



**Minutes of the Bradwell Parish Council meeting  
Monday 9<sup>th</sup> April 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 R Exon, Cllr L Gilpin, Cllr J Holley, Cllr J Jones

**In attendance:**

Mrs H Ward, Parish Clerk  
5 members of the public

**1. Apologies**

Cllr Exon would be a little late, arrived during item 3.  
Cllr Evans due to sickness.

**2. Declaration of interests**

Cllr J Holley, item 11 as an allotment tenant.

**3. Public Open Session**

Representations were made from Chief Sam Ezeugwu with regard to the hiring of Heelands Meeting Place and Mr Terry Allen, Chairman of Bradwell Bowls Club.

**4. Minutes of previous meeting**

The minutes of the meeting held on 5<sup>th</sup> March were proposed as a true record by Cllr Holley and seconded by Cllr Jones. The minutes were signed by Cllr Alexander.

**5. Chairman's announcements**

- Milton Keynes Council have organised some drop in sessions to ensure the accuracy of the Open Space assessment maps.
- Bradwell Memorial Hall will be running a Spring Fayre on 21<sup>st</sup> April and a Fun Day on 31<sup>st</sup> May. They wish to use Glebe field and would need to apply for council approval. Cllr Alexander has resigned from the hall committee.
- Cllr Alexander, Cllr Holley and the Clerk will be attending the training day organised by BALC on 19<sup>th</sup> April therefore the office will be closed on that day. There are places available if anyone else would like to attend.
- Parishes Forum
  - Liz Gifford is stepping down
  - Campbell Park Parish Council and Woughton Community Council are working closely together to share services.

- The Parish Partnership Funds are likely to be merged into one fund expected to be called the Community Infrastructure Fund. It is also expected that each Parish will be able to only submit 1 bid.
- It is still not known what financial contribution will be offered to parishes who take on their landscaping. It was suggested that MK Council should supply detailed maps to all parishes.
- The parish council website has had a security update and now has a cookie notice.

## **6. Finance**

### **6.1 Bank reconciliation as at 31<sup>st</sup> March 2018**

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

### **6.2 Schedule of receipts and payments year ending 31<sup>st</sup> March 2018**

The schedule which had been circulated to members prior to the meeting was noted. The Clerk answered a couple of queries from members.

### **6.3 Schedule of monthly receipts and payments**

The schedule had been circulated to members prior to the meeting. The Clerk answered a couple of queries from members. Members consented to the payments. See appendix 1.

### **6.4 Spend approval new office desk and shelving**

It was agreed that the Clerk brings quotes to a future meeting for approval. Cllr Exon suggested that there may be some free desks available from Milton Keynes Council.

### **6.5 Quotation for remedial electrical work**

Cllr Alexander proposed that the quotation from Raymen & Co is accepted, seconded by Cllr Holley. There were no objections.

RESOLVED to accept quotation from Raymen & Co.

### **6.6 Grant request: Bradwell Bowls Club**

It was suggested that the Parish Council purchases an aerator and that the Bowls Club can have access to it. Subject to successful dialogue with the Bowls Club, the Clerk is authorised to spend up to £1,050 on an aerator for joint use by the Parish Council and Bradwell Bowls Club.

## **7. Governance - Schedule of Assets**

The Schedule of Assets as at 31<sup>st</sup> March 2018 had been circulated to members prior to the meeting. The schedule was approved by members and the report to the external auditors noted.

## **8. Personnel**

On behalf of the working group, Cllr Alexander advised:

- The Living Wage to be applied to 2 employees with effect from 1 April 2018.
- Cllr Alexander and Cllr Jones will conduct the Clerk's annual appraisal.
- The group would like to increase opportunities for feedback from employees.
- The Clerk's salary be awarded one incremental scale point to SCP 38 from 1 April 2018.
- The group are meeting tomorrow to review the paperwork for the staffing vacancy, and will proceed with recruitment to the post.
- Karen Hill has reduced her hours and will eventually stop offering administrative support.

- The group plan to meet on a quarterly basis in future and will review membership and terms of reference at the AGM.

There were no objections from members for these actions.

## **9. Administration**

### 9.1 Office lease

The lease for 9 years commencing 1<sup>st</sup> October 2017 was signed by Cllr Alexander and Cllr Gilpin, witnessed by the Clerk.

### 9.2 IT services

The Clerk advised that the IT service had been set up and was in full working order.

## **10. Heelands meeting place**

### 10.1 Task & Finish group report

Cllr Holley advised that the group met on 20<sup>th</sup> March and are pleased with progress. It is expected that the group will wind-up in the next month or so. The kitchen and other maintenance work was completed over Easter and the toilet refurbishment is scheduled for the summer, subject to quotations being presented at the next meeting.

### 10.2 Spend approval for mugs, glasses and replacement crockery

It was agreed for the Clerk to spend up to £100 on glasses and replacement crockery at Heelands Meeting Place and mugs at both the Parish Office and Heelands Meeting Place.

Following representation by Chief Sam Ezeugwu in the public open session, the Chairman asked members to consider whether to 1) uphold the decision by the Clerk to terminate the booking or 2) to give the hirer another chance should they pay what is owed. There were 4 votes for proposal (1) and 4 votes for proposal (2) with one abstention. The Chairman used his casting vote. RESOLVED that the hiring agreement is terminated.

