## Minutes of the Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 20<sup>th</sup> May 2024 at St Botolph's church, due to flooding at the cricket club commencing at 7.45 pm following the Annual Parish meeting and the Annual Parish Council meeting.

Present:

Cllr Peggy Ewart

Cllr Teif Jones Chair

Cllr Richard Langridge

Cllr Paul Oborn Vice-Chair

Cllr Paul Wooster Joined the meeting at 9.45pm

And also present

Deirdre Hansen Clerk

|   |  | Action  |  |
|---|--|---------|--|
| 1 | <b>Apologies</b> received and accepted from Cllrs Trevor Hunt, Andrew Stubbings and Paul Wooster. And from BC Cllrs Shade Adoh, Robert Carington and Carl Etholen. |         |  |
| 2 | Declarations of interest:  |         |  |
|   | None were declared.  |         |  |
| 3 | Approval of minutes  |         |  |
|   | The minutes of the ordinary meeting of 11 <sup>th</sup> March 2023 were confirmed as a true record and   |         |  |
|   | signed by the Chair.   |         |  |
| 4 | Public question time:  |         |  |
|   | No public present.   |         |  |
| 5 | Reports:   |         |  |
|   | a. BC Cllrs not present. Clerk was asked to write to them asking what is happening with the busses that service the communities.                                   | Clerk   |  |
|   | b. RAF: Not present, no report. The clerk reported that the BC Cllrs, the RAF and Lacey  |         |  |
|   | Green Parish Council are trying to organise a joint meeting including the Bradenham  |         |  |
|   | Clerk to discuss speeding and other community issues.  |         |  |
|   | c. Chairman, nothing further to report.  |         |  |
|   | d. Clerk: she has been notified that the Bradenham blast will take place 8 <sup>th</sup> September.  |         |  |
|   | All Clirs Registers of Interest have been updated, no changes reported.  |         |  |
| 6 | Meetings/training attended.  |         |  |
|   | None   |         |  |
| 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. Clerk asked to make   | Clerk   |  |
|   | enquiries when the work will be done.  |         |  |
|   | 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. The PC   |         |  |
|   | discussed the various options, and it was decided that a new noticeboard would be  |         |  |
|   | purchased from Green Barnes. A single board that takes 6x A4 pieces of paper. Clerk to   | Clerk   |  |
|   | get a full costing and email this to all the councillors. The decision to purchase was   | Chair & |  |
|   | delegated to the Chair and Vice-Chair. There is no specific budget in 24/25 for a new  | Vice-   |  |
|   | noticeboard, but there was a substantial budget in 23/24 to cover repairs to the   | Chair   |  |
|   | noticeboard which has £463 remaining and monies from other budgets can be used.  |         |  |
|   | It was also decided to get a quote for the repainting of the Walter's Ash noticeboard.   |         |  |
|   | Clerk to get a quote from the manufacturer.  | Clerk   |  |
|   | g. Additional dog waste bin 45L ordered from Earth Anchors at a cost £272.34 incl Vat  |         |  |
|   | plus installation by Tactical Facilities Management Ltd @ £85 plus Vat. Dog waste bin  |         |  |
|   | now installed and payment agreed.  |         |  |
|   | h. Litter pick took place Saturday 13 April.   |         |  |

