

Notice of Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 12th May 2025 at the Cricket Pavilion following the Annual Parish Meeting commencing at 7.00pm, followed by the Annual Parish Council Meeting
Agenda

1. Apologies
2. Co-option of new members. There are four vacancies, and two candidates have put themselves forward.
3. Disclosure of interest in items on the agenda
4. To confirm the minutes of the ordinary meeting of 3rd March 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:
 - changes in regulations affecting email addresses and website
 - Email from Princes Risborough Neighbourhood Police
 - Windows 10 and the PC laptop
7. Meetings/training attended.
 - 04/03/25- SLCC meeting
 - 06/03/25- Rural Forum
 - 07/03/25- BALC online course on the election
 - 01/04/25- HMRC year end webinar
 - 23/04/25- BC Clerks' Forum
8. 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 Contact.
 - d. PC members are sent the regular updates from BC and other parties.
 - e. Parish council litter pick took place 29/03/25. Note any gas bottles not to be placed in the litter picking bags in future but put at the side of the bags by the cricket club.
 - f. Simon Kearey, NT Trustee correspondence with Greg Smith MP.
9. Policies:
 - 1) Anonymous correspondence policy to be adopted
 - 2) All our existing policies were reviewed in 2024. It is prosed to review policies every two year rather than annually.
10. Risk Assessment to be reviewed.
11. Sign the 2025/26 BC devolved services agreement at a slightly reduced rate from 2024/25 £772.26 to £720.88 for 2025/26. BC told the clerk they had slightly reduced the area that is our responsibility. The PC has budgeted for the 24/25 amount.
12. The PC to decide to request an archaeological survey of Stone Meadow

13. Planning:

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

14. Finance:

- a. The Parish Council would like to certify itself as exempt from limited assurance review. We do this as a smaller authority where the higher of gross income or gross expenditure was £25,000 or less and that meet the qualifying criteria (we publish our annual return on our web site.). This year we are subject to limited assurance review at a cost of £210 plus vat. This has not been budgeted.
- b. To note the internal auditor's report.
- c. To approve the asset register as at 31/03/25
- d. To approve and adopt the accounts for 2024-25 in the receipts and payments format.
- e. To approve the year end bank reconciliation.
- f. Agree and sign the Governance Statement for 2024-25
- g. Agree and sign the Statement of Accounts 2024-25
- h. Review the accounts year to date 05/05/25.
- i. Note receipt of £5,530.50 from BC first half 25/26 precept, and £564.12 from HMRC VTR for Vat reclaimed for 2024/25. And £119.80 in the year 24/25 from BC for the WDC devolved services. This last amount has been included in the 24/25 accounts.
- j. Approve a donation in lieu of rent to Bradenham Cricket Club suggested as per 24/25 £220.00
- k. Insurance 2025/26.....
- l. Approve S/O for staff costs April and May @ £ 411.98 per month.
- m. Approve Monthly bank charges @ £8.
- n. Clerk hours:
 - Contracted 5.8 hrs /week
 - Holiday 0.9 hrs per week.
 Hours: from 24/02/25 to 05/05/25 = 10 weeks (58-9 =49) 49.75 hours worked .75 hrs OT.

Expenditure	Ytd 05/05/25 £	Budget as set £
Staff costs	411.98	5,161
Admin expenses	37.74	460
WFH allowance	0	500
Insurance	0	383
Audit fee	55.00	55
Subscriptions	61.60	135
Donations rent	220.00	220
Donations	0	140
Fete	0	229
Std maintenance	820.00	1537
Devolved services grass cutting	220.00	1319
Sundry	0	100
Training	0	100
Dog waste collection	134.62	934
Bank charges	16.00	96
Saving for new laptop	0	150
Election	0	110
Maintenance reserve	0	300
Sub total	1976.94	11,929
Vat	75.61	465
Total	2052.55	12,394

Income	Ytd £ 05/05/25	Budget £
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Precept	5530.50	11061
WDC devolved services	0	111
BC devolved services	0	722
Vat	564.12	500
TOTAL	6094.62	12,394

- o. In between meetings the following invoices were paid:
- invoice SI 3225 (March) from Tactical Facilities management ltd of £77.77 was paid for dog bin emptying.
 - InvoiceB-2025-03-20 from GardeForces Ltd for grass cutting March 2025 of £264.00 was paid
 - Invoice from A. Herteliu for painting the WA notice board of £240 was paid

To approve the following payments as listed below:

Payments to be approved at the meeting:		£
BALC	Annual subscription 25/26	61.60
Albert Herteliu	Bus shelter (opposite Red Lion) repairs	580.00
Bibby Financial Services Ltd (for Tactical Facilities Management)	Dog bin emptying April	83.77
Zurich	Annual insurance	0
Guide Association of Bucks (Friends of Ellesborough)	For Mrs P Hall who carried out the 24/25 internal audit.	55.00
Bradenham Cricket club	S137 donation in lieu of rent	220.00
D Hansen	Clerk's expenses	42.43
Total		1042.80

Funds available:	£	£
Opening balances 05/05/25		
HSBC Current account	11,542.63	
Less expenditure incl May payments	1042.80	
May bank charges	8.00	
Current A/C May 2025	10,491.83	

15. Members' questions.

16. To confirm date of the **next ordinary meeting as Monday 14th July 2025**

Future 2025 meeting dates:

Monday 8th September

Monday 10th November. All meetings start at 7pm

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

05/05/25

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