

**Minutes of the Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 14<sup>th</sup> March  
2022 at Bradenham Cricket Club commencing at 7.00 pm**

Present:

Cllr Peggy Ewart	
Cllr Teif Jones	Chair
Cllr Richard Langridge	
Cllr Paul Oborn	Vice-Chair
Cllr Andrew Stubbings	
Cllr Paul Wooster	

And also present

Cllr Robert Carington	BC Ridgeway East Councillor
Neil Harris	Countryside Manager National Trust
David Surtees- Dawson	Senior Estate Manager for the Hughenden & Central Chilterns and Stowe Portfolio National Trust
Deirdre Hansen	Clerk

		Action
<b>1</b>	<b>Apologies</b> received from BC Cllrs Carl Etholen and Shade Adoh	
<b>2</b>	<b>Declarations of interest:</b> None	
<b>3</b>	<b>Approval of minutes</b> The minutes of the ordinary meeting of 14 <sup>th</sup> January 2022 were confirmed as a true record and signed by the Chair.	
<b>4</b>	<b>Public question time:</b> No public present.	
<b>5</b>	<b>Reports:</b> a. Buckinghamshire Councillors: Cllr Robert Carington asked if the new dustbin collection days are causing any problems. No problems are known. The collection day in Walter's Ash has not changed. b. RAF: Not present, no report.  <i>It was agreed to move agenda item 8- Traffic issues to this point in the meeting</i>	
<b>6</b>	<b>Traffic Issues</b> Jim Stevens, Transport advisor, Chair the Community Board, Transport Sub-Committee, had been requested to look at the traffic problems caused by the now increased number of vehicles parking on Bradenham Woods Lane in Bradenham village and investigate mitigation. His report had been circulated. The meeting discussed the problems and the report.  The National Trust representatives were invited to contribute to the discussion. Neil Harris had been looking at small signs to direct traffic towards the carpark by the cricket club. BC Cllr Robert Carington offered to help to put the request for approved signs into TfB. Various options were discussed for car parking signage, Neil Harris will investigate. The NT will investigate adding directions to the carpark by the cricket club onto their website page for Bradenham.  It was noted that the resident's carpark in Bradenham has recently been resurfaced by the NT and it is there for residents to use  Jim Steven's report had looked firstly at low-cost measures: 1. Signs, Lines and Road Surface 2. Vehicle Activated Signs- the parish council operates a mobile vehicle activated sign. Currently out of action for technical reasons	Neil Harris NT

