



**Minutes of the Bradwell Parish Council meeting
Monday 4th December 2017 at 7.30pm
Parish office, 21 Glovers Lane, Heelands**

Present:

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

In attendance:

Mrs H Ward, Parish Clerk

1. Apologies

None.

2. Declaration of interests

None.

3. Public Open Session

There were no members of the public present.

4. Minutes of previous meeting

The minutes were proposed as a true record of the meeting held on 6th November 2017 by Cllr M Bradburn and seconded by Cllr Davy. Cllr Alexander signed the minutes.

5. Chairman's report

The Chairman had nothing to report under this item as details were specifically listed on the agenda.

Cllr Davy asked why the Bradwell Common planters and the internal training budget had not been brought to this meeting. The Chairman advised that these would be considered at a future meeting due to the full agenda.

6. Internal audit interim report

The report had been circulated to members prior to the meeting.

It was noted that:

- The Council have been recommended to operate electronic banking on a dual authoriser basis. It was agreed when the financial regulations are next formally reviewed that consideration will be given to this.
- The Council have repaid HMRC for over claimed employment allowance.
- The Council have checked with HMRC and the balance on the account is zero.
- The Council needs to formally minute a review of risk so that it can meet Annual Governance requirements.
- Bank reconciliations and supporting bank statements should be signed as evidence of review. It was agreed for a procedure to be put in place.
- The Council, as sole trustees of King George's Field, Bradwell Charity meets at least once a year. The Trust should maintain a formal set of accounts which should be subject to review and approval by the trustees. It was agreed for a meeting to be arranged to precede a Parish Council meeting.
- The Council should review the asset register and ensure that assets are valued correctly.
- The Council should ensure that records of play area inspections are obtained. The Clerk advised these have been requested from Milton Keynes Council.
- VAT claim 16-17 to be submitted prior to the end of the financial year.

7. Council policies

7.1 Health & safety

The draft policy had been circulated to members prior to the meeting. It was agreed to amend the first line on page 3 and add some text to the statement on page 2. Cllr Jones proposed adopting the policy with the amendments, seconded by Cllr Exon.
RESOLVED unanimously to adopt the policy.

7.2 Lone working

The draft policy had been circulated to members prior to the meeting. Cllr Jones proposed adopting the policy, seconded by Cllr Exon.
RESOLVED unanimously to adopt the policy.

7.3 Disciplinary & grievance

The draft policy had been circulated to members prior to the meeting. Cllr Jones proposed adopting the policy, seconded by Cllr Exon.
RESOLVED unanimously to adopt the policy.

8. Finance

8.1 Bank reconciliation

The monthly reconciliation had been circulated to members prior to the meeting and was noted.

8.2 Schedule of receipts and payments

The schedule had been circulated to members prior to the meeting. Members consented to the payments. See appendix 1. Cllr R Bradburn enquired about the payments to HMRC. The Clerk confirmed that all outstanding payments had now been made and the online account confirms a zero balance.

8.3 Grant award, Bradwell Sports & Social Club

Cllr Davy proposed that the balance of the grant award is paid, seconded by Cllr Jones.
RESOLVED unanimously to make the final payment of £2,450.

8.4 Grant request, Robins children's centre

Cllr Alexander proposed that the request for funding is approved, seconded by Cllr M Bradburn.

RESOLVED unanimously to award £150.

8.5 MKPA Open play sessions

Cllr Jones proposed that sessions are booked with the MKPA for 2018-19 as in previous years, seconded by Cllr Holley.

RESOLVED unanimously to book 27 sessions for Easter, May half term and the summer holidays.

8.6 Electrical installation inspections

Cllr Exon proposed that the quotation from Raymen & Co is accepted, seconded by Cllr Evans. There were 9 votes for and 1 abstention.

RESOLVED to accept the quotation from Raymen & Co to undertake inspections at both Heelands meeting place and the Parish office.

8.7 Keys, Heelands meeting place

Cllr Evans proposed that the quotation from Brinnick Locksmiths is accepted, seconded by Cllr Davy.

RESOLVED unanimously to accept the quotation from Brinnick Locksmiths for new lock and keys at Heelands meeting place.

9. Waste disposal, Heelands meeting place

Cllr Holley proposed that the contract is terminated with Biffa in the termination window, seconded by Cllr Alexander.

RESOLVED unanimously to terminate the contract with Biffa and set up a new arrangement for waste disposal at Heelands meeting place.

10. Suffolk punch site

Cllr R Bradburn advised that the S106 agreement required minimal correction. Once signed a meeting between the parish council and the developer should take place to discuss the provision of the community facility. An officer from MK Council would attend the first meeting. The parish council would be responsible for furnishing the facility. It was suggested that once the S106 agreement has been signed by the developer a workshop should be arranged for members and an expert in the field to discuss the possible use of the facility and next steps.

11. Planning

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

12. Correspondence

12.1 Community parking scheme 2014-15

It was noted that the parking scheme on Bradwell Common Boulevard would be completed by MK Council by the end of the financial year, 31st March 2018.

