

**Notice of Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 3<sup>rd</sup> March 2025  
commencing at 7.00pm at Bradenham Cricket club.**

**Agenda**

1. Apologies
2. Disclosure of interest in items on the agenda
3. To confirm the minutes of the ordinary meeting of 13<sup>th</sup> January 2025.
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 parish at this point.*

5. Reports:
  - a. County Councillors
  - b. RAF
  - c. Chairman
  - d. Clerk: update Martyn's Law
6. Report on meetings/training attended.
  - 20-01-25- BC Town and Parish clerk's forum
  - 31-01-25- BMKALC Buckinghamshire Elections
  - 24-02-25-Rural Housing Enabling (Community Impact Bucks)
7. Updates on activities:
  - a. Monthly HMRC information submitted.
  - b. Defibrillator checked by Cllr Paul Wooster
  - c. Copy to Contact and Naphill and WA gazette submitted.
  - d. PC members are sent the regular updates from BC and other parties.
  - e. The Pension Regulator- re-enrolment and re-declaration: legal duties as an employer completed for the next three years.
  - f. Repairs and maintenance. See agenda item 13
  - g. Hedges, trees and verges. Siding out quote for New Road received @ £210 plus Vat. Cllrs reviewed and approved the quote by email and order placed
  - h. Clerk has submitted to BC the precept 2025/26 request of £11,061
  - i. The Chairman signed the extension of the Devolved Services agreement with BC regarding Beech Park as agreed
  - j. Empty National Trust properties in the village. We had a meeting with Greg Smith 18/02/25 about this issue. Cllrs to report verbally.
  - k. Track repair, the Chair has sent a letter to Neil Harris NT asking for some urgent repairs.
  - l. Nomination for King's Garden Party 20/05/25.
  - m. Chilterns National Landscape Management Plan consultation. No comments submitted.
8. Survey to help shape the future of nature in Buckinghamshire and Milton Keynes – Draft Local Nature Recovery Strategy (LNRS).
9. PC to agree to a parish litter pick. Agree date.
10. Consider a pond tidy/clearance event.
11. Village Fete.
12. Does the PC want to commemorate VE 80<sup>th</sup> Anniversary 8<sup>th</sup> May 2025?
13. Planning:

- a. BC decisions: None
- b. Outstanding planning applications awaiting decision: None
- c. New planning applications: None

#### 14. Finance:

- a. Review the accounts year to date 3/03/25
- b. Donations for 2024/25. Tesco vouchers purchased and delivered @ £134.99 for Saunderton Hostel, acknowledgement from Hostel received.
- c. Approve S/O for staff costs March and April 2025 @ £411.98 per month.
- d. Approve Monthly bank charges @ £8/ mth.
- e. Approve ICO Data protection renewal @ £47.00
- f. Clerk hours:
  - Contracted 5.8 hrs /week
  - Holiday 0.9 hrs per week.
 Hours: from 06/01/25 to 24/02/25 = 7 weeks (40.6-6.3=34.3hrs) 37 hours worked, 2.7hrs O/T.

Expenditure	Ytd £	Budget as set £	Variances YTD
Staff costs	4531.78	4,994	+462.22
Admin expenses	465.35	450	-15.35
WFH allowance	500.00	500	0
Insurance	357.87	345	-12.87
Audit fee	55.00	55	0
Subscriptions	128.79	150	+21.21
Donations rent	220.00	220	0
Donations	140.00	140	0
Fete	0	220	+220
Std maintenance	91.00	350	+259
Devolved services grass cutting	1,199.44	1378	+178.56
Training	10.00	100	+90.00
Sundry	72.41	100	+27.59
Dog waste collection	806.24	838	+31.76
Additional dog bin	311.95	250	-61.95
Saving for new laptop	0	150	+150
Bank charges	96.00	96	0
Sub total excl Vat	<b>8,985.83</b>	<b>10,336</b>	+1350.17
Vat	510.80	0	-510.80
<b>TOTAL</b>	<b>9,496.63</b>	<b>10,336</b>	

Income	Ytd £	Budget £
Precept	9,059.00	9059
WDC devolved services	0	111
BC devolved services	772.26	659
Vat	422.02	500
Interest NS&I	34.37	37
<b>TOTAL</b>	<b>10,287.65</b>	<b>10366</b>

- g. In between meetings the following invoices were paid:
  - invoice SI 2920 for £77.77 (Jan) and invoice SI2964 for £6.00 from Tactical Facilities management ltd was paid to Bibby Financial Services for dog bin emptying and disposing of a gas canister.

Payments to be approved for payment at the meeting:		£
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Bibby Financial Services Ltd (for Tactical Facilities Management)	Dog bin emptying February	77.77
D Hansen	Clerk's expenses incl Microsoft office 365 (£84.99) annual subscription for PC laptop	123.02
D Hansen	Tesco vouchers for Saunderton hostel	134.99
Total		335.78

Funds available:	£	£
Opening balances 24/02/25		7,384.72
HSBC Current account		
Less bank charges		8.00
Less March payments as above		335.78
Less OCO renewal by DD		47.00
Current a/c March 2025		<u>6,993.94</u>

15. Quote for asset maintenance received. Discuss quotes.

16. Members' questions.

17. To confirm date of the **next ordinary meeting as Monday 12<sup>th</sup> May 2025** including Annual Parish Meeting and the Annual Parish Council meeting. The next meeting will be held after the Parish Council elections 1<sup>st</sup> May 2025.

Future meetings: 14<sup>th</sup> July, 8<sup>th</sup> September and 10<sup>th</sup> November.

**All meetings start at 7pm**

*D Hansen*, Clerk to the Council, [clerkbradenhampc@gmail.com](mailto:clerkbradenhampc@gmail.com)

24/02/25

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