

**Notice of Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 10<sup>th</sup> November  
2025 at the Cricket Pavilion at 7.00pm.  
Agenda**

1. Apologies
2. Disclosure of interest in items on the agenda
3. To confirm the minutes of the ordinary meeting of 8<sup>th</sup> September 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 village at this point.*

5. Reports:
  - a. County Councillors
  - b. RAF
  - c. Chair
  - d. Clerk
6. Meetings/training attended.
  - 11/09/25- Community Board
  - 16/09/25- SLCC
  - 19/09/25-AGAR webinar
  - 1/10/25-BMKALC Knowledge bites-S10 (PO)
  - 22/10/25- BMKALC Knowledge bites-Onboarding
7. Updates on activities:
  - a. Monthly HMRC information submitted.
  - b. Defibrillator checked by Cllr Paul Wooster
  - c. Copy submitted to the Naphill and Walter's Ash gazette and Contact.
  - d. PC members are sent the regular updates from BC and other parties.
  - e. All registers of interest submitted to BC.
  - f. Thank you email received from Bradenham events team for the £229 donation.
  - g. Update on demolition of the RAF High Wycombe Tempest block.
  - h. Additional grass cut due to mild weather.
  - i. Old PC laptop taken to recommended shop in High Wycombe. The lap top is so old they could not offer any cash for it, but will destroy the laptop.
8. Consider supporting the Bradenham village residents who no longer have television access following the removal of the National Trust arial support.
9. Consider adopting a Parish Council logo. Cllr Paul Oborn has designed a parish council logo for the recruitment process. The PC to consider adopting this logo for all it correspondence and website. Copy logo attached.
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. Awaiting requested information from the magazine.
11. Consider a new website and email address:
12. Dates for 2026 meetings to be agreed. Suggested:  
Monday 12<sup>th</sup> January 9<sup>th</sup> March, 11<sup>th</sup> May, 13<sup>th</sup> July, 14<sup>th</sup> September and 9<sup>th</sup> November. All meetings start at 19.00.

13. Review Risk Assessments for PC assets (3 bus shelters, 2 notice boards, 3 dog bins, Lych gate, telephone box). Separately provided.
14. Consider changes to the bank mandate
15. Consider draft budget as presented. Budget to be agreed and precept set in January. Do Cllrs have any project in mind for 2026/27?
16. Bradenham Manor:
- Consider: the PC to encourage the National Trust to allow visitors to the Manor Gardens whilst the Manor is still empty.
  - Consider encouraging the National Trust to reintroduce the gardening volunteers for the Manor Garden. Since the volunteers were dismissed, the garden has fallen into disrepair.
17. Planning:
- BC decisions: 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. Application refused by BC.
  - Outstanding planning applications awaiting decision:
  - New planning applications:
    - PL/25/4045/KA. Notification of proposed works to trees in a conservation area. 1 the Green. Crown reduction by 4m to 1x yew tree to help manage and reduce the chance of glis glis getting into property.
    - Listed Building consent for alterations, extension or demolition of a listed building. Bradenham Manor. Listed building consent for repairs to external joinery and dormers, repair to ceiling following water damage, strip out of modern commercial toilets and wall/ceiling linings and reinstatement of traditional finishes, removal of modern fire doors and openings in canteen area, reinstatement or removed screen within entrance lobby.
18. Finance:
- Review the accounts year to date 03/11/25.
  - Receipt of second half 2025/26 precept received £5,530.50
  - Approve S/O for staff costs October and November @ £425.32 per month.
  - Clerk hours:
    - Contracted 5.8 hrs /week
    - Holiday 0.9 hrs per week.
 Hours: from 01/09/25 to 03/11/25 = 9 weeks (52.2-8.1 =44.1) 43.75 hours worked, 0.35 hrs short, Bfd 4.9 hrs O/T. CFW 4.55hrs O/T

Expenditure	Ytd 03/11/25 £	Budget as set £
Staff costs	2,978.17	5,161
Admin expenses	167.55	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	5.00	140
Fete	229.00	229
Std maintenance Plus £463 from reserve	1370.00	1537
Devolved services grass cutting	1100.00	1319
Sundry	24.49	100
Training	0	100
Dog waste collection	483.67	934
Bank charges	40.00	96
new laptop	316.66	150

plus £150 from reserve		
Election	109.00	110
Maintenance reserve	0	300
Sub total	7,585.97	11,929
Vat	399.88	465
<b>Total</b>	<b>7,985.85</b>	<b>12,394</b>

<b>Income</b>	Ytd £ 03/11/25	Budget £
Precept	11,061.00	11061
WDC devolved services	0	111
BC devolved services	772.26	722
Vat	564.12	500
<b>TOTAL</b>	<b>12,397.38</b>	<b>12,394</b>

