

**Notice of Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 14th July 2025 at
the Cricket Pavilion at 7.00pm.
Agenda**

1. Apologies
2. Co-option. Two vacancies one candidate, Sue Hutton has expressed an interest in being co-opted.
3. Disclosure of interest in items on the agenda
4. To confirm the minutes of the Annual Parish Council meeting and the ordinary meeting of 12th May 2025. To note the minutes of the Annual Parish meeting will be signed at the next Annual Parish meeting May 2026.
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:
 - Princes Risborough Neighbourhood Police will come to the 8th September meeting
 - New laptop purchased @ £379.99
 - All litter picking equipment had to be returned to BC
 - HSBC is removing the monthly £8 charge from 1st July for small businesses.
 - Signed and dated copy of the extension of Green Space Devolution Agreement received. This is the old WDC agreement. It will end 31/12/26.
 - We have a new Community Board-West Chilterns Community Board with a new Manager, Sophia Comer and a new Chair Cllr Shade Adoh.
7. Meetings/training attended.
 - 13/05/25- meeting with David Surtees-Dawson, National Trust, Senior Estate
 - 17/06/25- Station Commander RAF High Wycombe's Annual Reception
 - 26/06/25- BC Planning Forum (online) and BC Rural Forum
8. Updates on activities:
 - a. Monthly 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. AGAR submitted, additional questions have been asked and responses submitted.
9. Approve and sign the certificate of exemption -AGAR 2024/25.
10. Village fete 8th June 2025.
11. New website and email addresses, 3 quotes. Clerk to give verbal update.
12. Policies:
 - a. The PC should have an IT policy. PC to consider and approve proposed policy.
13. Cllr Paul Wooster has received a written request from a few Bradenham residents asking advice on the National Trusts termination of their TV aerial. They have been quoted a cost of £1600 per dwelling. The clerk did speak to Neil Harris about this and he said the parts for the old system are

no longer available. The West Wycombe tenants don't get this facility. It is an old legacy issue and not part of their tenancy agreements.

14. Goats being kept on land in the Parkwood Loop.

We have been informed that the Rural Payments Agency (RPA) don't hold a County Parish Holding (CPH) number for the goats in the Parkwood Loop, even though a CPH number is a legal requirement. The RPA have replied that "the Information Commissioner (IC) takes the view that a public interest test in cases where the information is not held would serve no useful purpose. Therefore, in line with the IC's view RPA has not conducted a public interest test in this case." The PC to decide next steps to be taken. The PC can request that the RPA undertake an internal review by submitting a written request within two months of having submitted the original request (12th June 2025)

15. Maintenance, discuss future works. £167 of this year's budget left and £463 in reserves from last year's budget (total £630).

Outstanding repairs: Bus shelter A4010 on the Red Lion side and the telephone box. We could do with a second quote for the bus shelter repairs.

16. Discuss Police visit to the September meeting.

17. Planning:

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

18. Finance:

- a. Review the accounts year to date 07/07/25.
- b. Note receipt of £772.26 from BC for devolved services 2025/26.
- c. Insurance 2025/26 renewal between meetings @ £359.83 to be approved.
- d. Approve S/O for staff costs June and July @ £ 411.98 per month.
- e. DD for the annual subscription for the Chiltern Society @ £30
- f. Approve June bank charges @ £8.
- g. Clerk hours:
 - Contracted 5.8 hrs /week
 - Holiday 0.9 hrs per week.

Hours: from 05/05/25 to 07/07/25 = 9 weeks (53.1-8.1 =49) 47 hours worked, 2 hours short, Bfd 0.75 hrs OT. Cfw 1.25 hrs short

Expenditure	Ytd 07/07/25 £	Budget as set £
Staff costs	1235.94	5,161
Admin expenses	87.55	460
WFH allowance	0	500
Insurance	359.83	383
Audit fee	55.00	55
Subscriptions	91.60	135
Donations in lieu of rent	220.00	220
Donations	0	140
Fete	0	229
Std maintenance Plus £463 from reserve	1370.00	1537
Devolved services grass cutting	660.00	1319
Sundry	0	100
Training	0	100
Dog waste collection	274.24	934
Bank charges	24.00	96

new laptop plus £150 from reserve	316.66	150
Election	0	110
Maintenance reserve	0	300
Sub total	4694.82	11,929
Vat	263.12	465
Total	4957.94	12,394

Income	Ytd £ 07/07/25	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

- h. In between meetings the following invoices were paid:
- Invoice 544537477 from Zurich Insurance for the annual insurance premium of £359.83
 - invoice SI 3605(May) from Tactical Facilities management ltd of £83.77 was paid for dog bin emptying.
 - InvoiceB-2025-05-68 from GardenForces Ltd for grass cutting May 2025 of £264.00 was paid
 - Invoice 28 from James Glasgow for repairs to Walter's Ash bus shelter £ 550.00 was paid.

To approve the following payments as listed below:

Payments to be approved at the meeting:		£
GardenForces Ltd	Grass cutting June	264.00
Bibby Financial Services Ltd (for Tactical Facilities Management)	Dog bin emptying June	83.77
D Hansen	New laptop	379.99
D Hansen	Clerk's expenses	58.07
Total		785.83

Funds available:	£	£
Opening balances 07/07/25		
HSBC Current account	9144.53	
Less expenditure incl July payments	785.83	
Current A/C July 2025	8,358.70	

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19. Members' questions.

20. To confirm date of the **next ordinary meeting as Monday 8th September 2025**

Future 2025 meeting dates:

Monday 10th November. All meetings start at 7pm

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

07/07/25

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