

Minutes of the Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 12th January 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 Andrew Stubbings
 Cllr Paul Wooster

And also present:

BC Cllr Shade Adoh Ridgeway West
 Deirdre Hansen Clerk (Departing)
 Ryan Bennett Clerk

		Action
1	Apologies: All members were present.	
2	Declarations of interest: None were declared.	
3	Approval of minutes The minutes of the meetings held on 10 November 2025 & 8 December 2025 were confirmed as a true record and signed by the Chair.	
4	Public question time: No public present.	
5	<p>Reports:</p> <p>a. BC Cllr Shade Adoh: Cllr Adoh asked whether the Parish Council had considered developing a Neighbourhood Plan; members discussed this and noted both the potential benefits and the challenges, particularly the significant resource implications. She also requested further details on local Neighbourhood PCSO arrangements (including coverage, availability and contact details), advised that the Borough Council is facing a £5 million reduction in its overall budget which may impact services and delivery, and confirmed she would chase up overgrown verges on the A4010.</p> <p>b. RAF: The RAF representative advised that the asbestos removal works will be finalised within the next six weeks, and that there are plans in place to expand EV charging provision on site. Members noted that further building works are due to be completed; this may result in a slight increase in HGV traffic, however disruption will be kept to a minimum. A member also formally thanked the RAF representative for responding quickly to recent noise complaints and for resolving the issue promptly.</p> <p>c. Chairman: The Chairman gave a heartfelt thank you to outgoing Parish Clerk, Deirdre Hansen, who is retiring after an incredible 25 years of service. Deirdre's dedication, knowledge, and steady support have played a huge part in the smooth running of the Council over the years, and everyone at the Council wish her all the very best for the future.</p> <p>d. Clerk: The Clerk advised members that an email had been received from the local MP in response to the Parish Council's email informing him that the properties in Bradenham are now being lived in. The MP reiterated that he would be willing to provide further assistance if required and wished the Council a happy New Year.</p>	

6	Meetings/training attended. <ul style="list-style-type: none"> • 10/232/25 – SLCC. 	
7	Updates on activities: <ol style="list-style-type: none"> a. Monthly HMRC information submitted. b. Defibrillator checked by Cllr Paul Wooster c. Copy submitted for the Naphill and Walter's Ash Gazette. 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 (NT) asking them to check if they are the owners of the carpark by the pond. g. Update on the NT aerial removal h. NT: meeting with David Surtees Dawson with agreement of the Chair it was decided to postpone this until the next meeting. 	Clerk
8	BC Highways devolution review: <ol style="list-style-type: none"> 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: Logo will be brought to the next meeting of the Council.	Vice-Chair
10	External communication: Copy to be submitted by the Clerk, in conjunction with Cllr Langridge.	Clerk
11	Ownership of Bradenham Defibrillator: The Clerk advised that the Bradenham defibrillator has been in the village for approximately ten years and is currently owned and maintained by the Rural Community Defibrillator Group (RCDG). Members noted that the Parish Council contributed £500 towards the defibrillator at the time of installation. Members further noted that the RCDG is a small organisation reliant on public grants and is finding it increasingly difficult to support the 32 defibrillators now deployed in the area. This has been exacerbated by the imposition of VAT on purchases, increasing costs by 20%. Resolved: That the Parish Council agrees to take on ownership of the Bradenham defibrillator.	Clerk
12	Consider a new website and email address: The Clerk recommended that the Parish Council appoint Parish Online to provide a new website and email address. Members noted that, although the cost is slightly higher than some alternatives, Parish Online offers a website design that is more accessible and searchable, is easy to manage and update, and provides good customer service. Resolved: To appoint Parish Online to provide the new website	Clerk
13	Bank Mandate: Members noted changes made to the bank mandate and consider further changes. Clerk to be added, PC contact details to be changed.	Clerk
14	Draft Budget and Precept 2026/27: Resolved: That the Council's budget be set at £13,703 and the precept be set at £12,272.	Clerk

15 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

16 Finance:

- a. Accounts year to date 04/01/26 reviewed.
- b. The remaining funds in the 2025/26 donations budget be allocated towards improvements to the pond in Bradenham.
- c. Staff costs for December @ £425.32 per month, January @ £ 425.10 were approved
- d. The invoice from the previous clerk for hours worked for the handover was approved.
- 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
Total	10,254.04	a12,394

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
TOTAL	12,397.38	12,394

f. In between meetings the following invoices were paid noted:

- invoice SI 4270 (Sept) from Tactical Facilities management ltd of £83.77 was paid for dog bin emptying.

Payments 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	

17	Members questions: None
18	The date of the next ordinary meeting was confirmed as Monday 9th March 2026 All meetings start at 7pm.

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