



**Minutes of the Bradwell Parish Council meeting
Monday 5th February 2018 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
Mrs K Hill for items 1 - 6
3 members of the public

1. Apologies

None.

2. Declaration of interests

None.

3. Public Open Session

- Mr S Bouffler, Vice-Chair of Heelands Rangers football club, is requesting permission to use Heelands South Field for club matches.
- Ms D Sutton raised 4 issues: the parking bays outside The Countryman need line marking, the steps at the end of Wandsworth Place are dangerous, amenity space near Mayditch Place should be retained as open space, objection to four storey buildings on the Hampstead Gate development.

4. Minutes of previous meetings

The minutes of the meetings held on 8th and 22nd January were declared a true record and signed by Cllr Alexander.

5. Chairman's report

None.

6. Risk management

(Cllr Gilpin left the meeting at this point at 7.50pm and returned at 8.05pm).

Mrs K Hill advised that she had been contracted to prepare a risk assessment schedule that had been circulated to members prior to the meeting with an accompanying report. It was explained that the intention this evening was to highlight the 6 main issues that she felt should be given priority attention by members.

(Mrs Hill left the meeting).

Cllr Alexander explained that the Council needs to adopt a risk management schedule and asked for ideas how to take this forward. Cllr Holley proposed that the schedule presented is adopted, seconded by Cllr Jones. There were no objections.

Cllr Alexander proposed that an additional Council meeting is held to fully consider the risk management report and to begin implementation of measures to comply with legal obligations in line with recommendations and best practice. There were no objections.

7. Finance

7.1 2018-19 precept

Cllr Gilpin proposed that the precept is frozen, seconded by Cllr Exon.

Cllr Davy proposed that the precept is increased by 3%, seconded by Cllr Alexander.

RESOLVED by majority vote to increase the precept by 3%.

7.2 Schedule of receipts and payments

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

The Clerk advised one additional payment: CP Locks £50 plus VAT for consumables.

The Clerk advised emergency spending: First Response £130 plus VAT for clearing blocked drains at Heelands meeting place.

7.3 Grant award to King George's Field, Bradwell Charity

Cllr Alexander proposed that £8,000 is awarded as a grant in order for the charity to meet their obligations in 2018-19, seconded by Cllr Exon.

RESOLVED by majority vote to award £8,000 to King George's Field, Bradwell Charity in the 2018-19 financial year.

7.4 Citizens Advice

Cllr Alexander proposed that members adopt a 3 year agreement with Citizens Advice, seconded by Cllr Holley.

RESOLVED by majority vote to adopt 3 year agreement with Citizens Advice Milton Keynes to commence 1 April 2018.

7.5 Hedging contract

Cllr Jones proposed that the hedging contract is extended with Marcus Young Landscapes until 31 March 2020, seconded by Cllr Holley. There were no objections however Cllr R Bradburn asked that additional quotes are presented in future to ensure best value.

RESOLVED to award contract to Marcus Young Landscapes ending 31 March 2020.

7.6 Newsletter delivery

Agreed to defer this item until a review of the newsletter and its distribution has taken place.

8. Administrative cover in lieu of staff sickness

Cllr Alexander proposed that the temporary arrangement continues and reviewed in 3 months' time, seconded by Cllr Holley.

RESOLVED unanimously to offer Mrs Hill a 3 month extension to the current arrangement.

9. Retention of documents and records management policy

A draft policy had been circulated to members prior to the meeting. Cllr Alexander proposed that members adopt the policy, seconded by Cllr Evans. There were no objections.

RESOLVED to adopt retention of documents and records management policy.

10. Heelands meeting place

Cllr Holley circulated a report following the first meeting of the task and finish group. There is a requirement to find solutions to a number of areas. The toilets are likely to require a major refurbishment as the floor has been scheduled for replacement for some time now and there has been significant water leaks in the toilet areas. The group are next meeting on 20th February. Cllr Gilpin advised that the hire agreement with Twinkle Tots has expired. Cllr Alexander offered the group his assistance if required.