12.2 Bradwell Bowls Club

It was noted that a representative from the Bowls Club will be attending the next meeting on 8th January to raise some issues specifically with the removal of a tree. Cllr Alexander asked whether the tree is in the conservation area. Clerk to check.

12.3 Renaissance:CMK workshop, Thursday 15th December
Cllr Holley to attend.

12.4 MK Council open space assessment
Some members noted that amendments were required to the document issued by MK Council, and the deadline for comments had been advised as 20th December. It was agreed that Cllr's Exon, Holley, Gilpin, Alexander and Davy would meet to discuss and submit their comments to MK Council prior to the deadline.

12.5 New premises licence
There were no comments.

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

Cllr Alexander advised that an email communication had been received from Bradwell Sports & Social Club (today) and proposed that the details were considered at a future meeting. There were no objections.

13. New environmental and community matters

- Cllr Jones reported increase in rubbish.
- Cllr Gilpin reported that the new light in Bradwell Common is still not working.
- Cllr Davy advised that the sign on the new play area needs some attention.
- Cllr Davy asked for progress on the Bradwell Common planters. It was agreed for Cllr's Davy and M Bradburn to bring a proposal to a future meeting after discussing with MK Council's landscape officer.
- Cllr M Bradburn reported that the hedge on Blackheath Crescent requires attention.

14. Future events/meetings

- 14.1 MK Council landscaping workshop, Wednesday 20th December. Cllr Holley to attend.
- 14.2 Parishes Forum, Thursday 21st December. Cllr Atkins and Cllr Jones to attend.

15. Confidential item

- 15.1 Members RESOLVED that due to sensitive and confidential information relating to the next item then it is necessary for the press and public to be excluded for the next item.
- 15.2 Confidential item.

16. Next meeting

The next meeting will be held on Monday 8th January 2018 at the parish office.

Signed 8th January 2018

Chairman

Appendix 1

**Schedule of receipts & payments
Parish Council Meeting 4th December 2017**

RECEIPTS – November 2017

£972.93	Various	Heelands Meeting Place hire fees
£499.88	Zurich Insurance	Insurance claim, fire damaged bench
£20.00	Allotment tenant	Rent

PAYMENTS

Net	VAT	Total	Payee	Expense	Pyt method	Pyt date
£57.49	£11.49	£68.98	Argos	New office phone and door bell	d/card	25 Oct
£6.00		£6.00	Tesco	Office sundries, batteries	d/card	6 Nov
£352.15		£352.15	Employees	Groundsmen remuneration	online	10 Nov
£1,773.85		£1,773.85	HMRC	PAYE/NI	online	14 Nov
£96.45	£19.29	£115.74	BT business	Office phone and broadband	DD	18 Nov
£34.24	£1.71	£35.95	CNG	Office gas	DD	20 Nov
£5.33	£1.08	£6.41	EE	Mobile phone	DD	21 Nov
£7.37		£7.37	Post office	Stamps	d/card	21 Nov
£2.00		£2.00	Tesco	Office provisions	d/card	23 Nov
£3,183.85		£3,183.85	Employees	Salaries	online	24 Nov
£6,728.88		£6,728.88	HMRC	PAYE/Employers NI 2014-15, 2015-16 & 2016-17	online	24 Nov
£56.00	£11.20	£67.20	D&I window cleaning	Office and Heelands MP	online	27 Nov
£36.00	£7.20	£43.20	Vision ICT	Email hosting, 2 addresses	online	27 Nov
£18.41	£0.92	£19.33	British Gas	Office, electricity	DD	27 Nov
£66.61		£66.61	Krystal Hygiene	Heelands MP, consumables	d/card	27 Nov
£6.65		£6.65	Tesco	Office provisions	d/card	27 Nov
£17.85		£17.85	Lloyds bank	Bank charges	Deduct	28 Nov
£70.18	£3.51	£73.69	Total Gas and Power	Heelands MP, Gas	DD	29 Nov
£88.68	£17.74	£106.42	Biffa	Heelands MP waste disposal	DD	1 Dec
£350.00	£70.00	£420.00	IAC Audit & Consultancy Ltd	Interim internal audit	online	5 Dec
£58.65	£2.93	£61.58	N Power	Heelands MP electricity	online	5 Dec
£18.90	£3.78	£22.68	Central Spares	Tractor parts	online	5 Dec
£791.76		£791.76	Bucks CC	Employee pensions	online	11 Dec
£392.00	£78.40	£470.40	Marcus Young	Dog & Litter bin contract	online	14 Dec
£2,200.00	£440.00	£2,640.00	Marcus Young	Hedging contract	online	14 Dec
£800.00	£160.00	£960.00	Brinnick Locksmiths	Fireproof filing cabinet	online	TBC
231.00		231.00	MK Council	Office, business rates	DD	2 Jan
121.00		121.00	MK Council	Heelands MP, business rates	DD	2 Jan