

**Minutes of the Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 10th
November 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 Paul Wooster | |

And also present:

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| BC Cllr Shade Adoh | Ridgeway West |
| Deirdre Hansen | Clerk |

And one member of the public present (Ryan Bennett)

| | | Action |
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| 58 | Apologies: apologies received and accepted from BC Cllr Robert Carington. | |
| 59 | Declarations of interest: None were declared. | |
| 60 | Approval of minutes The minutes of the ordinary meeting of the 8 th September 2025 were confirmed as a true record and signed by the Chair. | clerk |
| 61 | Public question time: No public present. | |
| 62 | Reports: a. BC Cllr Shade Adoh: 1. BC Cllr Shade Adoh mentioned the reply she had received from the planning department ref the planning application for the demolition of RAF Tempest block. (Agenda item 7g.) It turned out that it was a prior notification application (ref: 24/08006/PNB11B). No comments are required for these types of applications, so the PC was not asked for comment. As it happened the application was refused as it did not comply with one of the conditions relating to asbestos. This matter is referred back to the applicant. 2. She mentioned agenda item 8. Bradenham village residents who no longer have National Trust support for the village television arial. Item to be discussed later on the agenda. She would support PC action on the item. 3. She asked about agenda item 10, Contact Magazine. Some discussion ensued and it was agreed that agenda item 10 would no longer be pursued. 4. She will chase up overgrown verges on the A4010. BC Cllr Shade Adoh left the meeting. | BC Cllr Shade Adoh. |
| 63 | The Chair proposed and it was agreed to move agenda item 19: Recruitment of new clerk to this point in the meeting. <i>Pursuant to the of Public Bodies (Admission to Meetings) Act 1960, members of the public and press are excluded from this section of the meeting.</i> Ryan Bennett left the meeting. Staffing matters: The appointment of a new clerk/RFO was discussed. Three excellent applicants had been interviewed by the working party and Ryan Bennett was appointed Clerk/RFO to the parish council with effect from 1 st January 2026. A handover period in January with current clerk were suggested. The working party and the Vice-Chair were thanked for the excellent work carried out. <i>The meeting was re-opened.</i> Ryan Bennett returned to the meeting. | |
| 62 | A draft employment contract was issued to him. | clerk |

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| | <p>b. RAF: The RAF representative not present. Clerk to contact him.</p> <p>c. The question was raised if the National Trust could report to the PC as the BC Cllrs and the RAF do. The Chair replied that the NT have offered to attend when we have specific items to be discussed. The PC agreed to draw up and made suggestions for a list of topics to discuss with Daid Surtees Dawson, Senior Estate Manager, Buckinghamshire, Oxfordshire and Berkshire National Trust with the intention to invite him to the next meeting. Members to email the clerk with further suggestions.</p> <p>d. Chairman: nothing to add</p> <p>e. Clerk: The clerk made the PC aware of a number of minor issues that did not require any decisions.</p> | All Cllrs/ clerk |
| 64 | <p>Meetings/training attended.</p> <ul style="list-style-type: none"> 11/09/25- Community Board. Priorities to be set, youth a big priority. Task and Finish groups will do all the work. Funding seriously reduced. Members to attend meetings in future. 16/09/25- SLCC. Devolved services, the new agreements and the funding to be provided were discussed. 19/09/25-AGAR webinar. Assertion 10 data compliance for councils and the relevant legislation were put forward. 1/10/25-BMKALC Knowledge bites-S10. Making the website compliant and having at least the clerk's email address compliant. 22/10/25- BMKALC Knowledge bites- Onboarding. The recruitment working party is compliant with recent recommendations. | |
| 65 | <p>Updates on activities:</p> <ul 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. Thank you email received from Bradenham events team for the £229 donation noted. f. Update on demolition of the RAF High Wycombe Tempest block. See item 62.a.1. a new planning application will be required. g. Additional grass cut due to mild weather approved by email, within budget. Invoice received. h. Old PC laptop taken to recommended shop in High Wycombe. The laptop is so old they could not offer any cash for it but will destroy the laptop. Noted. | |
| 66 | <p>Consider supporting the Bradenham village residents who no longer have television access following the removal of the National Trust arial support. Also see item 62.a.2 Cllr Paul Wooster reported that the National Trust has been in touch with the affected residents and he will get an update before the PC take any action.</p> | Cllr Paul Wooster |
| 67 | <p>Consider adopting a Parish Council logo. The Vice-Chair has designed a parish council logo for the recruitment process. After some discussion some amendments were suggested. The Vice -Chair will circulate suggestions to members. Decision on the next agenda.</p> | Vice-Chair Clerk |
| 68 | Contact magazine. See item 62.a.3 above. The matter no longer to be pursued | |
| 69 | <p>New website and email addresses. The meeting discussed the quotes. Hugo Fox seemed to be the cheapest option. Ryan Bennett, the future clerk, was asked to investigate this vs Parishonline. It was agreed that one email address for the clerk would be sufficient. The matter to be decided at the next meeting to be compliant by March 2026.</p> | Ryan Bennett Clerk |
| 70 | <p>Dates for 2026 meetings The following dates for 2026 meetings were agreed: Monday 12th January 9th March, 11th May, 13th July, 14th September and 9th November. All meetings start at 19.00 and are held at Bradenham cricket club.</p> | Clerk |

