

**Notice of Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 12<sup>th</sup> January  
2026 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. To confirm the minutes of the Ordinary meeting of 10<sup>h</sup> November 2025 and the Extra Ordinary meeting 8<sup>th</sup> December 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.
  - 10/12/25 SLCC
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. Two large potholes on Rectory Lane reported and the raised curb by the pond carpark
  - f. The clerk wrote to the National Trust asking them to check with if they are the owners of the carpark by the pond
  - g. Update on the NT aerial removal
  - h. National Trust: meeting with David Surtees-Dawson with agreement of the Chair it was decided to postpone this till the next meeting.
8. BC Highways devolution review:
  - a. Individual agreements will be replaced with an overarching Memorandum of Understanding
  - b. Funding notification will be after BC's budget approval in February
  - c. Sign and bollard cleaning will be excluded from devolved services
  - d. The current funding level will be maintained with annual inflationary increases.
9. Consider adopting a Parish Council logo. Cllr Paul Oborn has redesigned a parish council logo as discussed. Copy logo attached.
10. External communication. Allocating responsibility for submitting copy for the Naphill and Walter's Ash Gazette and Contact and any other external communication. All correspondence is through the clerk.
11. Defibrillator:
12. The PC to consider taking on the ownership of the Bradenham defibrillator.

We have had the defibrillator in the village 10 years; the owners are the Rural Community Defibrillator Group (RCDG). At the time the parish council made a £500 contribution to the defibrillator. The RCDG is a small organisation dependant on public grants; they are finding it

increasingly difficult to support the defibrillators now deployed in the area (32). This has been made more difficult with the imposition of VAT on each purchase adding 20% to the costs.

The trustees of the RCDG with the expiry of the 10 years worry free agreement are asking the parish council to take on the Bradenham defibrillator so that it can be maintained into the future. Maintenance costs are estimated at about £300 pa. A new defibrillator would cost £1500, a new cabinet £520, both 10 years plus life, pads every two years £337.50 and a new battery, every 4 years £562.50.

For the transitional period the RCDG will provide a monthly guardian coordinating service for reporting to the circuit for the asset transferred. Ordering of expendable parts will become the sole responsibility of the parish but will be monitored.

13. Consider a new website and email address:

14. To note changes made to the bank mandate and consider further changes. Clerk to be added, PC contact details to be changed.

15. Consider draft budget and precept 2026/27. Budget to be agreed and precept to be set.

16. Planning:

- a. BC decisions: 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. PC referred to Arboriculture officer at BC. BC decided not to make a TPO.
- b. Outstanding planning applications awaiting decision:
  - PL/25/3789/HB 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. PC no objection.
  - PL/25/4361/FA The Hedgerow, Parkwood, Walter's ash. Full application for use of land as private gypsy and traveller caravan site for 2 pitches including 2 utility building and parking. Retention of hardstanding and existing caravan (part retrospective). PC objection
- c. New planning applications: none

17. Finance:

- a. Review the accounts year to date 04/01/26.
- b. Consider 205/26 donations. £135 left in the budget after £5 donation to RBL. In 24/25 £134.99 donation was made to the Saunderton hostel (in our parish) by ways of £10 Tesco vouchers.
- c. Approve S/O for staff costs December @ £425.32 per month, January @ £ 425.10
- d. Approve the invoice from the previous clerk for hours worked for the handover
- e. Previous clerk's hrs up to 31/12/25:
  - Contracted 5.8 hrs /week
  - Holiday 0.9 hrs per week.

Hours: from 04/11/25 to 31/12/25 = 8.5 weeks (49.3-7.7=41.6) 52 hours worked, 13.4 hrs O/T, Bfd 4.9 hrs O/T. CFW 18.3hrs O/T plus 3.7hrs handover = 22 hrs.

Expenditure	Ytd 04/01/26 £	Budget as set £
Staff costs	4215.75	5,161
Admin expenses	182.49	460
WFH allowance	500.00	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	1320.00	1319
Sundry	20.41	100
Training	0	100
Dog waste collection	693.10	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	9763.84	11,929
Vat	490.20	465
<b>Total</b>	<b>10,254.04</b>	<b>a12,394</b>

Income	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>

f. In between meetings the following invoices were paid:

- invoice SI 4698 (Nov) from Tactical Facilities management ltd of £83.77 was paid for dog bin emptying.

