

**Notice of Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 13<sup>th</sup> January 2025 commencing at 7.00pm at Bradenham Cricket club.**

**Agenda**

1. Apologies
2. Disclosure of interest in items on the agenda
3. To confirm the minutes of the ordinary meeting of 11<sup>th</sup> November 2024.
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 parish at this point.*

5. Reports:
  - a. County Councillors
  - b. RAF
  - c. Chairman
  - d. Clerk
6. Meetings/training attended.
7. Updates on activities:
  - a. Monthly HMRC information submitted.
  - b. Defibrillator checked by Cllr Paul Wooster
  - c. Copy to Contact and Naphill and WA gazette submitted.
  - d. PC members are sent the regular updates from BC and other parties.
  - e. Blocked gullies reported at the top of Bradenham Wood Lane
  - f. Repairs and maintenance. The clerk has asked Bo Dizon if he would carry out the repair works as listed after the Risk Assessments Oct/Nov 2024. He has declined this work. The clerk has struggled to find someone else to quote. A second quote has been requested from a new supplier
  - g. Regular maintenance schedule. We have an outstanding list of maintenance of our assets. Item f above. Quote received to the value of £2910 excl paint for the red phone box. Not all this work is urgent. Walter's Ash notice board needs painting soonest (2025). The three bus shelters probably need doing next (2025/26), the Walter's Ash one probably needs to be prioritised (2025). The Red phone box in Bradenham although in a bad state is not used. It has the defibrillator in it, so we do need to ensure the door is safe (2025/26/27). The Bradenham notice board will need replacing or major repairs, but now we have had some recent repairs it is not an immediate issue (2027).
  - h. Hedges, trees and verges
    - Hedges: Country Supplies still have not cut back their hedges that are obstructing the footpath on New Road. Due to hedges not being cut back over years this has caused extensive siding out required.
    - Verges: following involvement from BC Cllr Robert Carington the verges along the A4010 have been cut back, all be it not consistently,
  - i. Insurance: the clerk has contacted our insurers Zurich to check what cover we have for our assets. Although the assets themselves are not insured, if they were to cause damage we are covered as long as we carry out risk assessments and maintain our assets appropriately. Last Risk Assessments carried out Oct/Nov 2024.
  - j. Empty National Trust properties in the village. The clerk has sent a letter as agreed by the PC to our MP, Gregg Smith, about the PC's concerns about the empty properties. He in turn has written to the Minister for Housing and Planning, Matthew Pennycook MP. We are awaiting his reply.
8. Princes Risborough TC has done grass cutting for us under devolved services from BC in the 30mph zone since 2015. The clerk has been informed by the PRTC clerk that they will no longer be

able to take on this work from 1<sup>st</sup> April 2025. The clerk has gone out for 5 quotes for the work, one has responded that he has too much work and can't quote. Two of the other have not responded and I am waiting on the other two.

9. Chilterns National Landscape Management Plan. Does the PC wish to comment?

10. Planning:

- a. BC decisions: None
- b. Outstanding planning applications awaiting decision:
  - 23/06775/CLE. Bradenham Manor. Certificate of Lawfulness for existing use confirming that existing C2 use class exists that allows a new residential training and educational facility under long term lease. PC confirmed the long-standing use. BC refused certificate OF Lawfulness.
- c. New planning applications: None

11. Finance:

- a. Review the accounts year to date 13/01/25
- b. Agree proposed budget for 2025/26
- c. Set precept for 2025/26
- d. Consider donations for 2024/25. Last year we donated £ 5.01 to RBL and £154.99 to Saunderton hostel in £10 Tesco vouchers. Our budget is £140, so far we have donated £5.01 to the RBL with £134.99 left.
- e. Request from Wycombe homeless connection for a donation.
- f. Approve S/O for staff costs January and February 2025 @ £411.98 per month.
- g. Approve Monthly bank charges @ £8/ mth.
- h. Clerk hours:
  - Contracted 5.8 hrs /week
  - Holiday 0.9 hrs per week.

Hours: from 05/11/24 to 05/01/25 = 9 weeks (52.2-8.1=44.1hrs) 29 hours worked. 15.1 hrs short. O/T bfw 15.15 hrs. shortage in hours taken up by O/T cfw. No O/T bfw.

Expenditure	Ytd 13/01/25 £	Budget as set £
Staff costs	3,707.82	4,994
Admin expenses	361.87	450
WFH allowance	500.00	500
Insurance	357.87	345
Audit fee	55.00	55
Subscriptions	128.79	150
Donations rent	220.00	220
Donations	5.01	140
Fete	0	220
Std maintenance	91.00	350
Devolved services grass cutting	1,199.44	1378
Training	10.00	100
Sundry	20.41	100
Dog waste collection	676.62	838
Additional dog bin	311.95	250
Saving for new laptop	0	150
Bank charges	80.00	96
Vat	464.34	0
<b>TOTAL</b>	<b>8,190.12</b>	<b>10,336</b>

Income	Ytd £ 13/01/25	Budget £
Precept	9,059.00	9059
WDC devolved services	0	111
BC devolved services	772.26	659

Vat	422.02	500
Interest NS&I	34.37	37
<b>TOTAL</b>	<b>10,287.65</b>	<b>10366</b>

- i. In between meetings the following invoice was paid:
- invoice SI 2603 (Nov) from Tactical Facilities management ltd of £77.33 was paid to Bibby Financial Services for dog bin emptying.

Payments to be approved for payment at the meeting:		£
Tactical Facilities Management	Dog bin emptying December	96.66
D Hansen	Clerk's expenses incl £110 SLCC subs	128.74
D Hansen	Working from home allowance 2024/25	500.00
Total		725.40

Funds available:	£	£
Opening balances 06/01/24		9033.85
HSBC Current account		
Less bank charges		8.00
Less January payments as above		725.40
Current a/c January 2025		<u>8,300.45</u>

12. Members' questions.

13. To confirm date of the **next ordinary meeting as Monday 3 March 2025**

Future meetings: 12<sup>th</sup> May, 14<sup>th</sup> July, 8<sup>th</sup> September and 10<sup>th</sup> November.

**All meetings start at 7pm**

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

06/01/25

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