

**Minutes of the Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 8th
September 2025 at Bradenham Cricket Club at 7.00 pm.**

Present:

Cllr Mark Honeyben

Cllr Sue Hutton

Cllr Teif Jones Chair

Cllr Andrew Stubbings

Cllr Paul Wooster

And also present:

Sqn Ldr Paul Armstrong Representing RAF High Wycombe

BC Cllr Shade Adoh Ridgeway West

PC Caitlin Neal Neighbourhood Police team

Deirdre Hansen Clerk

Cllr Paul Oborn listened in on the meeting.

		Action
38	Apologies: apologies received and accepted from Cllrs Richard Langridge and Paul Oborn and BC Cllr Robert Carington.	
39	Declarations of interest: None were declared.	
40	Co-option The PC unanimously co-opt Mark Honeyben to the Council. Once he signed the declaration of acceptance of office he joined the meeting. All council vacancies have now been filled.	
41	Approval of minutes The minutes of the ordinary meeting of the 14 th July 2025 were confirmed as a true record and signed by the Chair.	clerk
42	Public question time: No public present.	
43	It was agreed to move agenda item 7 Neighbourhood Police team visit here further up the agenda to allow PC Caitlin Neal to leave promptly. PC Caitlin Neal gave a brief report on the work the team of four members undertake. <ul style="list-style-type: none"> • They try to come to as many as possible community events. • She reported two crimes in the parish since July and on crimes in neighbouring parishes. • They had assisted at the Palestine protest at RAF High Wycombe. • Overall crime is low in our area, with burglary being the most obvious crime. • Speeding was raised in particular through Bradenham Village. PC Caitlin Neal will see if the local police can come and do a survey. • Speeding on New Road, Walter's Ash was mentioned. Both Lacey Green PC and the RAF have attempted to have the speed limit reduced from unrestricted to 40mph, but the costs have been prohibitive. 	
44	Reports: a. BC Cllr Shade Adoh: The Chair congratulated BC on the work they have done to improve High Wycombe. He brought up the following issue in High Wycombe: <ul style="list-style-type: none"> • Parking on the curbs. By law there is nothing stopping people parking on the curb, but one is not allowed to drive on the curb. Education is required and unless evidence can be collected of someone driving on a curb there is not much that can be done. • The police are due to carry out a safer streets campaign in High Wycombe soon. 1. BC Cllr Shade Adoh mentioned the reply the PC had received from Eric Owens, Service Director, Planning and Environment to their letter to Rachael Shimmin, BC CEO, on the lack of public access to comments on planning applications. She reiterated the GDPR issues and the lack of resources and problems with redacting comments.	

	<p>2. She was asked about any more resurfacing of the A4010, this is being looked at. There are planned road works. Details to follow.</p> <p>3. She thanked the clerk for meeting with Sophia Comer, West Chilterns Community Board Manager. The next West Chilterns Community Board meeting will be Thursday 11th September. The clerk is due to attend.</p> <p>4. The clerk asked about the difficulties on making planning enquiries. She was advised to ring the switchboard.</p> <p>b. RAF: The RAF representative reported that:</p> <ol style="list-style-type: none"> 1. The gates at No 1 site have failed an inspection. The gates will be closed till 06/10/25 and traffic directed through the Parkwood gates, whilst repairs take place. 2. The Tempest building on No1 site will be demolished from 10/11/25. This will take 12 weeks. Contractor's traffic will be through the Parkwood gates. The PC questioned if a planning application would have been raised as the clerk had not seen one. Sqn Ldr Paul Armstrong will enquire and notify BC Cllr Shade Adoh and the clerk. 3. The RAF had taken some preventative measures in advance of the Palestine Action protest. 4. He had discovered that a large part of Kilnwood Road is owned by the RAF, not BC. The RAF will carry out repairs and resurfacing of that road. 5. Sqn Ldr Paul Armstrong reported that he is being posted 06/10/25, this is his last meeting. He will brief his replacement on the benefits to attending our meetings. He was thanked for his contributions and assistance since July 2024. The PC wished him well in his new posting. <p>c. Chairman: nothing to add</p> <p>d. Clerk: items covered in the minutes.</p>	<p>Clerk</p> <p>Sqn Ldr Paul Armstrong</p>
45	<p>Meetings/training attended.</p> <ul style="list-style-type: none"> • 17/07/25-BMKALC course on employment rights bill attended, noted. • 11/08/25- Meeting with the West Chilterns Community Board Manager Sophia Comer attended. Noted. The ways of working have completely changed. 	
46	<p>Updates on activities:</p> <ol style="list-style-type: none"> a. Monthly HMRC information submitted. b. Defibrillator checked by Cllr Paul Wooster c. Copy submitted for Contact. d. PC members are sent the regular updates from BC and other parties. e. TANT update on TV aerial for Bradenham village. Cllr Paul Wooster reported that the National Trust will take no further action. Residents are left to resolve the problem of no longer having a TV aerial for use. He has reported vulnerable residents to TANT, the matter is in their hands. f. Update on CPH number for the goats in the Parkwood Loop. Clerk has written to the landowners, but no response. g. Maintenance: quotes for bus shelter repairs received estimated at £790.00 and £635.00. it was decided to accept the lower quote of £635.00. action clerk. h. All registers of interest submitted to BC, noted. i. Clerk has asked Neil Harris (NT) if the No parking signs at the entrance of the Manor drive could be removed. Awaiting a response from David Surtees-Dawson j. Clerk has asked NT to cut back tree and hedges in Bradenham. k. Email received if the PC had given permission for the roof tiles to be changed at a barn at Ashburnham Barn. Clerk has responded that BC make planning decisions, the PC comments. No planning application received, clerk to investigate if planning permission should have been obtained. See item 44a.4 above. 	Clerk
47	<p>Contact magazine.</p> <p>The PC has been informed that the magazine is in financial difficulties. The PC has been asked if it can do anything to help. Move to next agenda and clerk to ask for more information</p>	Clerk

