



**Minutes of the Bradwell Parish Council meeting  
Monday 26<sup>th</sup> June 2017 at 7.30pm  
Parish Office, 21 Glovers Lane, Heelands**

**Present:**

Cllr J Alexander (Chairman), Cllr H Atkins, Cllr M Bradburn, Cllr R Davy (from item 9), Cllr R Exon (from item 13.2), Cllr L Gilpin (Vice-Chairman), Cllr J Jones

**In attendance:**

Mrs H Ward, Parish Clerk  
Ms J Bryant, Administrator

**1. Apologies**

Apologies were noted from Cllr D Evans and Cllr R Bradburn for personal reasons.  
Absent, Cllr Naqvi.

**2. Declaration of interests**

None

**3. Public Open Session**

There were no members of the public present.

**4. Minutes of previous meeting**

Cllr Gilpin asked for the seconder to be recorded relating to minute reference 6. This was confirmed as Cllr Evans. The minutes were proposed as a true record of the meeting held on 5<sup>th</sup> June 2017 by Cllr Jones and seconded by Cllr Bradburn. The Chairman signed the minutes.

**5. Chairman's report**

Cllr Alexander advised that he attended the memorial hall AGM and is standing as Secretary until a replacement can be found. There were 3 new committee members and 2 resignations. Everyone is welcome to attend the Cream Teas Afternoon at Bradwell Church on 29 July. Cllr Alexander will be attending the Annual Civic Service on 2 July. There has been a delay to the newsletter going out and this will be discussed under correspondence.

**6. Lease renewal, 21 Glovers Lane**

After discussion it was agreed for the Clerk to write to MK Council seeking a nine year lease with a break clause option added.

## **7. Finance**

### **7.1 Receipts and payments**

The schedule had been circulated to members prior to the meeting and additional payments were reported at the meeting. Members consented to the payments. See appendix 1.

### **7.2 Quotation for office carpets to be cleaner**

It was agreed to accept the quotation from Aran Cleaning Services.

### **7.3 New office chair**

It was agreed to grant spend approval to the Clerk for a new office chair.

It was noted that a review of the second office is required for a new desk and shelving.

It was noted that the Administrator's computer is currently undergoing repair.

## **8. Mobile phones**

### **8.1 Caretaker**

It was noted that the phone previously supplied to the caretaker has now been registered and is on a monthly DD contract.

### **8.2 Office**

It was agreed for the Clerk to purchase a mobile phone and to have on a monthly contract for use by office staff when meeting hirers of the meeting place, allotment tenants, residents etc.

## **9. Heelands Meeting Place**

### **9.1 Hire charges, deposit payments and terms and conditions of hire**

Cllr Gilpin proposed that the EAC are charged the special rate and this was seconded by Cllr Atkins, effective 1 September 2017. It was agreed that all hire charges will be reviewed as part of the budget setting process.

Cllr Atkins advised that some deposit payments had been received from regular users in 2010. It was agreed that all new hirers are required to pay a deposit with immediate effect.

It was agreed to delegate the reworking of the terms and conditions of hire to the Clerk and Administrator to take into account the differences with regular and one off bookings.

### **9.2 Sanitary waste**

This item was deferred pending further information.

### **9.3 General rubbish disposal**

It was agreed that this should be considered as part of the revised terms and conditions of hire, and that competitive quotes should be sought for waste disposal.

## **10. Insurance renewal**

Cllr Alexander proposed that the renewal invitation is accepted, this was seconded by Cllr Bradburn. There were no objections and the decision was unanimous.

## **11. Bradwell Sports & Social Club committee**

Cllr Gilpin was nominated as the Parish Council representative on the Bradwell Sports & Social Club committee.

## **12. Planning**

The schedule of new and permitted applications was circulated to members prior to the meeting. There were no objections.

**13. Correspondence**

13.1 Local Government Pension Scheme employer training

It was agreed for the Clerk to attend if possible.

