

**Minutes of the Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 14<sup>th</sup> July  
2025 at Bradenham Cricket Club at 7.00 pm.**

Present:

Cllr Teif Jones	Chair
Cllr Richard Langridge	
Cllr Paul Oborn	Vice-Chair
Cllr Sue Hutton	
Cllr Paul Wooster	

And also present:

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

		Action
17	<b>Apologies:</b> apologies received and accepted from Cllr Andrew Stubbings and BC Cllr Robert Carington.	
18	<b>Co-option:</b> this item was moved down the agenda (see item 23) to allow BC Cllr Shade Adoh to report as she was due to attend another PC meeting and had to leave us promptly.	
19	<b>Declarations of interest:</b> None were declared.	
20	<b>Approval of minutes</b> The minutes of the ordinary meeting and the Annual Parish Council meeting of 12 <sup>th</sup> May 2025 were confirmed as a true record and signed by the Chair.	clerk
21	<b>Public question time:</b> No public present.	
22	<b>Reports:</b> a. <b>BC Cllr Shade Adoh:</b> <ol style="list-style-type: none"> <li>1. She mentioned Buckinghamshire Council were looking at the changes in Local Government.</li> <li>2. BC have a budget reduction this year.</li> <li>3. The devolution agreements that BC have with the various town and parish council is being reviewed.</li> <li>4. There are new Community Boards as reported below. The funding available to all the Community Boards has been reduced from £1m to £250k. The West Chilterns Board, to which we belong ,now has a budget for 25/26 of £32,505. The process for applying for a grant has changed. The plan is for funding to go further and deeper.</li> <li>5. BC is expanding its supply of providers to pay for parking.</li> <li>6. BC is working with TVP on the problem of people parking on double yellow lines. Not a problem in our community, we have no double yellow lines.</li> <li>7. The Annual Canvas from the council for the voter register is out.</li> <li>8. A new digital mental health help tool has been launched on Buckinghamshire Council's website <a href="https://www.buckinghamshire.gov.uk/news/buckinghamshire-council-launches-innovative-digital-mental-health-support-tool-for-adults/">https://www.buckinghamshire.gov.uk/news/buckinghamshire-council-launches-innovative-digital-mental-health-support-tool-for-adults/</a></li> <li>9. The RAF representative asked if BC Cllr Shade Adoh could investigate the Fix my Street request that had been submitted to have the many potholes on the Parkwood Loop repaired before demolition work starts. He will send her the reference.</li> </ol> <p>The PC thanked BC Cllrs Shade Adoh and Robert Carington for all the hard work they put into serving the community.</p>	
23	<b>Agenda item 2: co-option was inserted here</b> Sue Hutton was unanimously co-opted onto Bradenham Parish Council. She signed her declaration of acceptance of office and joined the meeting.	
22	b. <b>RAF:</b>	