| 71 | Review Risk Assessments for PC assets (3 bus shelters, 2 notice boards, 3 dog bins, Lych gate, telephone box). The Risk Assessments carried out 25/10/25 by the clerk were reviewed and discussed. Cllrs will look at the Lych gate and the two notice board, where probably small repairs need to be carried out. The red phone box is in need of repainting. But all assets are safe. All Risk Assessments approved. | Cllrs Langridge/ Oborn/ Clerk | | | | | | | | | | | | | | | |
|----------------|--|--|-------------------|--------------------|-------------|----------|-------|----------------|--------|-----|---------------|---|-----|-----------|--------|-----|-------|
| 72 | Consider changes to the bank mandate The Vice-Chair, who is the primary signatory will look at what needs doing with changes of Cllrs and a new clerk and will report back. It was agreed that Cllr Richard Langridge would be a second online signatory. Clerk to assist. | Cllrs Langridge/ Oborn/ Clerk | | | | | | | | | | | | | | | |
| 73 | Draft Budget The draft budget was considered, items were questioned and asked to be moved. Admin, working from home allowance and training budgets were questioned. Clerk to suggest savings. The lack of funding for community events and communication was questioned. Cllr Mark Honeyben volunteered to lead on the budget line "Events". He will also start looking at future projects. | Cllr Mark Honeyben/ Clerk | | | | | | | | | | | | | | | |
| 74 | Bradenham Manor: <ol style="list-style-type: none"> Consider: the PC to encourage the National Trust to allow visitors to the Manor Gardens whilst the Manor is still empty. The meeting discussed the neglected state of the garden and made suggestions for improvement and renewed enjoyment of the garden. Ideas to be added to the list to be put to the National Trust. Consider encouraging the National Trust to reintroduce the gardening volunteers for the Manor Garden. To be added to the list to be put to the National Trust. | clerk | | | | | | | | | | | | | | | |
| 75 | Planning: <ol style="list-style-type: none"> BC decisions: 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. Application refused by BC. Outstanding planning applications awaiting decision: New planning applications: <ul style="list-style-type: none"> 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. Referred to the Arboriculturist at BC. 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 objections and in support of the planning application. | clerk | | | | | | | | | | | | | | | |
| 76 | Finance: <ol style="list-style-type: none"> Accounts year to date 03/11/25 reviewed. Receipt of second half 2025/26 precept received £5,530.50 noted Staff costs October and November @ £425.32 per month approved. Bank reconciliation signed by Cllr Paul Wooster. Clerk hours: noted <ul style="list-style-type: none"> Contracted 5.8 hrs /week Holiday 0.9 hrs per week. Hours: from 01/09/25 to 03/11/25 = 9 weeks (52.2-8.1 =44.1) 43.75 hours worked, 0.35 hrs short, Bfd 4.9 hrs O/T. CFW 4.55hrs O/T <table border="1"> <thead> <tr> <th>Expenditure</th><th>Ytd 03/11/25 £</th><th>Budget as set £</th></tr> </thead> <tbody> <tr> <td>Staff costs</td><td>2,978.17</td><td>5,161</td></tr> <tr> <td>Admin expenses</td><td>167.55</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> </tbody> </table> | Expenditure | Ytd 03/11/25 £ | Budget as set £ | Staff costs | 2,978.17 | 5,161 | Admin expenses | 167.55 | 460 | WFH allowance | 0 | 500 | Insurance | 359.83 | 383 | Clerk |
