tactical Facilities Management Ltd for the installation of the new dog waste bin. £102.00.
 - Invoice EA39194 from Earth Anchors for a new dog bin @ 272.34 was reimbursed to the clerk who had paid for this in advance to facilitate early installation.
- p. To approve the following payments as listed below:

Payments to be approved for payment at the meeting:		£
BALC	Annual subscription	62.79
BALC	Knowledge bits Domain names explained (course in Feb 24)	10.00
Tactical Facilities Management	Dog bin emptying April	83.77
Zurich	Annual insurance	357.87
Guide Association of Bucks (Friends of Ellesborough)	For Mrs P Hall who carried out the 23/24 internal audit.	55.00
Princes Risborough TC	Grass cutting	336.86
Bradenham Cricket club	S137 donation in lieu of rent	220.00
D Hansen	Clerk's expenses	55.92
Total		1,182.21

Funds available:	£	£
Opening balances 13/05/24 HSBC Current account	8,518.35	
Less expenditure incl May payments	1,182.21	
Current A/C May 2024		7,336.14
NS&I @31/12/22		<u>2,570.08</u>
TOTAL Funds		9,906.22

15. Members' questions.

16. To confirm date of the **next ordinary meeting as Monday 15th July**

Future 2024 meeting dates:

Monday 15th July

Monday 9th September

Monday 11th November. All meetings start at 7pm

D Hansen, Clerk to the Council, clerkbradenhampc@gmail.com

13/05/24

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