	<p>3. Community Speed Watch 4. Speed Indicator Devices 5. Road Safety Posters</p> <p>The next step would be to consider a 40mph Speed Limit Buffer. Government circular 01/2013 has some wording that would indicate that a 40mph speed limit buffer might be possible. The meeting discussed that option, which would carry considerable costs and agreed to ask for a 40mph speed limit buffer starting from the S bends. The National Trust would support this action. Clerk to action with TfB, the Community Board and Jim Stevens.</p> <p>The NT gave an update on other activities:</p> <ol style="list-style-type: none"> <li>1. Cllr Langridge thanked the NT for protecting the skylarks in the parish. The PC supports protection of skylarks.</li> <li>2. The Chair thanked the NT, Cllr Andrew Stubbings and TfB for the runoffs and all the repair work done on the track and the visible improvements on Rectory Lane.</li> <li>3. The NT reported that they have instigated monthly maintenance of the runoffs on the track. The PC commented on the excellent quality of work done by the contractors. The contractors were commended on the engagement with passers-by.</li> <li>4. The Apple Orchard is a live project, and the NT is working with contractors.</li> <li>5. Neil Harris gave apologies for not attending the previous meeting.</li> <li>6. 7500 trees are being planted. The old conifer plantation has been cleared for planting. Ash trees planted after the bunker was built have died and new trees are being planted.</li> </ol> <p><b>Going back to Traffic Issues:</b></p> <ol style="list-style-type: none"> <li>1. Additional warning signs on the A4010 were not supported by Jim Stevens.</li> <li>2. He would support adding Naphill to the traffic sign on the A4010 and he offered to help.</li> <li>3. Changes in the Highway code might add weight to the argument for a zebra crossing at the top of Bradenham Wood Lane in Walter's Ash, but the PC decided that the matter was now with the RAF and it would be left up to them to pursue the matter.</li> </ol> <p>The NT representatives left the meeting.</p>	<p>Clerk</p> <p>Clerk</p>
*5	<p><b>Reports continued:</b></p> <p>c. Chair: nothing to add. d. Clerk:</p> <ol style="list-style-type: none"> <li>1. to note that the automatic enrolment duties with the Pension Regulator for re-declaration of compliance had been completed.</li> <li>2. Following the Risk Management training the clerk mentioned regular checking of assets. The noticeboards are regularly checked by the clerk, the bus shelters are checked ad hoc, but the Lychgate, our War memorial, has not been formally checked for a number of years. It was agreed to ask James Glasgow to check the roof tiles in particular and Cllrs Stubbing and Oborn will re-stain the woodwork.</li> </ol>	<p>Clerk Cllrs Stubbings &amp; Oborn</p>
7	<p><b>Meetings/training attended.</b></p> <ul style="list-style-type: none"> <li>• 17/03/22 WDALC-Vice-Chair gave a brief report. WDALC is due to hold an EOM to close the association.</li> <li>• 29/03/22 BC- Planning Policy and Compliance Training attended by clerk</li> <li>• 20/04/22 BALC- Risk Management Training attended by clerk.</li> </ul>	
8	<p><b>Updates on activities:</b></p> <ol style="list-style-type: none"> <li>a. Monthly and year end HMRC information submitted.</li> <li>b. Defibrillator checked</li> <li>c. Copy submitted to Naphill, and WA Gazette and Contact noted</li> <li>d. PC members are sent the regular updates from BC and other parties.</li> </ol>	

	<p>e. MVAS: 2 new batteries ordered and received. Clerk has taken Mvas to Swarco in Milton Keynes for new connectors. Mvas now in full working order. It will only be placed on the hinged pole to ensure safety.</p> <p>f. Noted that NS&amp;I accounts are only available for individuals</p>																																																				
<b>9</b>	<b>NALC smaller councils committee asked for issues specific to smaller councils.</b> Nothing to add.																																																				
<b>10</b>	<p>The Queen's Jubilee celebration The date has been agreed with the Cricket Club as Sunday 5<sup>th</sup> June. The Church will offer tea, scones, and cake. As well as illustrated talks. The Cricket Club will do a BBQ Weather permitting games on the green There will be a live band. Guided walks around the garden and games on the green. Cllr Ewart has appointed a first aider for the event. Poster drawn up by Olivia Wooster, clerk to print. Cllr Wooster and Oborn will distribute leaflet. Clerk to place posters on the noticeboards and Website and inform the RAF.</p>	Clerk, Cllrs Wooster & Oborn																																																			
<b>11</b>	<b>The Parish Council's risk assessment</b> was reviewed and approved.	Clerk																																																			
<b>12</b>	<b>Co-option.</b> This is being worked on.																																																				
<b>13</b>	<b>Planning:</b> a. BC decisions: None b. New planning applications: none.																																																				
<b>14</b>	<p><b>Finance:</b></p> <p>a. The Parish Council certified itself as exempt from limited assurance review as a smaller authority where the higher of gross income or gross expenditure was £25,000 or less meeting the qualifying criteria (annual return published on our web site.)</p> <p>b. The internal auditor's report was noted</p> <p>c. The asset register as at 31/03/22 was approved.</p> <p>d. The accounts for 2021-22 in the receipts and payments format were approved and adopted</p> <p>e. The yearend bank reconciliation was noted</p> <p>f. The Governance Statement for 2021-22 was agreed and signed by the Chair and clerk.</p> <p>g. The Statement of Accounts 2021-22 was agreed and signed by the Chair and RFO.</p> <p>h. The accounts year to date were reviewed</p> <table border="1"> <thead> <tr> <th>Expenditure</th> <th>Ytd 02/05/22 £</th> <th>Budget as set £</th> </tr> </thead> <tbody> <tr> <td>Clerk's salary</td> <td>346.04</td> <td>4,245</td> </tr> <tr> <td>Admin expenses</td> <td>52.56</td> <td>450</td> </tr> <tr> <td>WFH allowance</td> <td>0</td> <td>500</td> </tr> <tr> <td>Insurance</td> <td>328.54</td> <td>330</td> </tr> <tr> <td>Audit fee</td> <td>50.00</td> <td>50</td> </tr> <tr> <td>Subscriptions</td> <td>59.89</td> <td>150</td> </tr> <tr> <td>Donations rent</td> <td>200.00</td> <td>160</td> </tr> <tr> <td>Donations</td> <td>0</td> <td>200</td> </tr> <tr> <td>Fete/Jubilee party</td> <td>0</td> <td>300</td> </tr> <tr> <td>Std maintenance</td> <td>0</td> <td>400</td> </tr> <tr> <td>Devolved services grass cutting</td> <td>260.76</td> <td>1014</td> </tr> <tr> <td>Training</td> <td>50.00</td> <td>150</td> </tr> <tr> <td>Sundry</td> <td>0</td> <td>100</td> </tr> <tr> <td>Dog waste collection</td> <td>50.00</td> <td>580</td> </tr> <tr> <td>HS2 road safety From reserves</td> <td>0</td> <td>0</td> </tr> <tr> <td>Project work</td> <td>0</td> <td>500</td> </tr> </tbody> </table>	Expenditure	Ytd 02/05/22 £	Budget as set £	Clerk's salary	346.04	4,245	Admin expenses	52.56	450	WFH allowance	0	500	Insurance	328.54	330	Audit fee	50.00	50	Subscriptions	59.89	150	Donations rent	200.00	160	Donations	0	200	Fete/Jubilee party	0	300	Std maintenance	0	400	Devolved services grass cutting	260.76	1014	Training	50.00	150	Sundry	0	100	Dog waste collection	50.00	580	HS2 road safety From reserves	0	0	Project work	0	500	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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Track maintenance- other	0	250
Information board	0	160
Mvas batteries insurance claim	615.00	0
Insurance claim		
Vat	190.49	0
<b>TOTAL</b>	<b>2163.28</b>	<b>10,039</b>