11. Bradwell Common square planters

Cllr M Bradburn advised that she had met with Mr E Darling, landscape officer at MK Council, to discuss the planters and has also awarded £300 for plants from her Ward Cllr budget. It was recognised that MK Council do not have the funds to maintain the planters so it was agreed for the Clerk to write to Mr Darling saying the Parish Council would like to take over the gardening of the planters. Cllr Evans offered to obtain a quotation for weed killing.

12. Development Brief, Hampstead Gate

The consultation draft had been circulated to members prior to the meeting. There were no comments. Cllr Gilpin asked that if the development goes ahead then the Parish Council should try and access S106 funds.

13. Planning

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

14. Correspondence

- The Clerk advised that a letter had been received from a local resident thanking the Parish Council for their support in opposing the planning application at 9 Clapham Place.
- The Clerk advised that a formal complaint has been received and suggested a response was discussed under item 17.

15. Litter bins

Cllr Jones proposed that the Clerk talks to MK Council about replacing the litter bins that were removed from outside Heelands meeting place.

Cllr R Bradburn proposed that the surplus bin is placed outside Heelands meeting place.

Cllr D Evans proposed that the surplus bin is placed on Burnham Drive.

Cllr R Bradburn offered to talk to MK Council about putting a litter bin on Burnham Drive.

16. New environmental and community matters

Cllr Exon advised bollards are missing at the rear of Lynton Close and vehicles are driving on the redway. He has reported the issue to MK Council.

Cllr Gilpin advised that Bradwell Sports & Social Club have agreed to replace the hedging they removed with new shrubbery.

Cllr Alexander advised that parking bollards could be installed on Abbey Lane to prevent verge parking.

17. Confidential item

Members RESOLVED that due to sensitive and confidential information relating to this item then it is necessary for the press and public to be excluded.

18. Next meeting

The next meeting will be held on Monday 5th March 2018 at the Parish office, 21 Glovers Lane.

Signed 20th February 2018

Chairman

Appendix 1

**Schedule of receipts & payments
Parish Council Meeting 5th February 2018**

RECEIPTS

£1,660.19	Various	Heelands Meeting Place hire
£6,321.17	HMRC	VAT 2016-17 refund
£1,375.00	Bradwell S&SC	Quarterly lease fee
£525.73	National Savings	Investment account interest

PAYMENTS

Net	VAT	Total	Payee	Expense	Pyt method	Pyt date
£1,003.44		£1,003.44	HMRC	PAYE/NI	Online	16 Jan
£58.40	£11.68	£70.08	BT business	Office phone and broadband	DD	18 Jan
£439.40		£439.40	Employee	Salary	Online	19 Jan
£2,816.90		£2,816.90	Employees	Salaries	Online	24 Jan
£113.34	£5.67	£119.01	CNG	Office gas	DD	20 Jan
£5.40	£1.08	£6.48	EE	Mobile phone	DD	21 Jan
£56.00	£11.20	£67.20	D&I window cleaning	Office and Heelands MP	Online	22 Jan
£123.18	£24.64	£147.82	Total Gas and Power	Heelands MP, Gas	DD	24 Jan
£390.00		£390.00	Karen Hill	Administrative cover	Online	24 Jan
£280.00		£280.00	Simon Bates	Allotment clearance	Online	26 Jan
£17.71	£0.88	£18.59	British Gas	Office, electricity	DD	26 Jan
£18.17		£18.17	Lloyds bank	Bank charges	Auto	26 Jan
£79.70	£15.94	£95.64	Biffa	Heelands MP waste disposal	DD	30 Jan
£77.90	£3.89	£81.79	E-On	Electricity feeder pillar	DD	31 Jan
£22.79		£22.79	Mrs H Ward	Expenses	Online	6 Feb
£791.76		£791.76	Bucks CC	Employee pensions	Online	9 Feb
£1,026.84		£1,026.84	HMRC	PAYE/NI	Online	9 Feb
£490.00	£98.00	£588.00	Marcus Young	Dog & Litter bin contract	Online	14 Feb
£175.62		£175.62	Wave	Water charges, Heelands MP	DD	15 Feb
£45.79		£45.79	Wave	Water charges, Foster Lane allotments	DD	22 Feb
£39.57		£39.57	Wave	Water charges, Parish office	DD	22 Feb
£31.53		£31.53	Wave	Water charges, Heelands West allotments	DD	22 Feb