



**Minutes of the Bradwell Parish Council meeting
Monday 8th January 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
1 member of the public

1. Apologies

None.

2. Declaration of interests

Cllr Holley declared an interest in item 8.5 as he is the allotment holder to the neighbouring plot.

Cllr Atkins declared an interest in item 11 as trustee and secretary of Bradwell Charities.

Cllr M Bradburn declared an interest in item 11 as trustee and chair of Bradwell Charities.

Cllr Davy declared an interest in item 11 as trustee of Bradwell Charities.

Cllr Jones declared an interest in item 11 as trustee of Bradwell Charities.

3. Public Open Session

Mr R Conway raised 3 concerns – Network Rail, Picnic Bench and Colley Hill pot holes.

The Clerk was asked to write to Network Rail to ask them to make good the damage caused on Abbey Field by their contractors.

4. Minutes of previous meeting

Cllr Davy proposed that 'area' is added to item 6. There being no other changes Cllr Alexander signed the minutes as a true record of the meeting held 4th December 2017.

5. Chairman's report

Cllr Alexander apologised to Cllr Davy for the omission of two items not on this agenda - Bradwell Common planters and internal training budget. Cllr Alexander apologised to all that the meeting to discuss the Open Space assessment had not taken place and that the deadline has now passed.

6. Administrative cover in lieu of staff sickness

Cllr Alexander proposed the temporary appointment of Karen Hill as administrative support. Cllr M Bradburn proposed that this should be a recurring agenda item and agreed at each meeting. There were no objections to either proposal.

7. Weekend caretaking and holiday cover, Heelands meeting place

Cllr Holley advised that he opened and closed the hall on 6th and 7th January and will continue weekend cover for regular hirers in the short term until a new arrangement has been established. The Clerk advised that the hall is at risk and needs a permanent solution for dealing with maintenance, caretaking, cleaning and an emergency response arrangement. The Clerk advised that members need to mitigate the risks and liabilities associated with this asset. It was agreed that this should be a future agenda item. Cllr Gilpin has a contact for possible outsourcing weekend caretaking and will liaise with the Clerk.

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.

The Clerk advised that a cost of £100 had been incurred to clear rubbish from the back yard at Heelands meeting place.

8.3 Repairs at Heelands meeting place and quotation for follow up works.

The note of repairs had been circulated to members prior to the meeting. Cllr Jones proposed that the submitted quotation is accepted, seconded by Cllr Holley. RESOLVED unanimously to accept quotation.

8.4 Gas supply, 21 Glovers Lane

The Clerk advised that the fixed term contract with SBGP expires on 19th January and proposed that a new 2 year agreement is accepted. Cllr R Bradburn suggested that the supply is switched to BULB, he did not know their rates but would send them to the Clerk for consideration.

8.5 Plot 16, Fosters Lane allotments

Cllr Jones proposed that the submitted quotation to clear plot 16 is accepted, seconded by Cllr Alexander. There were 8 votes for the proposal and 2 abstentions. RESOLVED to accept quotation.

9. King George's Field, Bradwell Charity

9.1 2016-17 accounts

The annual accounts had been circulated to trustees and were approved.

9.2 Bank reconciliation

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

9.3 Quotation for replacement net and ropes at Primrose Road play area

Cllr Davy proposed that the submitted quotation is accepted, seconded by Cllr Jones. RESOLVED unanimously to accept quotation.

10. The Barn

The item was deferred pending a meeting with Bradwell Sports & Social Club.

11. Bradwell Relief in Need

The item was deferred in order to seek professional advice on the parish council's position as the administrator for an ecclesiastical charity or for a charity for the relief of poverty.

12. Reports from meetings attended

12.1 Landscaping workshop

The report from Cllr Holley was noted. Cllr Exon did not support expressing an interest in MK Council's landscaping from 2020. Cllr R Bradburn felt the parish council should submit an expression of interest. There were 7 votes for Cllr R Bradburn and 3 votes against. RESOLVED to submit an expression of interest in obtaining information from MK Council on their landscaping and associated costs.

12.2 Renaissance CMK

The report from Cllr Holley was noted.

12.3 Parishes Forum

Cllr Jones provided a summary of the meeting, specifically emergency planning and a reduction in parish grants from 2019. The Clerk offered to circulate the minutes when received.

The Clerk was asked to obtain from MK Council their emergency contingency plans for Bradwell parish.

13. Planning

The schedule of new and decided applications was circulated to members prior to the meeting.

- a. 17/03014/FUL 9 Clapham Place. It was agreed to object to this planning application on insufficient access and parking.
- b. 17/03214/FUL 37 Wisley Avenue. It was agreed to object to this planning application on insufficient parking.
- c. 17/03294/FUL 7 Maidenhead Avenue. It was agreed to object to this planning application on over development of the site.