	<ol style="list-style-type: none"> <li>1. the RAF representative reported that a major demolition job is due to commence within the MOD site on No1 site. This will mean increased usage by HGVs of the Parkwood Loop Road as the entrance to the site on the Parkwood Loop will be used. They would like the many potholes on that road repaired before the work starts. The PC will be able to comment on the work once a planning application has been submitted.</li> <li>2. Wing Commander Mike Adamson is due to take over as Station Commander next week.</li> <li>3. An abandoned car on Greenwood was reported, the RAF representative will chase this up.</li> </ol> <p>c. <b>Chairman:</b> nothing to add</p> <p>d. <b>Clerk:</b></p> <ol style="list-style-type: none"> <li>a. Princes Risborough Neighbourhood Police will come to the 8<sup>th</sup> September meeting, noted.</li> <li>b. New laptop purchased @ £379.99 noted ( £316 excl Vat). The clerk to take the old laptop once cleaned to a shop on Desborough Avenue.</li> <li>c. All litter picking equipment has been returned to BC, noted</li> <li>d. HSBC is removing the monthly £8 charge from 1<sup>st</sup> July for small businesses, noted.</li> <li>e. Signed and dated copy of the extension of Green Space Devolution Agreement received. This is the old WDC agreement. It will end 31/12/26. Noted.</li> <li>f. We have a new Community Board-West Chilterns Community Board with a new Manager, Sophia Comer and a new Chair Cllr Shade Adoh. Noted</li> </ol>	<p>Sqn Ldr Paul Armstrong</p> <p>Clerk</p>
24	<p><b>Meetings/training attended.</b></p> <ul style="list-style-type: none"> <li>• 13/05/25- meeting with David Surtees-Dawson, National Trust, Senior Estate Manager. The meeting had been very useful and informative. This meeting and writing to Greg Smith MP appears to have meant that work on several properties in the village has progressed. A number are on the letting market again. The Manor is still being advertised. No work is being done on the larger NT properties in the village.</li> <li>• 17/06/25- Station Commander RAF High Wycombe's Annual Reception. All who attended mentioned that it had been a good reception.</li> <li>• 26/06/25- BC Planning Forum (online) and BC Rural Forum. The Rural Forum had provided the opportunity to informally talk to BC Cllrs and other parish Cllrs.</li> </ul>	
25	<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 by Cllr Paul Wooster</li> <li>c. Copy submitted to Naphill and WA Gazette and Cllr Langridge will now submit copy for Contact.</li> <li>d. PC members are sent the regular updates from BC and other parties.</li> <li>e. AGAR submitted, additional questions have been asked and responses submitted.</li> </ol>	<p>Clerk, Cllr Richard Langridge</p>
26	<p><b>AGAR 2024/25 Certificate of Exemption</b></p> <p>Following the email informing the clerk that Bradenham PC had been selected for a review she had subsequently received an email asking if the PC would rather not declare itself exempt from limited assurance review.</p> <p>The PC approved the certificate of exemption, and it was signed by the Clerk and The Chair.</p>	<p>Clerk</p>
27	<p><b>Village Fete 8<sup>th</sup> June 2025.</b></p> <p>Cllr Paul Wooster declared an interest as a member of the Fete Committee.</p> <p>Cllr Richard Langridge reported that the village fete had been a great success. The PC congratulated the organisers on a very successful traditional fete. The fete for 2026 has been planned for 7<sup>th</sup> June. The PC requested that the fete committee apply in writing to the PC for the remaining £229 they have in reserves from the donation received January 2020 from WDC Cllr Carl Etholen to be used for village fetes.</p>	<p>Cllr Paul Wooster</p>
28	<p><b>New website and email addresses.</b></p> <p>The clerk has received three quotes so far. It is acknowledged that by the end of the financial year the PC will need to own preferably a.gov.uk website and at least a clerk's email address. This will be a substantial annual cost for the PC. Currently we have a free website and use free email addresses. The clerk actioned to investigate further and report back to the next meeting.</p>	<p>Clerk</p>
29	<p><b>Policies:</b></p> <p>The PC considered and approved the proposed IT policy.</p>	<p>Clerk</p>