Payments to be approved at the meeting:		£
Bibby Financial Services Ltd (for Tactical Facilities Management)	Dog bin emptying December	83.77
R. Bennett	Working from home allowance 3 months January-March 2026	125.00
D Hansen	Working from home allowance 9 months April-December 2025	375.00
D Hansen	Clerk's expenses	15.30
D Hansen	Employers NI accidentally paid by clerk	15.14
D Hansen	Handover clerk duties	371.80
Total		986.01

Funds available:	£	£
Opening balances 04/01/26		
HSBC Current account	9,579.11	
Less expenditure incl January payments	986.01	
Current A/C January 2025	8,592.21	

18. Members' questions.

19. To confirm date of the **next ordinary meeting as Monday 9<sup>th</sup> March 2026**

**All meetings start at 7pm**

**Future meeting dates: Monday May 11<sup>th</sup>, July 13<sup>th</sup>, September 14<sup>th</sup> and November 9<sup>th</sup>, 2026.**

R. Bennett, Clerk to the Council, [clerkbradenhampc@gmail.com](mailto:clerkbradenhampc@gmail.com)

05/01/26

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

**Minutes of the Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 10<sup>th</sup>  
November 2025 at Bradenham Cricket Club at 7.00 pm.**

Present:

Cllr Mark Honeyben

Cllr Sue Hutton

Cllr Teif Jones Chair

Cllr Richard Langridge

Cllr Paul Oborn Vice-Chair

Cllr Paul Wooster

And also present:

BC Cllr Shade Adoh Ridgeway West

Deirdre Hansen Clerk

And one member of the public present (Ryan Bennett)

		Action
58	<b>Apologies:</b> apologies received and accepted from BC Cllr Robert Carington.	
59	<b>Declarations of interest:</b> None were declared.	
60	<b>Approval of minutes</b> The minutes of the ordinary meeting of the 8 <sup>th</sup> September 2025 were confirmed as a true record and signed by the Chair.	clerk
61	<b>Public question time:</b> No public present.	
62	<b>Reports:</b> a. <b>BC Cllr Shade Adoh:</b> 1. BC Cllr Shade Adoh mentioned the reply she had received from the planning department ref the planning application for the demolition of RAF Tempest block. (Agenda item 7g.) It turned out that it was a prior notification application (ref: 24/08006/PNB11B). No comments are required for these types of applications, so the PC was not asked for comment. As it happened the application was refused as it did not comply with one of the conditions relating to asbestos. This matter is referred back to the applicant. 2. She mentioned agenda item 8. Bradenham village residents who no longer have National Trust support for the village television aerial. Item to be discussed later on the agenda. She would support PC action on the item. 3. She asked about agenda item 10, Contact Magazine. Some discussion ensued and it was agreed that agenda item 10 would no longer be pursued. 4. She will chase up overgrown verges on the A4010. BC Cllr Shade Adoh left the meeting.	BC Cllr Shade Adoh.
63	<b>The Chair proposed and it was agreed to move agenda item 19: Recruitment of new clerk to this point in the meeting.</b> <i>Pursuant to the of Public Bodies (Admission to Meetings) Act 1960, members of the public and press are excluded from this section of the meeting.</i> Ryan Bennett left the meeting.  Staffing matters: The appointment of a new clerk/RFO was discussed. Three excellent applicants had been interviewed by the working party and Ryan Bennett was appointed Clerk/RFO to the parish council with effect from 1 <sup>st</sup> January 2026. A handover period in January with current clerk were suggested. The working party and the Vice-Chair were thanked for the excellent work carried out.  <i>The meeting was re-opened.</i> Ryan Bennett returned to the meeting.	
62	A draft employment contract was issued to him.  b. <b>RAF:</b> The RAF representative not present. Clerk to contact him.	clerk All Cllrs/ clerk

	<p>c. The question was raised if the National Trust could report to the PC as the BC Cllrs and the RAF do. The Chair replied that the NT have offered to attend when we have specific items to be discussed.</p> <p>The PC agreed to draw up and made suggestions for a list of topics to discuss with David Surtees Dawson, Senior Estate Manager, Buckinghamshire, Oxfordshire and Berkshire National Trust with the intention to invite him to the next meeting. Members to email the clerk with further suggestions.</p> <p>d. <b>Chairman:</b> nothing to add</p> <p>e. <b>Clerk:</b> The clerk made the PC aware of a number of minor issues that did not require any decisions.</p>	
<b>64</b>	<p><b>Meetings/training attended.</b></p> <ul style="list-style-type: none"> <li>11/09/25- Community Board. Priorities to be set, youth a big priority. Task and Finish groups will do all the work. Funding seriously reduced. Members to attend meetings in future.</li> <li>16/09/25- SLCC. Devolved services, the new agreements and the funding to be provided were discussed.</li> <li>19/09/25-AGAR webinar. Assertion 10 data compliance for councils and the relevant legislation were put forward.</li> <li>1/10/25-BMKALC Knowledge bites-S10. Making the website compliant and having at least the clerk's email address compliant.</li> <li>22/10/25- BMKALC Knowledge bites- Onboarding. The recruitment working party is compliant with recent recommendations.</li> </ul>	
<b>65</b>	<p><b>Updates on activities:</b></p> <ul style="list-style-type: none"> <li>i. Monthly HMRC information submitted.</li> <li>j. Defibrillator checked by Cllr Paul Wooster</li> <li>k. Copy submitted for the Naphill and Walter's Ash Gazette.</li> <li>l. PC members are sent the regular updates from BC and other parties.</li> <li>m. Thank you email received from Bradenham events team for the £229 donation noted.</li> <li>n. Update on demolition of the RAF High Wycombe Tempest block. See item 62.a.1. a new planning application will be required.</li> <li>o. Additional grass cut due to mild weather approved by email, within budget. Invoice received.</li> <li>p. Old PC laptop taken to recommended shop in High Wycombe. The laptop is so old they could not offer any cash for it but will destroy the laptop. Noted.</li> </ul>	
<b>66</b>	<p><b>Consider supporting the Bradenham village residents who no longer have television access following the removal of the National Trust arial support.</b> Also see item 62.a.2</p> <p>Cllr Paul Wooster reported that the National Trust has been in touch with the affected residents and he will get an update before the PC take any action.</p>	Cllr Paul Wooster
<b>67</b>	<p><b>Consider adopting a Parish Council logo.</b></p> <p>The Vice-Chair has designed a parish council logo for the recruitment process. After some discussion some amendments were suggested. The Vice -Chair will circulate suggestions to members. Decision on the next agenda.</p>	Vice-Chair  Clerk
<b>68</b>	<b>Contact magazine.</b> See item 62.a.3 above. The matter no longer to be pursued	
<b>69</b>	<p><b>New website and email addresses.</b></p> <p>The meeting discussed the quotes. Hugo Fox seemed to be the cheapest option. Ryan Bennett, the future clerk, was asked to investigate this vs Parishonline.</p> <p>It was agreed that one email address for the clerk would be sufficient.</p> <p>The matter to be decided at the next meeting to be compliant by March 2026.</p>	Ryan Bennett  Clerk
<b>70</b>	<p><b>Dates for 2026 meetings</b></p> <p>The following dates for 2026 meetings were agreed: 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 and are held at Bradenham cricket club.</p>	Clerk
<b>71</b>	<p><b>Review Risk Assessments for PC assets</b> (3 bus shelters, 2 notice boards, 3 dog bins, Lych gate, telephone box).</p> <p>The Risk Assessments carried out 25/10/25 by the clerk were reviewed and discussed.</p> <p>Cllrs will look at the Lych gate and the two notice board, where probably small repairs need to be carried out. The red phone box is in need of repainting. But all assets are safe.</p>	Cllrs Langridge/ Oborn/ Clerk