- e. In between meetings the following invoices were paid:
- invoice SI 4270 (Sept) from Tactical Facilities management Ltd of £83.77 was paid for dog bin emptying.
  - Invoice B-2025-09-156 From GardenForces Ltd for grass cutting 19/09/25 @ £264.00 was paid

Payments to be approved at the meeting:		£
Bibby Financial Services Ltd (for Tactical Facilities Management)	Dog bin emptying October	83.77
D Hansen	Purchase of Remembrance wreath from RBL plus £5 donation	29.49
D Hansen	Clerk's expenses	43.89
Total		157.15

Funds available:	£	£
Opening balances 03/11/25		
HSBC Current account	11,002.30	
Less clerk's September back pay	67.63	
Less expenditure incl November payments	157.15	
Current A/C November 2025	<u>10,777.52</u>	

19. Recruitment of new clerk

20. Consider grass cutting quote for 2026/27

21. Members' questions.

22. To confirm date of the **next ordinary meeting as Monday 12<sup>th</sup> January 2026**  
**All meetings start at 7pm**

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

03/11/25

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

**Ad agenda item 3: minutes 08/09/25**

**Minutes of the Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 8<sup>th</sup> September 2025 at Bradenham Cricket Club at 7.00 pm.**

Present:

Cllr Mark Honeyben  
Cllr Sue Hutton  
Cllr Teif Jones Chair  
Cllr Andrew Stubbings  
Cllr Paul Wooster

And also present:

Sqn Ldr Paul Armstrong Representing RAF High Wycombe  
BC Cllr Shade Adoh Ridgeway West  
PC Caitlin Neal Neighbourhood Police team  
Deirdre Hansen Clerk

Cllr Paul Oborn listened in on the meeting.

		Action
38	<b>Apologies:</b> apologies received and accepted from Cllrs Richard Langridge and Paul Oborn and BC Cllr Robert Carington.	
39	<b>Declarations of interest:</b> None were declared.	
40	<b>Co-option</b> The PC unanimously co-opt Mark Honeyben to the Council. Once he signed the declaration of acceptance of office he joined the meeting. All council vacancies have now been filled.	
41	<b>Approval of minutes</b> The minutes of the ordinary meeting of the 14 <sup>th</sup> July 2025 were confirmed as a true record and signed by the Chair.	clerk
42	<b>Public question time:</b> No public present.	
43	<b>It was agreed to move agenda item 7 Neighbourhood Police team visit</b> here further up the agenda to allow PC Caitlin Neal to leave promptly.  PC Caitlin Neal gave a brief report on the work the team of four members undertake. <ul style="list-style-type: none"> <li>• They try to come to as many as possible community events.</li> <li>• She reported two crimes in the parish since July and on crimes in neighbouring parishes.</li> <li>• They had assisted at the Palestine protest at RAF High Wycombe.</li> <li>• Overall crime is low in our area, with burglary being the most obvious crime.</li> <li>• Speeding was raised in particular through Bradenham Village. PC Caitlin Neal will see if the local police can come and do a survey.</li> <li>• Speeding on New Road, Walter's Ash was mentioned. Both Lacey Green PC and the RAF have attempted to have the speed limit reduced from unrestricted to 40mph, but the costs have been prohibitive.</li> </ul>	
44	<b>Reports:</b> a. <b>BC Cllr Shade Adoh:</b> The Chair congratulated BC on the work they have done to improve High Wycombe. He brought up the following issue in High Wycombe: <ul style="list-style-type: none"> <li>• Parking on the curbs. By law there is nothing stopping people parking on the curb, but one is not allowed to drive on the curb. Education is required and unless evidence can be collected of someone driving on a curb there is not much that can be done.</li> <li>• The police are due to carry out a safer streets campaign in High Wycombe soon.</li> </ul>	

