



**Minutes of the Bradwell Parish Council meeting
Monday 5th June 2017 at 7.30pm
Summerfield School, Downey Avenue, Bradwell Common**

Present:

Cllr J Alexander (Chairman), Cllr M Bradburn, Cllr R Bradburn, Cllr R Davy, Cllr D Evans, Cllr R Exon (for items 1 – 10), Cllr L Gilpin (Vice-Chairman from items 1 - 12), Cllr J Jones

In attendance:

Mrs H Ward, Parish Clerk
Ms J Bryant, Administrator
Mr H Atkins

1. Apologies

Absent, Cllr A Naqvi. *(Belated apologies received due to work and family commitments).*

2. Declaration of interests

None

3. Public Open Session

There were no members of the public present.

4. Minutes of previous meeting

Cllr Davy asked for the addition of Bradwell Bowls Club to minute reference 6.

The minutes were proposed as a true record of the meeting held on 8th May 2017 by Cllr Exon and seconded by Cllr Evans. The Chairman signed the minutes.

5. Chairman's report

Cllr Alexander advised that the meeting with Fosters Lane allotments tenants was positive and a review would take place in 6 months. There were no committed items for expenditure; a specific request to allow bees is likely to come forward to a future meeting.

6. Councillor vacancy

Cllr M Bradburn nominated Mr H Atkins for co-option to the vacancy on Heelands Ward, seconded by Cllr Evans. There were no objections and the decision was unanimous.

It was RESOLVED that Mr H Atkins is co-opted to the Parish Council.

(Mr Atkins signed the Declaration of Acceptance of Office of Councillor at the end of the meeting).

7. Accounts and audit

7.1 Annual accounts

The 2016-17 bank reconciliation and statement of payments and receipts against budget had been circulated to members prior to the meeting. After discussion the accounts were accepted by members.

7.2 Internal audit

The report from Mr Julian Vischer had been circulated to members prior to the meeting.

- a. The recommendation to use a cost coding system alongside all entries was noted and the Clerk advised that this was already in place in the current financial year.
- b. The recommendation to review reclaiming VAT was noted and the Clerk took this away to action.
- c. The recommendation to review the petty cash arrangements was noted and discussed. Cllr Gilpin proposed that the existing funds are spent and the account is closed. This was seconded by Cllr Exon. The decision was unanimous.

It was RESOLVED to close the petty cash account once funds have been spent.

7.3 Annual Governance Statement

The statement was reviewed by members and approved. The Chairman signed the annual return.

7.4 Annual Accounting Statements

The statements were reviewed by members and approved. The Chairman signed the annual return.

8. Annual reviews

8.1 Standing orders

The Standing Orders were previously revised in May 2016 and no changes were proposed this year. Members requested that the review of documents that have no proposed changes are emailed to all members in advance of the meeting.

8.2 Financial regulations

The Financial regulations, including changes suggested by the Responsible Finance Officer, had been circulated to members prior to the meeting. The proposed changes were accepted. It was agreed for the Clerk to update the document and email a copy to all members.

9. Finance

9.1 Receipts and payments

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

Cllr Alexander noted that the pension payment had been shown and pleased that the scheme was now operational.

Cllr Gilpin asked that alternative suppliers are considered, such as plumbers, for competitive quotes.

9.2 Purchase of a fireproof filing cabinet

Cllr Alexander proposed that the Clerk is allocated a spending limit of £800 to source a fireproof filing cabinet. This was seconded by Cllr M Bradburn. There were no objections.

9.3 Quotation for removal of ivy at The Barn

Cllr Exon proposed that the quotation from Marcus Young Landscapes is accepted. This was seconded by Cllr Davy. There were no objections.

10. Suffolk Punch Site

A meeting took place on 17th May with Jonathan Robinson from MK Council and 4 Parish Council representatives.

CLr R Bradburn advised that groundworks had started and fencing had been erected. A draft of the final S106 agreement is to be sent to the Parish Council. Once the agreement has been signed by the developer, a meeting with MK Council and the developer will take place.

CLr Exon added that the car parking is to be built first and that the specification of the community hall needs to be determined as part of the meeting with the developer.

CLr Jones asked whether a 2 storey facility is a possibility.

CLr Alexander clarified that once the agreement is signed, it triggers the start of the 9 month process to determine the full specification of the building.

11. Community Safety Partnership Fund 2013-14

The Clerk had met with two MK Council Officers who approved the scheme for a new lighting column on Bradwell Common Boulevard. The cost of the project is not yet known. The Clerk was authorised to give the go ahead for the project if the cost is no greater than the budgeted amount of £3,000.

12. Play Area Improvement Scheme 2016-17

- a. The proposal from Mr Phillip Snell, MK Council, was accepted by members for two or three new pieces of equipment at the play area next to Heelands South Field.
- b. The second proposal for gym equipment was discussed. Some members felt that further research was required such as location, likely use, evidence of other successful projects using this equipment, value for money and ownership. CLr Jones and June Bryant will publicise the project on Facebook and the Parish Council newsletter to gauge interest and comments.