	All Risk Assessments approved.																																					
72	<b>Consider changes to the bank mandate</b> The Vice-Chair, who is the primary signatory will action required changes to the bank mandate and will report back. It was agreed that Cllr Richard Langridge would be a second online signatory. Clerk to assist.	Cllrs Langridge/ Oborn/ Clerk																																				
73	<b>Draft Budget</b> The draft budget was considered, items were questioned and asked to be moved. Admin, working from home allowance and training budgets were questioned. Clerk to suggest savings. The lack of funding for community events and communication was questioned. Cllr Mark Honeyben volunteered to lead on the budget line "Events". He will also start looking at future projects.	Cllr Mark Honeyben/ Clerk																																				
74	<b>Bradenham Manor:</b> <ol style="list-style-type: none"> <li>Consider: the PC to encourage the National Trust to allow visitors to the Manor Gardens whilst the Manor is still empty. The meeting discussed the neglected state of the garden and made suggestions for improvement and renewed enjoyment of the garden. Ideas to be added to the list to be put the National Trust.</li> <li>Consider encouraging the National Trust to reintroduce the gardening volunteers for the Manor Garden. To be added to the list to be put to the National Trust.</li> </ol>	clerk																																				
75	<b>Planning:</b> <ol style="list-style-type: none"> <li>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.</li> <li>Outstanding planning applications awaiting decision:</li> <li>New planning applications: <ul style="list-style-type: none"> <li>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. Referred to the Arboriculturist at BC.</li> <li>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. PC no objections and in support of the planning application.</li> </ul> </li> </ol>	clerk																																				
76	<b>Finance:</b> <ol style="list-style-type: none"> <li>Accounts year to date 03/11/25 reviewed.</li> <li>Receipt of second half 2025/26 precept received £5,530.50 noted</li> <li>Staff costs October and November @ £425.32 per month approved.</li> <li>Bank reconciliation signed by Cllr Paul Wooster.</li> <li>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 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 </li> </ol> <table border="1"> <thead> <tr> <th>Expenditure</th><th>Ytd 03/11/25 £</th><th>Budget as set £</th></tr> </thead> <tbody> <tr> <td>Staff costs</td><td>2,978.17</td><td>5,161</td></tr> <tr> <td>Admin expenses</td><td>167.55</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>5.00</td><td>140</td></tr> <tr> <td>Fete</td><td>229.00</td><td>229</td></tr> <tr> <td>Std maintenance</td><td>1370.00</td><td>1537</td></tr> <tr> <td>Plus £463 from reserve</td><td></td><td></td></tr> </tbody> </table>	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	1370.00	1537	Plus £463 from reserve			Clerk
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79	<b>The date of the next ordinary meeting was confirmed as Monday 12<sup>th</sup> January 2026</b> All meetings start at 7pm. <b>Future 2026 meetings:</b> Monday 9 <sup>th</sup> March, Monday 11 <sup>th</sup> May, Monday 13 <sup>th</sup> July, Monday 14 <sup>th</sup> September, Monday 9 <sup>th</sup> November.																																																																																								

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