

Notice of Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 8th September 2025 at the Cricket Pavilion at 7.00pm.

Dear Councillors,

In accordance with the provision of the Local Government Act 1972, you are hereby summoned to the above meeting, where the business to be discussed will be as follows:

Agenda

1. Apologies
2. Disclosure of interest in items on the agenda
3. Co-option:
The council has one vacancy following the May 2025 election. Buckinghamshire Council have given permission to co-opt. Mark Honeyben has expressed an interest in being co-opted. PC to consider.
4. To confirm the minutes of the ordinary meeting of 14th July 2025.
5. 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.
6. Reports:
 - a. County Councillors
 - b. RAF
 - c. Chairman
 - d. Clerk
7. Neighbourhood Police team visit
8. Meetings/training attended.
 - 17/07/25-BMKALC course on employment rights bill.
 - 11/08/25- Meeting with the West Chilterns Community Board Manager Sophia Comer.
9. Updates on activities:
 - a. Monthly HMRC information submitted.
 - b. Defibrillator checked by Cllr Paul Wooster
 - c. Copy submitted to Contact.
 - d. PC members are sent the regular updates from BC and other parties.
 - e. Any TANT update on TV aerial for Bradenham village
 - f. Update on CPH number for the goats in the Parkwood Loop
 - g. Maintenance: quote for bus shelter repairs received estimated at £790.00
 - h. All registers of interest submitted to BC.
 - i. Clerk has asked Neil Harris (NT) if the No parking signs at the entrance of the Manor drive could be removed. Awaiting a response from David Surtees-Dawson
 - j. Clerk has asked NT to cut back tree and hedges in Bradenham.
 - k. Email received if the PC had given permission for the roof tiles to be changed at a barn at Ashburnham Barn. Clerk has responded that BC make planning decisions, the PC comments. No planning application received, clerk to investigate if planning permission should have been obtained.
10. Contact magazine. The PC has been informed that the magazine is in financial difficulties. The PC has been asked if it can do anything to help?
11. The National Joint Council for Local Government Services (NJC) has reached an agreement on Clerk/RFO rates of pay applicable from 1 April 2025 to 31 March 2026. PC to approve the new pay

rate for the clerk. As per circulated papers. The clerk's contract states that the NJC and the "Green Book" apply to her employment.

12. Letter to BC CEO, Rachael Shimmin on the changes to public access to planning applications public comments. Response received and circulated.

13. New website and email address: clerk to give verbal update.

14. Review Standing Orders and Financial Regulations.

15. Changes to the bank mandate

16. Resignation clerk

17. Planning:

- a. BC decisions: None
- b. Outstanding planning applications awaiting decision:
 - 25/06073/FUL Small Dean Farmhouse. Householder application for installation of underground sewage treatment plant below existing gravel driveway and installation of drainage field to orchard. PC no objection.
- c. New planning applications: None.

18. Finance:

- a. Review the accounts year to date 01/09/25.
- b. Email from the Bradenham Events Team Chair thanking the PC for their kind words at the last meeting and requesting a donation of the remainder funds the PC still holds from WDC Cllr Carl Etholen for a village fete (£229). It will be used for the 2026 fete.
- c. Approve S/O for staff costs August @ £ 411.98 per month, September @£425.32 per month.
- d. Agree the clerk's back pay April-August 2025. 22 weeks (*5.8 hrs/wk) @ £0.53/hr, £67.63
- e. To approve bank charges for June and July @ £8. No more bank charges from August.
- f. Clerk hours:
 - Contracted 5.8 hrs /week
 - Holiday 0.9 hrs per week.
 Hours: from 07/07/25 to 01/09/25 = 8 weeks (46.4-7.2 =39) 45.2 hours worked, 6.2 hrs O/T, Bfd 1.25 hrs short. Cfw 4.9 hrs O/T

Expenditure	Ytd 01/09/25 £	Budget as set £
Staff costs	2059.90	5,161
Admin expenses	127.24	460
WFH allowance	0	500
Insurance	359.83	383
Audit fee	55.00	55
Subscriptions	127.60	135
Donations in lieu of rent	220.00	220
Donations	0	140
Fete	229.00	229
Std maintenance Plus £463 from reserve	1370.00	1537
Devolved services grass cutting	880.00	1319
Sundry	0	100
Training	0	100
Dog waste collection	413.86	934
Bank charges	40.00	96
new laptop plus £150 from reserve	316.66	150
Election	109.00	110

Maintenance reserve	0	300
Sub total	6,308.09	11,929
Vat	338.34	465
Total	6,646.43	12,394

Income	Ytd £ 01/09/25	Budget £
Precept	5530.50	11061
WDC devolved services	0	111
BC devolved services	772.80	722
Vat	564.12	500
TOTAL	6867.42	12,394

- g. In between meetings the following invoices were paid:
- invoice SI 3899(July) from Tactical Facilities management ltd of £83.77 was paid for dog bin emptying.

To approve the following payments as listed below:

Payments to be approved at the meeting:		£
GardenForces Ltd	Grass cutting August	264.00
Bibby Financial Services Ltd (for Tactical Facilities Management)	Dog bin emptying August	83.77
Buckinghamshire Council	May 2025 election	109.00
Donation to Bradenham Events Team	Balance fete money granted by WDC Cllr Carl Etholen 2019.	229.00
CPRE	Annual subscription	36.00
D Hansen	Clerk's expenses	42.99
Total		764.76

Funds available:	£	£
Opening balances 01/09/25		
HSBC Current account	7,434.97	
Less expenditure incl September payments	764.76	
Current A/C September 2025	<u>6,670.21</u>	

19. Members' questions.

20. To confirm date of the **next ordinary meeting as Monday 10th November 2025**
All meetings start at 7pm

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

01/09/25

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