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| | <table> <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> <tr><td>Donations in lieu of rent</td><td>220.00</td><td>220</td></tr> <tr><td>Donations</td><td>5.00</td><td>140</td></tr> <tr><td>Fete</td><td>229.00</td><td>229</td></tr> <tr><td>Std maintenance</td><td>1370.00</td><td>1537</td></tr> <tr><td>Plus £463 from reserve</td><td></td><td></td></tr> <tr><td>Devolved services grass cutting</td><td>1320.00</td><td>1319</td></tr> <tr><td>Sundry</td><td>24.49</td><td>100</td></tr> <tr><td>Training</td><td>0</td><td>100</td></tr> <tr><td>Dog waste collection</td><td>553.48</td><td>934</td></tr> <tr><td>Bank charges</td><td>40.00</td><td>96</td></tr> <tr><td>new laptop</td><td>316.66</td><td>150</td></tr> <tr><td>plus £150 from reserve</td><td></td><td></td></tr> <tr><td>Election</td><td>109.00</td><td>110</td></tr> <tr><td>Maintenance reserve</td><td>0</td><td>300</td></tr> <tr><td>Sub total</td><td>7,875.78</td><td>11,929</td></tr> <tr><td>Vat</td><td>457.84</td><td>465</td></tr> <tr><td>Total</td><td>8,333.62</td><td>12,394</td></tr> </table> | 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 | 1370.00 | 1537 | Plus £463 from reserve | | | Devolved services grass cutting | 1320.00 | 1319 | Sundry | 24.49 | 100 | Training | 0 | 100 | Dog waste collection | 553.48 | 934 | Bank charges | 40.00 | 96 | new laptop | 316.66 | 150 | plus £150 from reserve | | | Election | 109.00 | 110 | Maintenance reserve | 0 | 300 | Sub total | 7,875.78 | 11,929 | Vat | 457.84 | 465 | Total | 8,333.62 | 12,394 | |
|---|--|-----------------------------------|----------------|----------|---|--------------------------|-------|---------------------------|----------------------|--------|----------------------|--|-------|----------|------------------|-------|-----------------|------------------|---------------|------------------------|---|---|---------------------------------|---------|------|----------------------|-----------|-----|---------------------------------|-------|-----|---|--------|-----|--------------------------|-------|------------------|------------|--------|-----|------------------------|--|--|----------|--------|-----|---------------------|---|-----|-----------|----------|--------|-----|--------|-----|--------------|-----------------|---------------|--|
| 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 | 1370.00 | 1537 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plus £463 from reserve | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Devolved services grass cutting | 1320.00 | 1319 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sundry | 24.49 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Training | 0 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dog waste collection | 553.48 | 934 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bank charges | 40.00 | 96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| new laptop | 316.66 | 150 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| plus £150 from reserve | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Election | 109.00 | 110 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maintenance reserve | 0 | 300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub total | 7,875.78 | 11,929 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vat | 457.84 | 465 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 8,333.62 | 12,394 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table> <tr> <th>Income</th><th>Ytd £ 03/11/25</th><th>Budget £</th></tr> <tr><td>Precept</td><td>11,061.00</td><td>11061</td></tr> <tr><td>WDC devolved services</td><td>0</td><td>111</td></tr> <tr><td>BC devolved services</td><td>772.26</td><td>722</td></tr> <tr><td>Vat</td><td>564.12</td><td>500</td></tr> <tr><td>TOTAL</td><td>12,397.38</td><td>12,394</td></tr> </table> | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>f. In between