48	The National Joint Council for Local Government Services (NJC) has reached an agreement on Clerk/RFO rates of pay applicable from 1 April 2025 to 31 March 2026. PC approved the new pay rate for the clerk back dated to 1 st April 2025.																						
49	Letter to BC CEO, Rachael Shimmin on the changes to public access to planning applications public comments. Response received and circulated. See above item 44.a.1																						
50	New website and email addresses. The meeting discussed the five quotes received and asked the clerk to carry out a five-year costing and enquire for the costs of an email address for each councillor as well as the clerk. Report back at the next meeting.	Clerk																					
51	The Standing Orders and Financial Regulations. The PC reviewed the Standing Orders and Financial Regulations and approved them.	Clerk																					
52	Changes to the Bank Mandate It was agreed to move this to the next agenda and for the clerk to enquire if verification has to be carried out in person.	Clerk																					
53	Resignation clerk The clerk has resigned with the intention of leaving the PC at the end of the year. It was agreed to set up a working party of Cllrs Paul Oborn, Sue Hutton, Richard Langridge and Mark Honeyben to work on the recruitment of a new clerk. Current clerk to assist. She was asked to send any relevant documents to the working party. Cllr Paul Oborn will meet with her on his return. Clerk to include a note asking for expressions of interest in the Gazette October addition.	Cllrs MH, SH, RL and PO Clerk																					
54	Planning: a. BC decisions: None b. Outstanding planning applications awaiting decision: 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. PC no objection c. New planning applications: None																						
55	Finance: a. The accounts year to date 01/09/25 were reviewed. b. Cllr Paul Wooster declared an interest, as a member of the Bradenham events team. A request from the he Bradenham Events Team Chair for a donation of the remainder funds the PC still holds from WDC Cllr Carl Etholen for a village fete (£229) for the 2026 fete was approved. c. Staff costs August @ £ 411.98 per month, September @£425.32 per month by S/O were approved. d. The clerk's back pay April-August 2025. 22 weeks (*5.8 hrs/wk) @ £0.53/hr, £67.63 was approved. e. Bank charges for June and July @ £8 were noted. It was noted that there will be no more bank charges from August. f. The bank reconciliation was approved and signed. g. Clerk hours noted: <ul style="list-style-type: none"> Contracted 5.8 hrs /week Holiday 0.9 hrs per week. Hours: from 07/07/25 to 01/09/25 = 8 weeks (46.4-7.2 =39) 45.2 hours worked, 6.2 hrs O/T, Bfd 1.25 hrs short. Cfw 4.9 hrs O/T	Clerk																					
<table border="1"> <thead> <tr> <th>Expenditure</th><th>Ytd 01/09/25 £</th><th>Budget as set £</th></tr> </thead> <tbody> <tr> <td>Staff costs</td><td>2059.90</td><td>5,161</td></tr> <tr> <td>Admin expenses</td><td>127.24</td><td>460</td></tr> <tr> <td>WFH allowance</td><td>0</td><td>500</td></tr> <tr> <td>Insurance</td><td>359.83</td><td>383</td></tr> <tr> <td>Audit fee</td><td>55.00</td><td>55</td></tr> <tr> <td>Subscriptions</td><td>127.60</td><td>135</td></tr> </tbody> </table>			Expenditure	Ytd 01/09/25 £	Budget as set £	Staff costs	2059.90	5,161	Admin expenses	127.24	460	WFH allowance	0	500	Insurance	359.83	383	Audit fee	55.00	55	Subscriptions	127.60	135
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Donations in lieu of rent	220.00	220
Donations	0	140
Fete	229.00	229
Std maintenance Plus £463 from reserve	1370.00	1537
Devolved services grass cutting	880.00	1319
Sundry	0	100
Training	0	100
Dog waste collection	413.86	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	6,308.09	11,929
Vat	338.34	465
Total	6,646.43	12,394

Income	Ytd £ 01/09/25	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. It was noted and approved that in between meetings the following invoice was paid:
- invoice SI 3899(July) from Tactical Facilities management ltd of £83.77 was paid for dog bin emptying.

The following payments as listed below were approved:

Payments to be approved at the meeting:		£
GardenForces Ltd	Grass cutting August	264.00
Bibby Financial Services ltd (for Tactical Facilities Management)	Dog bin emptying August	83.77
Buckinghamshire Council	May 2025 election	109.00
Donation to Bradenham Events Team	Balance fete money granted by WDC Cllr Carl Etholen 2019.	229.00
CPRE	Annual subscription	36.00
D Hansen	Clerk's expenses	42.99
Total		764.76

Funds available: £

Opening balances 01/09/25

HSBC Current account 7,434.97

Less expenditure incl September payments 764.76

Current A/C September 2025 6,670.21

56 **Members questions:** None

57 **The date of the next ordinary meeting was confirmed as Monday 10th November 2025**
All meetings start at 7pm.

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