



**Minutes of the Bradwell Parish Council meeting
Monday 7th August 2017 at 7.30pm
Parish Office, 21 Glovers Lane, Heelands**

Present:

Cllr J Alexander, Chairman
Cllr H Atkins
Cllr R Bradburn
Cllr R Davy
Cllr R Exon
Cllr L Gilpin, Vice-Chairman
Cllr J Jones

In attendance:

Mrs H Ward, Parish Clerk
Ms J Bryant, Administrator
Mrs S Robinson, Twinkle Tots playgroup
2 members of the public

1. Apologies & Resignation

Apologies were received from Cllr M Bradburn and Cllr D Evans.

2. Declaration of interests

None

3. Public Open Session

A discussion was held with 2 members of the public in relation to the park behind Mayditch Place, Bradwell Common. Members asked local residents to advise the Parish Council and Milton Keynes Council as to how they would like to see the area developed.

4. Funding request presentation

Sarah Robinson presented the funding request on behalf of Twinkle Tots playgroup for new tablets and software for use by both staff and children.

5. Minutes of previous meeting

The minutes were proposed as a true record of the meeting held on 17th July 2017 by Cllr Jones and seconded by Cllr Alexander. The Chairman signed the minutes.

6. Chairman's report

- Noted that a communication from Bellfounder House had been received.
- There is a requirement to regularise payments to staff which will be an agenda item at the next meeting.

7. Personnel working group

Cllr Alexander advised that the personnel working group had met on 20th July and reviewed employment contracts. It was agreed for the draft contracts to be made available to all members and to be ratified by the full council at the next meeting.

8. Living Wage Employers Accreditation Scheme

Cllr Exon proposed that as all Parish Council employees are paid the living wage the application for accreditation is not required. This was seconded by Cllr Davy.

Cllr Bradburn proposed that the application for accreditation is made at a cost of £60 as he recognises the work of the Living Wage foundation to support payment of the living wage. The Parish Council should, where possible, seek compliance by contractors. This was seconded by Cllr Alexander.

There were 3 votes for proposal 1.

There were 4 votes for proposal 2.

It was RESOLVED to apply to the Living Wage Employers Accreditation Scheme.

9. Governance and Policy

The Clerk advised that a substantial review is required with regard to Risk Management, Internal Auditing, Lone working and Health & Safety as these topics are part of the annual return process for internal audit, external audit and the governance and accountability statements. As there is no financial implication at this stage, members were happy that the Clerk meets with a third party consultant to review the documents currently in place and to bring a proposal with plans and associated costs, if appropriate, to the next meeting.

10. Finance

10.1 Bank reconciliation and instant access bank account

The bank reconciliation as at 31 July 2017 was noted. Cllr Alexander proposed that the Lloyds business instant account is closed and the funds transferred to the current account. There were no objections.

10.2 Receipts and payments

The schedule had been circulated to members prior to the meeting. Members consented to the payments. See appendix 1.

10.3 Quotation for weed spraying

It was agreed to accept the quotation from Marcus Young Landscapes to weed spray under the hedges and areas within King George's Field at a cost of £240 plus VAT.

10.4 Quotation for ceiling and lights at Heelands Meeting Place

Members agreed that the work needed to be done and that additional quotations should be sought.

10.5 Funding request

Cllr Bradburn proposed that a grant of £992.90 is awarded as presented in item 4. This was seconded by Cllr Davy. Votes 6 for, 1 against.

It was RESOLVED to award the grant and to ask the applicant what has happened to software purchased as a result of an earlier grant.

11. Newsletter

It was agreed that Cllr Alexander, Cllr Atkins and Cllr Davy would work with the Administrator on the next issue of the newsletter. A draft will be brought to the full council for approval.

12. Planning

The schedule of new and decided applications was circulated to members prior to the meeting. It was agreed to object to planning application 17/01945/CLUP 55 Brill Place, Bradwell Common on the grounds of being out of character and over development.

13. Correspondence

There was no correspondence that could not wait until the next meeting.

14. Bradwell Common Local Play Park, Opening event

Cllr Davy reported that the opening event went well on 26th July - there had been a write up in the online Citizen, Mr J Newby from WREN attended as well as the deputy Mayor and a number of councillors. The play area continues to be well used.

Cllr Alexander will forward the Citizen article to WREN.

Cllr Davy will chase the lines required for the basketball court.

Cllr Alexander thanked Cllr Davy for her work on the project and organising a very successful event.

It was agreed to reimburse Cllr Davy for the expenses incurred.

15. New environmental and community matters

- Cllr Bradburn advised that an officer from MK Council had informed him that the S106 agreement for the community hall on the Suffolk Punch site is to be signed on 14th August. It was agreed for the Clerk to check as a draft copy of the agreement had been promised to the Parish Council prior to final 'sign off' by High Street Homes and MK Council.
- Cllr Davy advised that the new lamp post has been installed on Bradwell Common Boulevard but not yet working.
- Cllr Davy asked what is happening about the fitness equipment project for Heelands. The Clerk advised that Mr P Snell from MK Council had suggested visiting some similar sites to get some ideas and that an email had been circulated to all members with sites to visit.
- Cllr Gilpin advised that he had attended the Bradwell Sports & Social Club committee meeting on 6th August. The extension work is due to be completed mid-September, one concern raised was that there appears to be no damp proofing. There was a request that larger dog fouling signs are erected.

16. Next meeting

The next meeting will be held on Monday 4th September 2017 at Summerfield School, Bradwell Common.

Signed 4th September 2017

Chairman

Appendix 1

RECEIPTS

Bradwell Parish Council

£43.75	Mr D Smith	Allotment deposit and rent	£43.75
£1,424.12	Various	Heelands MP, hire and deposit fees	£1,424.12
£800.00	Bradwell Church	Contribution to new path	£800.00
£0.01	Lloyds bank	Business banking interest	£0.01

King George's Field

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PAYMENTS

Bradwell Parish Council

Net	VAT	Total	Payee	Expense	Pyt method	Pyt date
£380.00		£380.00	Simon Bates	Maintenance, allotments and Heelands MP	Online	19 Jul
£135.00		£135.00	MKALC	Annual membership	Online	19 Jul
£31.19		£31.19	Anglian Water	Heelands West allotments	DD	24 Jul
£44.92	£2.25	£47.17	Total Gas and Power	Heelands MP	DD	25 Jul
£120.00		£120.00	Aran Cleaning	Carpets, Office	Online	26 Jul
£300.00		£300.00	PJ Leaflets	Newsletter delivery	Online	26 Jul
£18.41	£0.92	£19.33	British Gas	Office	DD	27 Jul
£28.99		£28.99	BALC	CILCA training materials	Online	28 Jul
£1,375.00		£1,375.00	MK Council	Quarterly lease, Office	Online	28 Jul
£2,821.03		£2,821.03	Employees	Salaries	Online	28 Jul
£750.00		£750.00	Bespoke Media	Newsletter printing	Online	31 Jul
£231.00		£231.00	MK Council	Rates, office	DD	1 Aug
£121.00		£121.00	MK Council	Rates, Heelands MP	DD	1 Aug
£405.00		£405.00	Simon Bates	Bradwell Common planters and Heelands MP	Online	2 Aug
£68.59		£68.59	Mrs H Ward	Expenses	Online	8 Aug
£852.84		£852.84	Bucks CC	LGPS	Online	10 Aug
£57.04	£11.41	£68.45	Central Spares	Replacement parts for tractor	Online	12 Aug
£183.47		£183.47	Anglian Water	Heelands MP	DD	15 Aug

King George's Field

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