



**Minutes of the Bradwell Parish Council meeting  
Monday 5<sup>th</sup> March 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, Cllr J Holley, Cllr J Jones

**In attendance:**

Mrs H Ward, Parish Clerk  
4 members of the public

**1. Apologies**

None.

**2. Declaration of interests**

Cllr J Holley, item 11 as an allotment tenant.  
Cllr H Atkins, item 13 as his son has submitted a quotation.

**3. Public Open Session**

Nothing to report.

**4. Minutes of previous meetings**

The minutes of the meeting held on 20<sup>th</sup> February were proposed as a true record by Cllr Gilpin and seconded by Cllr Exon. The minutes were signed by Cllr Alexander.

**5. Chairman's announcements**

Cllr Alexander apologised that the meeting of the Personnel working group schedule for 9<sup>th</sup> March will need to be rearranged. Dates for an informal meeting for members will be circulated by email.

**6. Finance**

6.1 Bank reconciliation as at 28<sup>th</sup> February 2018  
Noted.

6.2 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 M Bradburn asked for a copy of the invoice from MK Council. Clerk to action.

## **7. Data Protection Policy**

The draft policy had been circulated to members prior to the meeting. Cllr Alexander proposed adopting the policy, seconded by Cllr Gilpin.

RESOLVED unanimously to adopt the data protection policy as drafted.

## **8. Information Technology**

Members considered three proposals for IT support and back up. Cllr Holley proposed that the quotation from Microsmiths is accepted, seconded by Cllr Exon.

RESOLVED unanimously to award the work to Microsmiths.

## **9. Heelands meeting place**

### **9.1 Task & Finish group report**

The report had been circulated to members prior to the meeting. The recommendations were considered in items 9.2 – 9.5 below.

### **9.2 Weekend caretaker**

It was agreed to accept the recommendation from the Task & Finish group to award a 3 month fixed term contract. Cllr Alexander proposed that this is taken forward by the Task and Finish Group, seconded by Cllr Davy.

RESOLVED unanimously to appoint a weekend caretaker on a 3 month fixed term contract.

### **9.3 Expenditure for oven, hob and extractor fans**

It was agreed to accept the recommendation from the Task & Finish group to replace the oven, hob and extractor fans. Cllr Alexander proposed £1,000 expenditure limit for this, and item 9.4, seconded by Cllr Davy.

RESOLVED unanimously to replace the oven, hob, extractor fans and identified maintenance work to be completed over the Easter holidays.

### **9.4 Expenditure for maintenance work**

It was agreed to accept the recommendation from the Task & Finish group to undertake maintenance works over the Easter holidays. Expenditure approved in 9.3.

### **9.5 Toilet refurbishment**

It was agreed to accept the recommendation from the Task & Finish group to refurbish the toilets in the summer holidays. The group will bring back three quotations to a future meeting.

## **10. Communications Working Group**

Cllr Holley proposed that an informal group be set up to consider all council communications.

There was not enough interest to form a group so it was decided that items would be brought on an individual basis to future meetings when required.

## **11. Fosters Lane allotments**

Cllr Holley proposed inviting Fosters Lane allotment tenants to a meeting to explore setting up an allotment association and requires use of Heelands meeting place one evening in March and the Clerk's time in sending out the invitations and taking notes of the meeting. There were 9 votes for and 1 against.

RESOLVED by majority to proceed with a meeting.

**12. Heelands play area improvements**

The recent play area improvements were noted. There are two further potential schemes outstanding 1) PAIS 16-17 fitness equipment proposal – Cllr Gilpin offered to lead on this, and 2) PAIS 17-18 – decision pending from MK Council for match funding.

**13. Bradwell Common square shrub bed maintenance**

Three quotations were presented. It was agreed that Cllr’s M Bradburn, Davy, Evans and Holley would form a group to take this forward.

**14. Planning**

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

**15. Correspondence**

Cllr Evans asked about the digging up of the verge on Bradwell Common Boulevard.

**16. Future events/meetings**

- 16.1 Parishes Forum, 22<sup>nd</sup> March. Cllr Gilpin apologies, Cllr Jones to attend.
- 16.2 B&MKALC Conference, 19<sup>th</sup> April. Cllr Alexander and the Clerk to attend. Cllr M Bradburn may like to attend if a place becomes available.
- 16.3 Annual Elector’s meeting, 23<sup>rd</sup> April. Members made suggestions for possible speakers. The Clerk advised that PCSO Lesley Rogers would be attending.

**17. Next meeting**

The next meeting will be held on Monday 9<sup>th</sup> April 2018 at the Parish office, 21 Glovers Lane.

Signed ..... 9<sup>th</sup> April 2018

Chairman

## Appendix 1

### Schedule of receipts & payments

#### Receipts

£1,363.56	Heelands Meeting Place hire
£300.00	Cllr M Bradburn Ward Budget
£7.99	Reimbursement from Ms J Bryant

#### Payments

Net	VAT	Total	Details	Pyt method	Pyt date
£23.24		£23.24	Stamps	d/card	13 Feb
£27.88	£5.57	£33.45	Heelands meeting place keys	d/card	14 Feb
£60.02	£12.00	£72.02	Office phone and broadband	DD	18 Feb
£170.00		£170.00	Heelands meeting place, disinfecting and jet washing outside space	BACS	19 Feb
£2.60	£0.52	£3.12	2018 office calendars	d/card	19 Feb
£2,500.00	£500.00	£3,000.00	Legal fees	BACS	20 Feb
£40.29	£2.01	£42.30	Office gas	DD	20 Feb
£5.40	£1.08	£6.48	Mobile phone	DD	21 Feb
£125.79	£25.16	£150.95	Heelands meeting place gas	DD	24 Feb
£2.97		£2.97	Heelands meeting place consumables	d/card	24 Feb
£10.97		£10.97	Office equipment	d/card	26 Feb
£9.49	£1.89	£11.38	Office stationery	d/card	26 Feb
£38.30	£1.92	£40.22	Electricity feeder pillar	DD	26 Feb
£18.86	£0.94	£19.80	Office electricity	DD	27 Feb
£70.00	£14.00	£84.00	Office door barrel change	BACS	27 Feb
£56.00	£11.20	£67.20	Office and Heelands meeting place, window cleaning	BACS	28 Feb
£8.45		£8.45	Bank charges	Auto	28 Feb
£2,534.64		£2,534.64	Salaries	BACS	Feb
£94.65	£18.93	£113.58	Heelands meeting place waste disposal	DD	2 Mar
£500.00	£100.00	£600.00	Legal fees	BACS	6 Mar
£70.00		£70.00	Bradwell Common planters weed killing	BACS	6 Mar
£50.00		£50.00	Heelands MP emergency call out	BACS	6 Mar
£802.50		£802.50	Temporary office assistance	BACS	6 Mar
£200.00	£40.00	£240.00	Advice to Cllr M Bradburn	BACS	8 Mar
£617.24		£617.24	Employee pensions	BACS	9 Mar
£867.81		£867.81	PAYE/NI	BACS	9 Mar
£164.28	£8.21	£172.49	Heelands meeting place electricity	BACS	12 Mar
£392.00	£78.40	£470.40	Dog & Litter bin contract	BACS	14 Mar
£56.00	£11.20	£67.20	Office and Heelands meeting place, window cleaning	BACS	28 Mar