14. Correspondence

- Cllr Alexander offered to attend the meeting with Bradwell Sports & Social Club. It was agreed that Cllr Gilpin and Cllr Holley would attend with the Clerk. Meeting to take place on Tuesday 16th January, 7.30pm, 21 Glovers Lane.
- Cllr Alexander asked Cllr R Bradburn whether he had any comments on the S106 agreement for the Suffolk punch site. Cllr R Bradburn had no objection to the changes.
- MK Council Mobility Strategy 2018-36
Cllr Holley to attend briefing on Wednesday 7th February.
- Development brief: Hampstead Gate, Bradwell Common
The Clerk advised that she had just been notified of the development brief and will circulate to all members by email. The consultation deadline is 19th February.
- New street lamp, Bradwell Common
The Clerk advised that the fault appears to be the responsibility of Western Power and they are due to repair the fault by the end of the month.

15. New environmental and community matters

- Cllr Jones. Increase in litter.
- Cllr Davy. Litter in bushes by Heelands south field. Cllr Davy to report to MK Council. Clerk to ask if groundsman can help to clear.
- Cllr Evans. Request to install litter bin on Burnham Drive by the bus stop. Cllr Gilpin advised that this should be a future agenda item as there are costs involved.
- Cllr Gilpin. Request for a grit bin on the bridge at Heelands. Clerk to investigate.

16. 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.

17. Next meeting

The next meeting will be the budget meeting to be held on Monday 22nd January 2018 at the parish office, 21 Glovers Lane.

Signed 5th February 2018

Chairman

Appendix 1

**Schedule of receipts & payments
Parish Council Meeting 8th January 2018**

RECEIPTS – December 2017

£2,615.81	Various	Heelands Meeting Place hire
£25.00	Allotment tenant	Plot deposit
£2,155.28	Bradwell S&SC	Quarterly lease fee, and insurance

PAYMENTS

Net	VAT	Total	Payee	Expense	Pyt method	Pyt date
£8.20		£8.20	Post office	Postage	D/card	7 Dec
£150.00		£150.00	Robins CC	Grant	Online	8 Dec
£2,450.00		£2,450.00	BS&SC	Balance of grant	Online	8 Dec
£960.00		£960.00	Bespoke media	Newsletter printing	Online	11 Dec
£2.32		£2.32	Post office	Postage	D/card	14 Dec
£70.74	£14.14	£84.88	BT business	Office phone and broadband	DD	18 Dec
£62.12	£3.11	£65.23	CNG	Office gas	DD	20 Dec
£800.00	£160.00	£960.00	Brinnick Locksmiths	Fireproof filing cabinet	Online	20 Dec
£193.00		£193.00	MK Council	No parking lines	Online	20 Dec
£5.40	£1.08	£6.48	EE	Mobile phone	DD	21 Dec
£56.00	£11.20	£67.20	D&I window cleaning	Office and Heelands MP	Online	22 Dec
£3,298.90		£3,298.90	Employees	Salaries	Online	22 Dec
£103.79	£5.19	£108.98	Total Gas and Power	Heelands MP, Gas	DD	23 Dec
£19.59		£19.59	Lloyds bank	Bank charges	Auto	28 Dec
£300.00	£60.00	£360.00	HR department	HR services	Online	28 Dec
£20.64	£1.03	£21.67	British Gas	Office, electricity	DD	29 Dec
£94.12	£18.82	£112.94	Biffa	Heelands MP waste disposal	DD	2 Jan
£30.00	£6.00	£36.00	West Bletchley Council	GDPR training	Online	9 Jan
£637.50		£637.50	Karen Hill	Administration support	Online	9 Jan
£195.00		£195.00	Simon Bates	Repairs at Heelands meeting place	Online	9 Jan
£791.76		£791.76	Bucks CC	Employee pensions	Online	10 Jan
£219.37	£43.87	£263.24	Brinnick Locksmiths	Lock and keys, Heelands MP	Online	10 Jan
£764.00		£764.00	Mr D H Atkins	Landscape contract	Online	10 Jan
£1,062.64		£1,062.64	HMRC	PAYE/NI	Online	12 Jan
£1,375.00		£1,375.00	MK Council	Office rent Jan to Mar 2018	Online	12 Jan
£392.00	£78.40	£470.40	Marcus Young	Dog & Litter bin contract	Online	12 Jan
£75.00	£15.00	£90.00	Vision ICT	Bi-annual renewal .gov.uk domain registration	Online	19 Jan
£400.00	£80.00	£480.00	Raymen & Co	Electrical safety inspections	TBA	TBA
£360.00	£72.00	£432.00	Expert Security	Alarm and fobs, Heelands MP	TBA	TBA