

Minutes of the Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 12th May 2025 at Bradenham Cricket Club at 7.19 pm following the Annual Parish meeting and the Annual Parish Council meeting.

Present:

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

And also present:

Sqn Ldr Paul Armstrong	Representing RAF High Wycombe
BC Cllr Shade Adoh	Ridgeway West
BC Cllr Robert Carington	Ridgeway West
Deirdre Hansen	Clerk

		Action
1	Apologies: none received.	
2	Co-option: Richard Langridge and Andrew Stubbings were unanimously co-opted onto the parish council. They signed declaration of acceptance of office and joined the meeting.	
3	Declarations of interest: None were declared.	
4	Approval of minutes The minutes of the ordinary meeting of 3 rd March 2025 were confirmed as a true record and signed by the Chair.	
5	Public question time: No public present.	
6	Reports: <ol style="list-style-type: none"> BC Cllrs: Both Cllrs are glad to be back serving their communities. They continue to be the resident's voice. They thanked the community for their support and hope to do better in the future. At the local council elections 1st May the Conservatives had won 48 out of 97 votes, one short of a majority, having led the previous council. The election results can be viewed here https://buckinghamshire.moderngov.co.uk/mgElectionResults.aspx?ID=44&RPID=33555120 Martin Tett, Conservative leader will be stepping down at the Council's Annual meeting. Cllr Robert Carington acknowledged that there are challenges ahead, but they will continue to meet the needs of the residents. With the reduction of the number of community boards, we will be a member of the West Chilterns Community Board. It was noted that the BC Cllrs had not been invited to the meeting 13/05/25 with David Surtees-Dawson (NT) RAF: the Annual Reception will be held 17th June and the Summer Ball will be held 27th June. Sqn Ldr Paul Armstrong was asked if the RAF could put flyers through the doors of the residents in Beech Pak informing them of the summer ball and a possibility of noise. Sqn Ldr Paul Armstrong reported that the fierce weather conditions this afternoon had not only caused the top of Bradenham Woods Lane to flood, but also the officers mess and the sergeant's mess. Rubble has been running down Bradenham Woods Lane. Cllr Paul Oborn and clerk to report on Fix My Street. All the village drains are also blocked, clerk to report. Chairman reported that there is new activity at the Hedgerows, New Road. The site has been lined with pallets. All Cllrs asked to remain vigilant. Clerk: <ol style="list-style-type: none"> changes in regulations affecting email addresses and website. By the end of this financial year all town and parish councils have to use.gov.uk email addresses for clerk and Cllrs and a website with.gov.uk to ensure credibility, security and compliance with guidelines referenced in the AGAR process. (. org.uk would be acceptable, but.gov.uk preferable). Clerk to make enquiries re pricing. 	<p>Cllr Paul Oborn, Clerk Cllrs</p> <p>Clerk</p>

	<p>b. Email from Princes Risborough Neighbourhood Police offering to attend a parish council meeting. It was agreed to ask them to attend the November meeting and when ever we have issues to discuss with them.</p> <p>c. Windows 10 and the PC laptop. The laptop is 9 years old and uses Windows 10, which will no longer be support by Microsoft. The laptop is now very slow and no longer support the HMRC Paye requirements. It was agreed that the clerk could buy a new laptop at a cost of no more than £500. We already have £300 in reserve/budget for a new laptop. The existing Microsoft license can be transferred.</p>	<p>Clerk</p> <p>Clerk</p>
7	<p>Meetings/training attended.</p> <p>The clerk reported briefly on the following:</p> <ul style="list-style-type: none"> • 04/03/25- SLCC meeting • 06/03/25- Rural Forum • 07/03/25- BALC online course on the election • 01/04/25- HMRC year end webinar • 23/04/25- BC Clerks' Forum 	
8	<p>Updates on activities:</p> <ul style="list-style-type: none"> a. Monthly and year end HMRC information submitted. b. Defibrillator checked by Cllr Paul Wooster c. Copy submitted to Naphill and WA Gazette and Cllr Langridge will now submit copy for Contact. d. PC members are sent the regular updates from BC and other parties. e. Parish council litter pick took place 29/03/25. Note any gas bottles not to be placed in the litter picking bags in future but put at the side of the bags by the cricket club. f. Simon Kearey, NT Trustee correspondence with Greg Smith MP. The General Manager, Hughenden, West Wycombe, Bradenham and the Central Chilterns Loise Walker and David Surtees-Dawson, Senior Estate Manager for the area met with Greg Smith MP to discuss the empty properties in Bradenham. The PC has noted that repair work is being carried out at some of the empty properties in the village. The PC to meet with David Surtees-Dawson 13 May 2025. 	<p>Clerk, Cllr Richard Langridge</p> <p>Cllrs, clerk</p>
9	<p>Policies:</p> <ol style="list-style-type: none"> 1. The updated Anonymous correspondence policy was adopted 2. It was agreed to review our policies every two year rather than annually. Most were last reviewed in 2024. 	Clerk
10	<p>Risk Assessment.</p> <p>The PC's 2025 Risk assessment was reviewed and approved.</p>	Clerk
11	<p>BC Devolved Services agreement:</p> <p>The 2025/26 BC devolved services agreement at a slightly reduced rate from 2024/25 £772.26 to £720.88 for 2025/26 was signed. BC told the clerk they had slightly reduced the area that is our responsibility. The PC has budgeted for the 24/25 amount. Clerk to submit to BC.</p>	Clerk
12	<p>Archaeological survey of Stoney Meadow</p> <p>It was noted that many surveys are already in existence and another was not required. BC and/or the NT would have the surveys on file.</p>	
13	<p>Planning:</p> <ul style="list-style-type: none"> a. BC decisions: None b. Outstanding planning applications awaiting decision: None. c. New planning applications: None 	
14	<p>Finance:</p> <ul style="list-style-type: none"> a. The Parish Council certified itself as exempt from limited assurance review. We do this as a smaller authority where the higher of gross income or gross expenditure was £25,000 or less and that meet the qualifying criteria (we publish our annual return on our web site.) This year we are subject to limited assurance review at a cost of £210 plus vat. This has not been budgeted. b. The internal auditor's report was noted. c. The asset register as at 31/03/25 was approved. 	Clerk