|    | i. Thank you note received from Saunderton Lodge for the Tesco vouchers, noted.  |           |  |
|----|--|-----------|--|
| 8  | Policies, it was noted that:   |           |  |
|    | Computer and Telephone misuse policy was reviewed.   |           |  |
|    | 2) Information Protection Policy was reviewed.   |           |  |
|    | 3) Information Security Incident Policy was reviewed.  |           |  |
|    | 4) Information Security Policy was reviewed.   |           |  |
| 9  | Noticeboard repairs were discussed above under item 7f.  |           |  |
| 10 | Risk Assessment.   |           |  |
|    | The PC's 2024 Risk assessment was reviewed and approved.   | Clerk     |  |
| 11 | Village fete/picnic for 2024.  |           |  |
|    | Cllr Paul Wooster had informed the Chair, Cllr Peggy Ewart and clerk that there would be no  |           |  |
|    | village fete in 2024. A group had been formed that would organise a 2025 fete. Cllr Richard  |           |  |
|    | Langridge was also aware of the proposal. In recent years the PC had appointed a "Fete   |           |  |
|    | Committee" to arrange various village/parish event, involving the church, the cricket club, and  |           |  |
|    | residents. The PC's involvement means that the council's insurance can cover the event. The  |           |  |
|    | PC had received funds from BCC Cllr Carl Etholen in January 2020 to use for village fetes.   |           |  |
|    | There is still a balance of this money left due to the covid pandemic.   | Clerk,    |  |
|    | Cllr Paul Wooster to ask the organising group if two parish councillors, himself and Cllr Peggy  | Cllr Paul |  |
|    | Ewart could join this group to enable the PC to provide insurance and support.   | Wooster   |  |
| 40 | The PC could then formally appoint the Committee to organise a fete. Action clerk.   |           |  |
| 12 | HS2 Safety fund.  Although speeding through the parish is a problem, it was agreed that this was not caused.   |           |  |
|    | Although speeding through the parish is a problem, it was agreed that this was not caused by HS2 traffic   |           |  |
| 13 | by HS2 traffic.  3 Planning:   |           |  |
| 13 | a. BC decisions: None  |           |  |
|    |  |           |  |
|    | b. Outstanding planning applications awaiting decision noted:  |           |  |
|    | 23/06458/FUL. Willow Barn, New Road Walter's Ash. Demolition of existing     building and construction of replacement storage/showroom building. BC objected                                       |           |  |
|    | <ul> <li>building and construction of replacement storage/showroom building. PC objected.</li> <li>23/06775/CLE. Bradenham Manor. Certificate of Lawfulness for existing use confirming</li> </ul> |           |  |
|    | 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:   |           |  |
|    | The Parish Council cortified itself as exempt from limited assurance review. We do   |           |  |
|    | a. The Parish Council certified itself as exempt from limited assurance review. We do this as a smaller authority where the higher of gross income or gross expenditure                            | Clerk     |  |
|    | was £25,000 or less and that meet the qualifying criteria (we publish our annual   |           |  |
|    | return on our web site.)   |           |  |
|    | b. The internal auditor's report was noted. She found the accounts to be correct.  |           |  |
|    | c. The asset register as at 31/03/24 was approved.   |           |  |
|    | d. The accounts for 2023-24 in the receipts and payments format were approved and  |           |  |
|    | adopted.   |           |  |
|    | e. The year end bank reconciliation was approved.  |           |  |
|    | f. The Governance Statement for 2023-24 was approved and signed by the Chair and   |           |  |
|    | clerk.   |           |  |
|    | g. The Statement of Accounts 2023-24 was approved and signed by the Chair and  |           |  |
|    | RFO.   |           |  |
|    | h. The accounts year to date 13/05/24 were reviewed. Clerk to place all legally  | Clark     |  |
|    | required paperwork on the website.   | Clerk     |  |
|    | i. Note receipt of £4,529.50 from BC first half 24/25 precept, £772.26 form 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 gives 0.85% interest. The balance is £ 2,570.08. It  |           |  |
|    | was agreed to close the account at the next meeting and transfer the balance to the  | Clerk     |  |
|    | current account. Clerk to place the item on the next agenda.   | CIGIK     |  |
|    | k. A donation of £220 in lieu of rent to Bradenham Cricket Club was agreed.  |           |  |
|    | I. S/O for staff costs April and May @ £ 396.38 per month was approved.  |           |  |
|    |  | <u> </u>  |  |

- Monthly bank charges @ £8 was approved. m.
- Clerk hours noted: n.
  - 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         | 0              | 111      |
| services             |                |          |
| BC devolved services | 772.26         | 659      |
| Vat                  | 422.02         | 500      |
| Interest NS&I        | 0              | 37       |
| TOTAL                | 5,723.78       | 10366    |

- 0. It was noted that 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 approved for payment at the meeting:         |  | Æ      |
| 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 Municipal                                      | Annual insurance   | 357.87 |

Clerk

|    |  | T  | 1          | 1     |
|----|--|--|------------|-------|
|    | Guide Association of Bucks   | For Mrs P Hall who carried out the           | 55.00      |       |
|    | (Friends of Ellesborough)  | 23/24 internal audit.                        |            |       |
|    | 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  | 8/05/24 8,518.35                             |            |       |
|    | HSBC Current accou   | ınt  |            |       |
|    |  |  |            |       |
|    | Less expenditure incl  |  |            |       |
|    | Less clerk May Salar   | y 396.38                                     |            |       |
|    | Current A/C May 202  | 24 6,9                                       | 939.75     |       |
|    | NS&I @31/12/22   | <u>2,5</u>                                   | 570.08     |       |
|    | TOTAL Funds  | 9,5  | 509.83     |       |
| 15 | Members questions  |  |            | Clerk |
|    | ·  | e to the National Trust asking for their pla | ns for the |       |
|    | village and what is happing with the empty houses. And inviting the NT to a parish |  |            |       |
|    | council meeting.   |  | •          |       |
| 16 | U U  |  |            |       |
|    | Future meeting dates:  | -  | -          |       |
|    | Monday 9th September 2024  |  |            |       |
|    | Monday 11 <sup>th</sup> November 2024  |  |            |       |

| The Chair | date |
|-----------|------|
| The Chair |      |