13.2 Correspondence that could not wait until the next meeting

- Bradwell Common planters. An email had been received from a local resident. After discussion Cllr Alexander proposed that a letter is sent to MK Council stating that they should provide adequate maintenance of the area. This was seconded by Cllr Jones. There were no objections.
- Cllr Jones advised that there had been a mixed response on Facebook regarding gym/physical education equipment on Heelands south field.
- Newsletter. It was agreed that Cllr Atkins, Cllr Davy and Cllr Jones would be part of a task and finish group and would meet on Friday 30 June to agree the next issue.

**14. Bradwell Common Local Play Park**

Cllr Davy suggested an opening ceremony for the renovated play area, which is scheduled to be completed in a couple of weeks. It was agreed to do this at the same time as the first summer play sessions. The Mayor and WREN will be invited to attend.

**15. New environmental and community matters**

Cllr Gilpin reported an increase in fly tipping on Heelands.

Cllr Atkins reported one of the picnic benches on Abbey Fields requires replacing after a fire.

Cllr Atkins reported that the hedge needs cutting at Primrose Road.

**16. Next meeting**

The next meeting will be held on Monday 17<sup>th</sup> July 2017 at Bradwell Memorial Hall, Vicarage Road, Bradwell Village.

Signed ..... 17<sup>th</sup> July 2017  
Chairman

**Appendix 1****RECEIPTS****Bradwell Parish Council**

£2,750.00	Bradwell S&SC	Half yearly Pavilion lease fee	2 Jun
£31.66	Mrs E Brown	Allotment rent & deposit	9 Jun
£0.01	Lloyds bank	Business banking interest	9 Jun
£2,151.00	Heelands MP	Hire and deposits	June

**King George's Field**

£500.00	Bradwell S&SC	Annual sports ground lease fee	30 May
£275.00	Bradwell Bowls Club	Annual lease fee	1 Jun
£25.00	Mr B Bailey	Allotment deposit	9 Jun

**PAYMENTS****Bradwell Parish Council**

Net	VAT	Total	Payee	Expense	Pyt method	Pyt date
£694.50		£694.50	D H Atkins	Landscaping contract	chq	5 Jun
£3,300.00	£660.00	£3,960.00	Martins Plant	Glebe Field footpath	online	9 Jun
£3,300.00	£660.00	£3,960.00	Martins Plant	Churchyard footpath	online	9 Jun
£3,000.00		£3,000.00	MK Council	Community Safety Partnership, new street light	online	12 Jun
£3,268.71		£3,268.71	MK Council	Community Parking Fund, Arncliffe Drive	online	13 Jun
£490.00	£98.00	£588.00	Marcus Young Landscapes Ltd	Dog & litter bin contract, May	online	16 Jun
£87.94	£17.58	£105.52	BT business	Office phone and broadband	DD	18 Jun
£23.75		£23.75	E-On	Electricity, activity area	DD	19 Jun
£35.00		£35.00	Information Commissioner	Annual registration fee	d/card	20 Jun
£56.34	£2.82	£59.16	Total Gas and Power	Gas, Heelands MP	DD	23 Jun
£60.00		£60.00	H&C Pest control	Bees, Heelands MP	online	26 Jun
£90.00		£90.00	J V Hough	Erection of signs	chq	26 Jun
£320.00		£320.00	D A Garden Services	Landscaping contract	chq	26 Jun
£246.00		£246.00	Mr J Alexander	Expenses, annual meeting	chq	26 Jun
£19.72	£0.98	£20.70	British Gas	Electricity, Parish office	DD	27 Jun
£960.00		£960.00	MK Play Assoc	May half term sessions x 3	online	27 Jun
£13.89		£13.89	Lloyds bank	Monthly charges	deduct	28 Jun
£117.38	£23.48	£140.86	Biffa	Waste, Heelands MP	DD	30 Jun
£1,375.00		£1,375.00	MK Council	1/4ly lease fee	online	30 Jun
£8,292.06		£8,292.06	Employees	Staff salaries	online	Jun
£56.00	£11.20	£67.20	D&I Window Cleaning	Heelands MP and Parish Office	online	10 Jul

**King George's Field**

£270.00		£270.00	D H Atkins	Landscaping contract	chq	5 Jun
£190.00		£190.00	D H Atkins	Landscaping contract	chq	26 Jun