	<ol style="list-style-type: none"> <li>1. BC Cllr Shade Adoh mentioned the reply the PC had received from Eric Owens, Service Director, Planning and Environment to their letter to Rachael Shimmin, BC CEO, on the lack of public access to comments on planning applications. She reiterated the GDPR issues and the lack of resources and problems with redacting comments.</li> <li>2. She was asked about any more resurfacing of the A4010, this is being looked at. There are planned road works. Details to follow.</li> <li>3. She thanked the clerk for meeting with Sophia Comer, West Chilterns Community Board Manager. The next West Chilterns Community Board meeting will be Thursday 11<sup>th</sup> September. The clerk is due to attend.</li> <li>4. The clerk asked about the difficulties on making planning enquiries. She was advised to ring the switchboard.</li> </ol> <p>b. <b>RAF:</b> The RAF representative reported that:</p> <ol style="list-style-type: none"> <li>1. The gates at No 1 site have failed an inspection. The gates will be closed till 06/10/25 and traffic directed through the Parkwood gates, whilst repairs take place.</li> <li>2. The Tempest building on No1 site will be demolished from 10/11/25. This will take 12 weeks. Contractor's traffic will be through the Parkwood gates. The PC questioned if a planning application would have been raised as the clerk had not seen one. Sqn Ldr Paul Armstrong will enquire and notify BC Cllr Shade Adoh and the clerk.</li> <li>3. The RAF had taken some preventative measures in advance of the Palestine Action protest.</li> <li>4. He had discovered that a large part of Kilnwood Road is owned by the RAF, not BC. The RAF will carry out repairs and resurfacing of that road.</li> <li>5. Sqn Ldr Paul Armstrong reported that he is being posted 06/10/25, this is his last meeting. He will brief his replacement on the benefits to attending our meetings. He was thanked for his contributions and assistance since July 2024. The PC wished him well in his new posting.</li> </ol> <p>c. <b>Chairman:</b> nothing to add</p> <p>d. <b>Clerk:</b> items covered in the minutes.</p>	<p>Clerk</p> <p>Sqn Ldr Paul Armstrong</p>
45	<b>Meetings/training attended.</b> <ul style="list-style-type: none"> <li>• 17/07/25-BMKALC course on employment rights bill attended, noted.</li> <li>• 11/08/25- Meeting with the West Chilterns Community Board Manager Sophia Comer attended. Noted. The ways of working have completely changed.</li> </ul>	
46	<b>Updates on activities:</b> <ol style="list-style-type: none"> <li>j. Monthly HMRC information submitted.</li> <li>k. Defibrillator checked by Cllr Paul Wooster</li> <li>l. Copy submitted for Contact.</li> <li>m. PC members are sent the regular updates from BC and other parties.</li> <li>n. TANT update on TV aerial for Bradenham village. Cllr Paul Wooster reported that the National Trust will take no further action. Residents are left to resolve the problem of no longer having a TV aerial for use. He has reported vulnerable residents to TANT, the matter is in their hands.</li> <li>o. Update on CPH number for the goats in the Parkwood Loop. Clerk has written to the landowners, but no response.</li> <li>p. Maintenance: quotes for bus shelter repairs received estimated at £790.00 and £635.00. it was decided to accept the lower quote of £635.00. action clerk.</li> <li>q. All registers of interest submitted to BC, noted.</li> <li>r. 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</li> <li>s. Clerk has asked NT to cut back tree and hedges in Bradenham.</li> <li>t. 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. See item 44a.4 above.</li> </ol>	Clerk
47	<b>Contact magazine.</b> <p>The PC has been informed that the magazine is in financial difficulties. The PC has been asked if it can do anything to help. Move to next agenda and clerk to ask for more information</p>	Clerk

48	<b>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.</b> PC approved the new pay rate for the clerk back dated to 1 <sup>st</sup> April 2025.																												
49	<b>Letter to BC CEO, Rachael Shimmin on the changes to public access to planning applications public comments.</b> Response received and circulated. See above item 44.a.1																												
50	<b>New website and email addresses.</b> The meeting discussed the five quotes received and asked the clerk to carry out a five-year costing and enquire for the costs of an email address for each councillor as well as the clerk. Report back at the next meeting.	Clerk																											
51	<b>The Standing Orders and Financial Regulations.</b> The PC reviewed the Standing Orders and Financial Regulations and approved them.	Clerk																											
52	<b>Changes to the Bank Mandate</b> It was agreed to move this to the next agenda and for the clerk to enquire if verification has to be carried out in person.	Clerk																											
53	<b>Resignation clerk</b> The clerk has resigned with the intention of leaving the PC at the end of the year. It was agreed to set up a working party of Cllrs Paul Oborn, Sue Hutton, Richard Langridge and Mark Honeyben to work on the recruitment of a new clerk. Current clerk to assist. She was asked to send any relevant documents to the working party. Cllr Paul Oborn will meet with her on his return. Clerk to include a note asking for expressions of interest in the Gazette October addition.	Cllrs MH, SH, RL and PO  Clerk																											
54	<b>Planning:</b> c. BC decisions: None d. 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 e. New planning applications: None																												
55	<b>Finance:</b> a. The accounts year to date 01/09/25 were reviewed. b. Cllr Paul Wooster declared an interest, as a member of the Bradenham events team. A request from the he Bradenham Events Team Chair for a donation of the remainder funds the PC still holds from WDC Cllr Carl Etholen for a village fete (£229) for the 2026 fete was approved. c. Staff costs August @ £ 411.98 per month, September @£425.32 per month by S/O were approved. d. The clerk's back pay April-August 2025. 22 weeks (*5.8 hrs/wk) @ £0.53/hr, £67.63 was approved. e. Bank charges for June and July @ £8 were noted. It was noted that there will be no more bank charges from August. f. The bank reconciliation was approved and signed. g. Clerk hours noted: <ul style="list-style-type: none"> <li>Contracted 5.8 hrs /week</li> <li>Holiday 0.9 hrs per week.</li> </ul> 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	Clerk																											
<table border="1"> <thead> <tr> <th>Expenditure</th><th>Ytd 01/09/25 £</th><th>Budget as set £</th></tr> </thead> <tbody> <tr> <td>Staff costs</td><td>2059.90</td><td>5,161</td></tr> <tr> <td>Admin expenses</td><td>127.24</td><td>460</td></tr> <tr> <td>WFH allowance</td><td>0</td><td>500</td></tr> <tr> <td>Insurance</td><td>359.83</td><td>383</td></tr> <tr> <td>Audit fee</td><td>55.00</td><td>55</td></tr> <tr> <td>Subscriptions</td><td>127.60</td><td>135</td></tr> <tr> <td>Donations in lieu of rent</td><td>220.00</td><td>220</td></tr> <tr> <td>Donations</td><td>0</td><td>140</td></tr> </tbody> </table>			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
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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
<b>Total</b>	<b>6,646.43</b>	<b>12,394</b>