Income	Ytd £ 02/05/22	Budget £
Precept	3866.00	7732
WDC devolved services	0	108
BC devolved services	592.55	593
Vat	376.93	350
Interest NS&I	0	0
<b>TOTAL</b>	<b>4835.48</b>	<b>8,628</b>

- i. Receipts noted:
- £3,866 receipt of 1<sup>st</sup> half precept from BC
  - £ 592.75 received from BC under devolved services for the grass cutting etc which the parish council has taken over.
  - £376.93 repayment of 2020/21 Vat from HMRC
- j. A donation to the cricket for the use of the cricket club facilities by the parish council of £200 was approved.
- k. Parish council insurance 2022/23 renewal @ £328.54 was approved. 2<sup>nd</sup> year of a 3- year contract with Zurich.
- l. Staff costs April and May @ £ 346.04 per month approved.
- m. Clerk hours noted:
- Contracted 5.8 hrs /week
  - Holiday 0.6 hrs per week.
- Hours: from 07/03/22 to 02/05/22= 8weeks (46.4-4.8=41.6hrs) worked  
44 hrs. 2.4hrs O/T
- n. In between meetings the February dog bin emptying invoice from TBS Hygiene was paid @ £48.00 (in 21/22 accounts)
- o. The following payments as listed below were approved:

Payments approved at the meeting:		£
Bradenham Cricket club	S137 donation in lieu of rent	200.00
Zurich Municipal	Insurance renewal	328.54
Guide Association of Bucks (Friends of Ellesborough)	2020/21 internal audit done by Mrs P Hall	50.00
BALC	Subscription 22/23	59.89
BALC	Risk Management training clerk	50.00
Swarco	2 new Mvas batteries +delivery+vat	738.00
TBS Hygiene Ltd	Dog bins emptying	60.00
Princes Risborough TC	Grass cutting April	312.91
D Hansen	Clerk's expenses	57.65
Total		1856.99

Funds available: £

Opening balances 02/05/22

HSBC Current account 8,368.58

NS&I @ 31/12/21 2,567.69

10,936.27

Clerk