- d. The accounts for 2024-25 in the receipts and payments format were approved and adopted.
- e. The year end bank reconciliation was approved.
- f. The Governance Statement for 2024-25 was approved and signed.
- g. The Statement of Accounts 2024-25 was agreed and signed.
- h. The accounts year to date 05/05/25 were approved. The bank reconciliation May 2025 was signed.
- i. Noted receipt of £5,530.50 from BC first half 25/26 precept, and £564.12 from HMRC VTR for Vat reclaimed for 2024/25. And £119.80 in the year 24/25 from BC for the WDC devolved services. This last amount has been included in the 24/25 accounts.
- j. A donation in lieu of rent to Bradenham Cricket Club was approved @ £220.
- k. The Insurance quote for 2025/26 has not yet been received. Clerk to chase and circulate to Cllrs if in budget clerk to pay before 31/05/25.
- l. S/O for staff costs April and May @ £ 411.98 per month were approved.
- m. Monthly bank charges @ £8 were approved.
- n. Clerk hour noted:
- Contracted 5.8 hrs /week
 - Holiday 0.9 hrs per week.
- Hours: from 24/02/25 to 05/05/25 = 10 weeks (58-9 =49) 49.75 hours worked .75 hrs OT.

Expenditure	Ytd 05/05/25 £	Budget as set £
Staff costs	411.98	5,161
Admin expenses	37.74	460
WFH allowance	0	500
Insurance	0	383
Audit fee	55.00	55
Subscriptions	61.60	135
Donations rent	220.00	220
Donations	0	140
Fete	0	229
Std maintenance	820.00	1537
Devolved services grass cutting	220.00	1319
Sundry	0	100
Training	0	100
Dog waste collection	134.62	934
Bank charges	16.00	96
Saving for new laptop	0	150
Election	0	110
Maintenance reserve	0	300
Sub total	1976.94	11,929
Vat	75.61	465
Total	2052.55	12,394

Income	Ytd £ 05/05/25	Budget £
Precept	5530.50	11061
WDC devolved services	0	111
BC devolved services	0	722
Vat	564.12	500
TOTAL	6094.62	12,394

- o. It was noted that in between meetings the following invoices were paid:
- invoice SI 3225 (March) from Tactical Facilities management Ltd of £77.77 was paid for dog bin emptying.

	<ul style="list-style-type: none"> • InvoiceB-2025-03-20 from GardeForces Ltd for grass cutting March 2025 of £264.00 was paid • Invoice from A. Herteliu for painting the WA notice board of £240 was paid <p>The following payments as listed below were approved:</p> <table> <tr> <th>Payments approved at the meeting:</th><th></th><th>£</th></tr> <tr> <td>BALC</td><td>Annual subscription 25/26</td><td>61.60</td></tr> <tr> <td>Albert Herteliu</td><td>Bus shelter (opposite Red Lion) repairs</td><td>580.00</td></tr> <tr> <td>Bibby Financial Services ltd (for Tactical Facilities Management)</td><td>Dog bin emptying April</td><td>83.77</td></tr> <tr> <td>Zurich</td><td>Annual insurance</td><td>0</td></tr> <tr> <td>Guide Association of Bucks (Friends of Ellesborough)</td><td>For Mrs P Hall who carried out the 24/25 internal audit.</td><td>55.00</td></tr> <tr> <td>Bradenham Cricket club</td><td>S137 donation in lieu of rent</td><td>220.00</td></tr> <tr> <td>D Hansen</td><td>Clerk's expenses</td><td>42.43</td></tr> <tr> <td>Total</td><td></td><td>1042.80</td></tr> </table> <table> <tr> <td>Funds available:</td><td>£</td><td>£</td></tr> <tr> <td>Opening balances 05/05/25</td><td></td><td></td></tr> <tr> <td>HSBC Current account</td><td>11,542.63</td><td></td></tr> <tr> <td>Less expenditure incl May payments</td><td>1042.80</td><td></td></tr> <tr> <td>May bank charges</td><td>8.00</td><td></td></tr> <tr> <td>Current A/C May 2025</td><td>10,491.83</td><td></td></tr> </table>	Payments approved at the meeting:		£	BALC	Annual subscription 25/26	61.60	Albert Herteliu	Bus shelter (opposite Red Lion) repairs	580.00	Bibby Financial Services ltd (for Tactical Facilities Management)	Dog bin emptying April	83.77	Zurich	Annual insurance	0	Guide Association of Bucks (Friends of Ellesborough)	For Mrs P Hall who carried out the 24/25 internal audit.	55.00	Bradenham Cricket club	S137 donation in lieu of rent	220.00	D Hansen	Clerk's expenses	42.43	Total		1042.80	Funds available:	£	£	Opening balances 05/05/25			HSBC Current account	11,542.63		Less expenditure incl May payments	1042.80		May bank charges	8.00		Current A/C May 2025	10,491.83		
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15	Members questions: <ul style="list-style-type: none"> a. Clerk to request James Glasgow when he will undertake the WA bus shelter repairs. b. To note that the Village fete will be held 8th June, all welcome. 																																														
16	The date of the next ordinary meeting was confirmed as Monday 15th July 2024 Future meeting dates: Monday 9 th September 2024 Monday 11 th November 2024. All meetings start at 7pm.																																														

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