30	<p><b>PC advice sought on the termination by the National Trust of the TV aerial for a few of the villagers.</b></p> <p>Cllr Paul Wooster has received a written request from a few Bradenham residents asking for advice on the National Trusts termination of their TV aerial. Cllr Wooster had contacted the Tenants Association of the National Trust (TANT) on behalf of the residents. TANT is dealing with the matter.</p>																																					
31	<p><b>Goats being kept on land in the Parkwood Loop.</b></p> <p>By enquiring, we have been informed by the Rural Payments Agency (RPA) that they don't hold a County Parish Holding (CPH) number for the goats kept in the Parkwood Loop, even though a CPH number for these animals is a legal requirement.</p> <p>It was decided not to pursue the matter further with the RPA, but for the clerk to write to the landowners asking them to obtain a CPH number for the goats.</p>	Clerk																																				
32	<p><b>Maintenance, discuss future works.</b></p> <p>£167 of this year's budget left and £463 in reserves from last year's budget (total £630). Outstanding repairs: Bus shelter A4010 on the Red Lion side and the telephone box. Clerk to obtain a second quote for the bus shelter repairs.</p>	Clerk																																				
33	<p><b>Police visit 8<sup>th</sup> September.</b></p> <p>The Neighbourhood policing officer is due to visit the PC meeting Monday 8<sup>th</sup> September. The PC would like to put to them the following:</p> <ul style="list-style-type: none"> <li>• Anti-social behaviour in the parish</li> <li>• Speeding/parking. The clerk was requested to write to Neil Harris (NT) asking if the no parking signs at the entrance to Manor Drive could be removed to encourage members of the public to park off the road instead of by the curb side.</li> <li>• Rural Crime.</li> </ul> <p>Clerk to notify the Neighbourhood policing team of the PCs interest.</p>	Clerk  Clerk																																				
34	<p><b>Planning:</b></p> <p>a. BC decisions: None</p> <p>b. Outstanding planning applications awaiting decision: None.</p> <p>c. New planning applications: 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.</p>	Clerk																																				
35	<p><b>Finance:</b></p> <p>a. The accounts year to date 07/07/25 approved.</p> <p>b. Noted receipt of £772.26 from BC for devolved services 2025/26.</p> <p>c. Insurance 2025/26 renewal between meetings @ £359.83 approved.</p> <p>d. S/O for staff costs June and July @ £ 411.98 per month approved.</p> <p>e. DD for the annual subscription for the Chiltern Society @ £30 approved.</p> <p>f. Approved June bank charges @ £8.</p> <p>g. Clerk hours noted:</p> <ul style="list-style-type: none"> <li>• Contracted 5.8 hrs /week</li> <li>• Holiday 0.9 hrs per week.</li> </ul> <p>Hours: from 05/05/25 to 07/07/25 = 9 weeks (53.1-8.1 =49) 47 hours worked, 2 hours short, Bfd 0.75 hrs OT. Cfw 1.25 hrs short</p> <table border="1"> <thead> <tr> <th>Expenditure</th><th>Ytd 07/07/25 £</th><th>Budget as set £</th></tr> </thead> <tbody> <tr> <td>Staff costs</td><td>1235.94</td><td>5,161</td></tr> <tr> <td>Admin expenses</td><td>87.55</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> <tr> <td>Audit fee</td><td>55.00</td><td>55</td></tr> <tr> <td>Subscriptions</td><td>91.60</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>0</td><td>140</td></tr> <tr> <td>Fete</td><td>0</td><td>229</td></tr> <tr> <td>Std maintenance</td><td>1370.00</td><td>1537</td></tr> <tr> <td><b>Plus £463 from reserve</b></td><td></td><td></td></tr> </tbody> </table>	Expenditure	Ytd 07/07/25 £	Budget as set £	Staff costs	1235.94	5,161	Admin expenses	87.55	460	WFH allowance	0	500	Insurance	359.83	383	Audit fee	55.00	55	Subscriptions	91.60	135	Donations in lieu of rent	220.00	220	Donations	0	140	Fete	0	229	Std maintenance	1370.00	1537	<b>Plus £463 from reserve</b>			Clerk
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	Devolved services grass cutting	660.00	1319
	Sundry	0	100
	Training	0	100
	Dog waste collection	274.24	934
	Bank charges	32.00	96
	new laptop plus £150 from reserve	316.66	150
	Election	0	110
	Maintenance reserve	0	300
	Sub total	4702.82	11,929
	Vat	263.12	465
	<b>Total</b>	<b>4,965.94</b>	<b>12,394</b>
	<b>Income</b>	Ytd £ 07/07/25	Budget £
	Precept	5530.50	11061
	WDC devolved services	0	111
	BC devolved services	772.80	722
	Vat	564.12	500
	<b>TOTAL</b>	<b>6867.42</b>	<b>12,394</b>
h.	In between meetings it was noted that the following invoices were paid: <ul style="list-style-type: none"><li>• Invoice 544537477 from Zurich Insurance for the annual insurance premium of £359.83</li><li>• invoice SI 3605(May) from Tactical Facilities management ltd of £83.77 was paid for dog bin emptying.</li><li>• InvoiceB-2025-05-68 from GardenForces Ltd for grass cutting May 2025 of £264.00 was paid</li><li>• Invoice 28 from James Glasgow for repairs to Walter’s Ash bus shelter £ 550.00 was paid.</li></ul>		
	The following payments as listed below were approved:		
	Payments approved at the meeting:		£
	GardenForces Ltd	Grass cutting June	264.00
	Bibby Financial Services ltd (for Tactical Facilities Management )	Dog bin emptying June	83.77
	D Hansen	New laptop	379.99
	D Hansen	Clerk’s expenses	58.07
	Total		785.83
	Funds available:	£	£
	Opening balances 07/07/25		
	HSBC Current account	9144.53	
	Less expenditure incl July payments	785.83	
	Current A/C July 2025	8,358.70	
36	Members questions: Further grass cutting dates for 2025: 15 <sup>th</sup> August and 19 <sup>th</sup> September.		
37	The date of the next ordinary meeting was confirmed as Monday 8 <sup>th</sup> September 2025 Future meeting dates: Monday 10 <sup>th</sup> November 2025. All meetings start at 7pm.		

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