



**Minutes of the Bradwell Parish Council meeting
Monday 14th May 2018 at 7.30pm
Parish office, 21 Glovers Lane, Heelands**

Present:

Cllrs James Alexander, Harold Atkins, Marie Bradburn (from item 21), Robin Bradburn (from item 21), Rose Davy, David Evans (from item 5), Rex Exon (from item 21), Leon Gilpin, John Holley and Jenny Jones

In attendance:

Four members of the public
Helen Ward, Clerk to the Council

1. Election of Chairman

It was RESOLVED to elect Cllr Alexander as chairman to the council for the council year 2018-19.

2. Election of Vice-Chair

It was RESOLVED to elect Cllr Gilpin as vice-chairman to the council for the council year 2018-19.

3. Apologies

Apologies for lateness or absence had been received from Cllrs M Bradburn, R Bradburn, Evans and Exon.

4. Declaration of interests

None.

5. Public Open Session

Three allotment tenants referred to water supply problems at the St Lawrence allotments. The Chairman advised that the issue would be considered at the next council meeting.

6. Minutes of previous meeting

It was RESOLVED to approve the minutes of the council meeting held on 9th April 2018 as a correct record.

7. Parishes Forum

It was RESOLVED to appoint Cllrs Atkins and Holley as the council's representatives to MK Council's Parishes Forum for 2018-19.

8. MK Association of Local Councils

It was RESOLVED to appoint Cllr Alexander as the council's representative to MKALC for 2018-19.

9. Personnel working group

It was RESOLVED to approve the revised terms of reference and to appoint Cllrs Alexander, Evans, Holley and Jones as group members.

10. Temporary office cover

Cllr Alexander referenced the final project report from Mrs K Hill and expressed his thanks for the work that had been carried out.

11. Finance

11.1 The bank reconciliation as at 30th April 2018 which had been circulated to members prior to the meeting was noted.

11.2 It was RESOLVED to approve the list of payments made or due to be made since the last council meeting. See appendix 1.

11.3 It was RESOLVED to accept the quotation from Barton Petroleum for red diesel.

12. Privacy Notice

It was RESOLVED to adopt the notice with one amendment, a comma to be removed from the last paragraph on page 2.

13. Asset Management Plan

13.1 It was RESOLVED to adopt the plan.

13.2 A report prepared by Cllr Holley following his visit to the Barn and Storage Container was reviewed.

13.3 It was agreed for Cllr Atkins, Davy and Holley to carry out a full review of the contents in both the Barn and Storage container.

14. General Data Protection Regulation

The Clerk provided an overview for members of the new regulation coming into force on 25th May 2018.

15. Heelands Meeting Place, toilet refurbishment

It was RESOLVED to accept the quotation from Simon Bates Building & Maintenance.

16. St Lawrence churchyard

It was RESOLVED to withdraw the monthly landscaping service.

17. Landscape maintenance

It was RESOLVED to wait for further information from MK Council.

18. Abbey Road landscaping concerns

It was RESOLVED for members to undertake a site visit to understand the problem and bring back a proposal to the next meeting.

19. S106 spend for new community facility

An informal meeting was arranged for Tuesday 5th June at 7.30pm, all members are invited to attend.

20. Planning

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

21. Correspondence

It was noted that Sieve MK have expressed an interest in the Community Foundation land behind Heelands school.

It was agreed for Cllr Holley to attend the next Bradwell Sports & Social Club committee meeting on 3rd June, substituting for Cllr Gilpin who has sent apologies.

22. Future events/meetings

MKALC Tuesday 22 May. Cllrs Alexander and R Bradburn to attend.

Parishes Forum Thursday 14 June. Cllrs Atkins and Holley to attend.

23. Next meeting

Monday 4th June 2018 at the Parish office, 21 Glovers Lane.

A strategic review meeting will be considered at a later date.

Signed 4th June 2018

Chairman

Appendix 1

Receipts

£71,115.00	Precept, first half
£6,374.68	LCTRS, first half
£1,375.00	Bradwell S&SC, first quarter
£2,319.31	Heelands Meeting Place hire
£100.00	Heelands Meeting Place deposits

Payments

Net	VAT	Total	Details	Pyt method	Pyt date
234.00		234.00	Business rates, office	DD	3 Apr
123.00		123.00	Business rates, Heelands MP	DD	3 Apr
6.96		6.96	Stamps	d/card	10 Apr
392.00	78.40	470.40	Dog & Litter bin contract	BACS	16 Apr
60.24	12.04	72.28	Office phone and broadband	DD	18 Apr
62.00		62.00	Mugs and glasses, Heelands MP & office	d/card	19 Apr
6.43		6.43	Annual meeting provisions	d/card	19 Apr
19.10	2.46	51.56	Gas, Office	DD	20 Apr
910.00	174.00	1084.00	Legal fees, office lease	BACS	20 Apr
5.18		5.18	Annual meeting provisions	d/card	20 Apr
5.74	1.15	6.89	Mobile phone	DD	21 Apr
8.49		8.49	Annual meeting provisions	d/card	22 Apr
25.85		25.85	Annual meeting provisions	d/card (cash)	23 Apr
56.67	11.33	68.00	Annual meeting annual award	d/card	23 Apr
50.00		50.00	Annual meeting photo competition award	Cheque	23 Apr
2,682.59		2,682.59	Salaries	BACS	24 Apr
119.40	23.88	143.28	Gas, Heelands meeting place	DD	25 Apr
10.17		10.17	Bank charges	Auto	26 Apr
21.16	1.05	22.21	Electricity, Office	DD	27 Apr
50.00		50.00	Heelands MP hire, deposit refund	BACS	27 Apr
14.15		14.15	Stamps	d/card (cash)	27 Apr
79.70	15.94	95.64	Waste disposal, Heelands meeting place	DD	30 Apr
234.00		234.00	Business rates, Office	DD	1 May
123.00		123.00	Business rates, Heelands MP	DD	1 May
330.00		330.00	Administrative support	BACS	1 May
35.14	1.76	36.90	Electricity, Feeder pillar	DD	2 May
68.49	13.70	82.19	Printer cartridges	d/card	4 May
258.00		258.00	Weekend caretaker, Heelands meeting place	BACS	4 May
100.00		100.00	Heelands MP hire, deposit refund	BACS	8 May
677.09		677.09	Employee pensions	BACS	9 May
900.98		900.98	PAYE/NI	BACS	9 May
939.50	174.00	1,113.50	Legal fees, land at Bradwell Village	BACS	15 May
63.56		63.56	Staff expenses, mileage & annual meeting	BACS	15 May
17.88	3.58	21.46	Cleaning supplies, Heelands meeting place	BACS	15 May
233.00		233.00	SLCC, annual membership	BACS	15 May

40.26		40.26	Water, Heelands meeting place	DD	15 May
56.00	11.20	67.20	Window cleaning, Office and Heelands meeting place	BACS	17 May
490.00	98.00	588.00	Dog & Litter bins, April	BACS	18 May
91.56	18.31	109.87	Tractor spares	BACS	21 May
47.05		47.05	Water, Office	DD	22 May
37.45		37.45	Water, Heelands West allotments	DD	22 May
42.17		42.17	Water, Fosters Lane allotments	DD	22 May
1,318.03		1,318.03	BALC, annual membership	BACS	28 May
85.03	17.01	102.04	Waste disposal, Heelands meeting place	DD	31 May