## **11. Fosters Lane allotments**

Cllr Holley advised that the meeting took place as planned on 26<sup>th</sup> March:

- Had around 50% attendance.
- Helen's attendance proved critical. As Clerk, she was able to reiterate the Council's position in terms of priorities and funding.
- With several plot-holders offering active support, we arrived at some achievable goals, and figured how to achieve them.
- We considered the possibility to set up an Allotments Association, but don't feel we are ready for that just yet, nor that we need it to achieve some of the goals that the group identified as most urgent.
- We also want to work with the Peter Baldwin, the Council's Groundsman assistant if possible, to identify issues to bring to the Council in due course.
- Both by working with Peter and by moving forward with a few things ourselves, we shall bring particular topics back to the Council for decision and/or for spending authority. It is not possible at this stage to estimate what kind of spending might be requested, but the attendees are realistic about the kind of amounts, and the type of projects, that the Council would be likely to approve.

**12. Landscaping**

After discussion Cllr Alexander proposed that an Expression of Interest is placed with MK Council for the devolvement of landscaping services, seconded by Cllr Holley. There were no objections. The Clerk was asked to obtain full scale printed maps of the landscape areas within the Parish.

**13. Planning**

The schedule of new and decided applications was circulated to members prior to the meeting. After discussion, it was agreed to request to the planning case officer that application 18/00798/FUL, St Augustine’s Church, Heelands is revised to include additional parking provision.

**14. Correspondence**

- a. It was agreed to ask MK Council for a copy of the S106 agreement for the Community Hall on the Suffolk Punch site now that full planning permission has been granted, and to request a meeting to discuss the next steps. Cllr R Bradburn advised that a condition discharge application is forthcoming so that the car parking is attended to first.
- b. Cllr Exon advised that he had received some minor environmental issues in the village and passed them to the Clerk. Cllr Alexander mentioned that he had also been contacted about them.
- c. Cllr R Bradburn advised that Priory Common School is seeking a governor.

**15. Annual parish meeting**

It was agreed to proceed with the meeting on 23<sup>rd</sup> April at Heelands Meeting Place. To include Chairman’s report, result of the photo competition, update on the community hall, introduction by the new PCSO and to present the annual community award. Cllr Davy offered to take photos of projects delivered by the Parish Council this year to put on display.

**16. Next meetings**

- 16.1 The next meeting will be held on Monday 14<sup>th</sup> May 2018 at the Parish office, 21 Glovers Lane.
- 16.2 Extra meeting, Monday 18<sup>th</sup> June, to include review of the annual governance and accounting statements.
- 16.3 Strategic Review, date and time to be confirmed.

Signed ..... 14<sup>th</sup> May 2018

Chairman

## Appendix 1

### Schedule of receipts & payments, 9<sup>th</sup> April 2018

#### Receipts

£2,058.75	Heelands Meeting Place hire, March
£150.00	Heelands Meeting Place deposits

#### Payments

Net	VAT	Total	Details	Pyt method	Pyt date
£13.44		£13.44	Stamps	d/card	6 Mar
£60.52	£12.10	£72.62	Office phone and broadband	DD	18 Mar
£9.75		£9.75	Keys cuts	d/card	19 Mar
£116.82	£5.84	£122.66	Gas, Office	DD	20 Mar
£5.40	£1.08	£6.48	Mobile phone	DD	21 Mar
£103.50	£20.70	£124.20	Extractor fans, Heelands meeting place	d/card	22 Mar
£280.94		£280.94	Oven and hob, Heelands meeting place	d/card	22 Mar
£10.00		£10.00	Key safe, Heelands meeting place	d/card	23 Mar
£2,559.22		£2,559.22	Salaries	BACS	24 Mar
£1,293.00	£258.60	£1,551.60	IT installation and support	BACS	26 Mar
£26.63	£1.33	£27.96	Electricity, Feeder pillar	DD	26 Mar
£130.64	£26.13	£156.77	Gas, Heelands meeting place	DD	26 Mar
£10.99		£10.99	Keys, Heelands meeting place	d/card	26 Mar
£11.14		£11.14	Printer paper	d/card	26 Mar
£16.48	£0.82	£17.30	Electricity, Office	DD	27 Mar
£56.00	£11.20	£67.20	Window cleaning, Office and Heelands meeting place	BACS	28 Mar
£11.60		£11.60	Bank charges	Auto	28 Mar
£250.00		£250.00	Emergency repair to ladies toilet and cupboard doors, Heelands MP plus installation of bin	BACS	29 Mar
£78.12	£15.62	£93.74	Waste disposal, Heelands meeting place	DD	3 Apr
£21.11		£21.11	Staff expenses	BACS	3 Apr
£3,271.22		£3,271.22	Community Parking scheme 14/15	BACS	3 Apr
£750.00		£750.00	Administrative support	BACS	5 Apr
£685.00		£685.00	Easter works, Heelands meeting place	BACS	5 Apr
£210.00		£210.00	Weekend caretaker, Heelands meeting place	BACS	5 Apr
£1,920.00		£1,920.00	Easter play sessions	BACS	10 Apr
£617.24		£617.24	Employee pensions	BACS	10 Apr
£872.81		£872.81	PAYE/NI	BACS	10 Apr
£29.76	£5.95	£35.71	Cleaning supplies, Heelands meeting place	BACS	10 Apr
£56.00	£11.20	£67.20	Window cleaning, Office and Heelands meeting place	BACS	23 Apr
£1,375.00		£1,375.00	Quarterly lease fee, Office	BACS	23 Apr