13. Play Area Improvement Scheme 2017-18

CLr Alexander proposed that an application to the scheme for improvements/extension to the play area at Heelands local Centre is submitted. There were no objections. Clerk to action.

14. Newsletter

June Bryant circulated a document with the planned current articles and asked for further contributions to be emailed to her as soon as possible. It is anticipated that delivery will be to households by the end of June.

15. Planning

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

16. Correspondence

16.1 MKALC/MKC Conference actions

The letter from CLr P Ayles was noted. The Parishes Forum will be held on 15th June where this item will be discussed further. CLr Alexander understood that representatives from MK Council will be establishing a communications protocol and visiting all Parish Councils. The Clerk advised that Kay Pettit is visiting all the Clerks and is scheduled to visit Bradwell PC in July.

16.2 Grant request, Bradwell Sports & Social Club

The request was noted. CLr Alexander advised that the applicant would be welcome to attend a Parish Council meeting to present their proposal. Consideration would then be given at the 2018-19 budget meeting.

16.3 Correspondence that could not wait until the next meeting

- a. V4/Kiln Farm Crossing consultation will be held on Saturday 10 June from 10am – 2pm at The Safety Centre.
- b. An alleged noise nuisance notice has been sent to Bradwell Common Community Centre.

17. New environmental and community matters

Clr Evans had received a complaint from a resident at the back of the Sports & Social Club as an ambulance was unable to gain access.

Clr Davy mentioned that the play area in Bradwell Common behind the school requires attention, it is isolated and in a bad state of repair. The Clerk will check with Milton Keynes Council what plans they have for the area.

Clr Davy advised that the Bradwell Common play area renovation has begun today.

Clr Davy asked that the Parish Council attend to the planters in Bradwell Common square. It was agreed to seek quotations for weed clearance.

Clr Davy advised that the notice board by King George’s Field requires attention.

Clr Davy advised that the notice board in Bradwell Common play area requires attention.

Clr R Bradburn proposed that a member is appointed at the next meeting to be the Parish Council representative on the Bradwell Sports & Social Club committee.

18. Next meeting

The next meeting will be held on Monday 26th June 2017 at Parish Office, 21 Glovers Lane, Heelands.

Signed 26th June 2017
Chairman

Appendix 1

Receipts:

£0.01	Lloyds bank	Interest	8 May
£2,597.38	MK Council	Partnership Grant, Comm Garden 2014-15	10 May
£2,312.92	MK Council	Partnership Grant, The Circle 2015-16	10 May
£4,967.83	HMRC	VAT refund 15-16	22 May
£917.50	Heelands MP	Hire fees	22 & 25 May

Payments:

Net	VAT	Total	Payee	Expense	Pyt method	Pyt date
£2,822.54		£2,822.54	Employees	May salaries	Online	12 May
£1,000.00		£1,000.00	Bradwell Bowls Club	Grant	Online	17 May
£72.07	£14.41	£86.48	BT Business	Office, phone and broadband	DD	18 May
£45.63	£2.28	£47.91	CNG Ltd	Office, gas	DD	22 May
£56.54		£56.54	Anglian Water	Fosters Lane allotments	DD	22 May
£74.45	£3.73	£78.18	Total Gas and Power	Heelands MP, gas	DD	24 May
£17.39		£17.39	Lloyds bank	Bank charges	Deduct	26 May
£22.49	£1.12	£23.61	British Gas	Office, electricity	DD	26 May
£97.77	£19.55	£117.32	Biffa Waste Svs	Heelands MP, waste disposal	DD	30 May
£1,973.54		£1,973.54	Employees	May salaries	Online	31 May
£231.00		£231.00	MK Council	Office, business rates	DD	1 Jun
£121.00		£121.00	MK Council	Heelands MP, business rates	DD	1 Jun
£50.00		£50.00	J Palmer	Heelands MP, deposit refund	Chq	5 Jun
£13.50		£13.50	Mr H Atkins	Expenses, May	Online	6 Jun
£137.05		£137.05	Mrs H Ward	Expenses, April & May	Online	6 Jun
£2,200.00		£2,200.00	Citizens Advice	Quarterly grant payment	Online	6 Jun
£137.52	£6.88	£144.40	N Power	Heelands MP, electricity	Online	7 Jun
£852.84		£852.84	Bucks CC	May pension contributions	Online	9 Jun
£56.00	£11.20	£67.20	D&I Window Cleaning Ltd	Heelands MP & Office, window cleaning	Online	12 Jun
£85.56	£17.11	£102.67	Central Spares Ltd	3 new rollers for tractor	Online	12 Jun

King George's Field

£194.55	£38.91	£233.46	Paul Woodward	Allotment tap repair	Chq	5 Jun
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