meetings the following invoices were paid noted:</p> <ul style="list-style-type: none"> • invoice SI 4270 (Sept) from Tactical Facilities management ltd of £83.77 was paid for dog bin emptying. • Invoice B-2025-09-156 From GardenForces Ltd for grass cutting 19/09/25 @ £264.00 was paid. <table> <tr> <th>Payments approved at the meeting:</th><th></th><th>£</th></tr> <tr> <td>Bibby Financial Services ltd (for Tactical Facilities Management)</td><td>Dog bin emptying October</td><td>83.77</td></tr> <tr> <td>GardenForces Ltd</td><td>Grass cutting Nov 25</td><td>264.00</td></tr> <tr> <td>D Hansen</td><td>Purchase of Remembrance wreath from RBL plus £5 donation</td><td>29.49</td></tr> <tr> <td>D Hansen</td><td>Clerk's expenses</td><td>43.89</td></tr> <tr> <td>Total</td><td></td><td>421.15</td></tr> </table> <p><i>Post meeting all payments checked by the Vice-Chair.</i></p> <table> <tr> <td>Funds available:</td><td>£</td><td>£</td></tr> <tr> <td>Opening balances 03/11/25</td><td></td><td></td></tr> <tr> <td>HSBC Current account</td><td>11,002.30</td><td></td></tr> <tr> <td>Less clerk's September back pay</td><td>67.63</td><td></td></tr> <tr> <td>Less expenditure incl November payments</td><td>421.15</td><td></td></tr> <tr> <td>Current A/C November2025</td><td></td><td><u>10,513.52</u></td></tr> </table> | Payments approved at the meeting: | | £ | Bibby Financial Services ltd (for Tactical Facilities Management) | Dog bin emptying October | 83.77 | GardenForces Ltd | Grass cutting Nov 25 | 264.00 | D Hansen | Purchase of Remembrance wreath from RBL plus £5 donation | 29.49 | D Hansen | Clerk's expenses | 43.89 | Total | | 421.15 | Funds available: | £ | £ | Opening balances 03/11/25 | | | HSBC Current account | 11,002.30 | | Less clerk's September back pay | 67.63 | | Less expenditure incl November payments | 421.15 | | Current A/C November2025 | | <u>10,513.52</u> | clerk | | | | | | | | | | | | | | | | | | | | | |
| Payments approved at the meeting: | | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bibby Financial Services ltd (for Tactical Facilities Management) | Dog bin emptying October | 83.77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GardenForces Ltd | Grass cutting Nov 25 | 264.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D Hansen | Purchase of Remembrance wreath from RBL plus £5 donation | 29.49 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D Hansen | Clerk's expenses | 43.89 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | 421.15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Funds available: | £ | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Opening balances 03/11/25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HSBC Current account | 11,002.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Less clerk's September back pay | 67.63 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Less expenditure incl November payments | 421.15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current A/C November2025 | | <u>10,513.52</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 77 | Grass cutting Quote 26/27 from GardenForces Ltd. Approved. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 78 | Members questions: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | The Chairman attended the Remembrance service at St Botolph's church on the 9 th November and laid a poppy wreath on behalf of the Parish Council | |
| 79 | The date of the next ordinary meeting was confirmed as Monday 12th January 2026 All meetings start at 7pm. Future 2026 meetings: Monday 9 th March, Monday 11 th May, Monday 13 th July, Monday 14 th September, Monday 9 th November. | |

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