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

- h. It was noted and approved that in between meetings the following invoice was paid:
- invoice SI 3899(July) from Tactical Facilities management ltd of £83.77 was paid for dog bin emptying.

The following payments as listed below were approved:

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 6,670.21

<b>56</b>	<b>Members questions: None</b>
<b>57</b>	<b>The date of the next ordinary meeting was confirmed as Monday 10<sup>th</sup> November 2025</b> All meetings start at 7pm.

The Chair.....date.....

**Ad Agenda item 9.** Suggested logo for the PC:



**Ad agenda item 11.**

## **Parish Council Website and Email Address Quotes**

A Comparison of Providers, Setup Costs, and Annual Fees (November 2025)

### **Overview**

This document provides a summary and comparison of various quotes received for setting up and maintaining a parish council website and associated email addresses. The details include setup fees, annual charges, domain costs, and email provisions from different providers.

#### **1. ParishCouncilWebsites.org.uk**

- Setup Cost: £499 (one-off)
- Annual Fee: £275
- .gov.uk Domain Fee: £60 per annum
- Email: web dependant on the amount of disk space used. Less than 5 email addresses included.

#### **2. Parish Online**

- Setup Cost: £0 (no setup fee)
- First Year Fee: £215
- Annual Fee (after first year): £315
- Email Address: One included for free
- .gov.uk Domain: No extra cost

#### **3. HugoFox**

- Setup: Self-build and self-setup required. Template provided
- Monthly Fee: £19.99
- Annual Fee: £239.88 (12 months at £19.99)
- Email Address: 1 address: £2.49/mth = £29.88 pa. for whole council £17.49/mth = £209.88 pa.
- .gov.uk Domain: included

#### **4. Aubergine**

- Setup Cost: £499 (one-off)
- Annual Subscription: £299
- .gov.uk Domain Fee: £100 per annum
- Separate Email Addresses: £50 per address per annum

#### **5. Cloudy IT**

- Email Provision: Eight separate email addresses on .gov.uk system
- Comprehensive System ("all singing, all dancing"): £968.80
- Basic System: £36.08 per month



- Annual Fee for Basic System: £432.96 (12 months at £36.08)

### Summary Table

Provider	Setup Cost	Annual Fee	.gov.uk Domain Fee	Email Provision	Total annual costs excl set up
ParishCouncilWebsites.org.uk	£499	£275	£60/pa	1GB and up to 5 email addresses	£335 plus £499 set up
Parish Online	£0	£315 (£215 first year)	Included	1 free	£315, but first year £100 reduction
HugoFox	Self-build	£239.88	Included	1 email address £2.49/mth= £29.88/pa Larger bundle for whole council £17.49/mth = £209.88 pa	£269.76 with 1 email £449.76 with 8 emails
Aubergine	£499	£299	£100/pa	£50 per annum	£449
Cloudy IT- just email addresses and backup	£968.80 All singing	£432.96 (basic)	Included in above	8 addresses included	

### Key Considerations

- Some providers include domain and email costs in their fees, while others charge separately.
- Setup fees vary significantly; some options require self-build and setup.
- Ongoing annual costs differ, especially when factoring in domain and multiple email addresses.
- It is important to consider the level of support, features, and ease of use required by the parish council.
- Nobody will give a forecast of future costs beyond year two.

This summary should assist in comparing the available providers and making an informed decision based on the parish council's specific needs and budget.