Minutes of the Bradwell Parish Council meeting
Monday 1 October 2018 at 7.30pm
Parish office, 21 Glovers Lane, Heelands

Present: Cllrs Alexander (Chair), Atkins, Bradburn M, Bradburn R, Evans, Exon, Gilpin & Holley,
Attending: Karen Hill (locum Clerk) 2 members of the public.

1. **Apologies:** Cllrs Jones & Davey (holiday). Apologies accepted. Cllr Gilpin arrived late

2. **Declaration of Members' interests:** None declared

3. **Public speaking time:** Member of the public requested support in principal for initiating a scarecrow trail in Bradwell Village. The members present agreed that this was a community project they would broadly support and asked the member of the public to return to the Council at a later stage with a proposal for the event. Public open forum ended at 7.43pm. The members of the public left.

4. **Minutes of previous meeting and comment on actions from that meeting for noting.**
The minutes of the meeting held on Monday 3rd September 2018 were approved as a true and accurate record and signed by the chair.

Proposed: Cllr Holley Seconded: Cllr Evans
Vote by show of hands unanimous acceptance

Actions: (due to time constraints several actions have not been progressed)
<u>July meeting:</u>
New picnic bench at Abbey Field – still to be actioned
<u>August meeting:</u>
Grant awarded. Cheque processed
<u>September meeting:</u>
MacMillian coffee morning a great success.

5. **Chairman's announcements:**
Diary: Attendance at the MKALC on Thursday
Landscaping: Gang mower needs annual service (static plate warped)

6. **Finance:**

6.1 A list of payments made/due since the last meeting of the council was scrutinised by Cllr Holley and viewed by members present. No issues were raised. Ratified by the members present.
Action: RFO to send out list to all Cllrs prior to meeting

6.2 A basic reconciliation of bank accounts as at 31/08/2018 was not available at the meeting.

6.3 Proposed to approve the temporary appointment of Ms Godden as acting RFO for the Parish Council for 6 months.

Proposed: Cllr Evans Seconded: Cllr Bradburn, R
Vote by show of hands unanimous. Motion passed.
Action: Letter to be sent to Ms Godden with duties as per proposal document.

6.4 Proposed to approve new bank mandate required to allow for temporary RFO Ms J Godden to apply for a debit card for the Parish Council with her as named officer.

Proposed: Cllr Exon Seconded: Cllr Evans
Vote by show of hands unanimous
Action: Clerk to ascertain whether 2 cards could be obtained – yes they can

8.12pm Cllr Gilpin arrived

6.5 Proposed to agree to appoint Kler Associates from 2 October 2018 to handle salaries

Proposed: Cllr Alexander Seconded: Cllr Exon
Vote by show of hands. 1 abstention (Cllr Gilpin as he had just arrived) 7 for. Motion passed

6.6 Appointment of an internal auditor: Deferred until November meeting.
Action: Acting RFO to obtain 3 quotes for 3 year provision

7. No decision. Grant procedure requires a brief presentation and no one representing the club was present. Paperwork needs supporting documentation.
Action: Acting RFO to inform the group. done

8. Staffing matters (non confidential).
8.1 Two applications had been received for interview.

Proposed that the decision on a candidate to fill the position of Clerk be delegated to the Personnel Working Group for ratification by full council at the first available opportunity after appointment or at an extra ordinary 1 agenda item meeting.

Proposed: Cllr Alexander Seconded: Cllr Gilpin
Vote by show of hands. Unanimous. Motion passed

[Timeline suggested: 2 candidates are asked for interview (to take place week commencing 8th October 2018). Candidates recommended for final interview and meeting with full council anytime from 15th October onwards].

8.2 Proposed to secure outside training on Data Protection for all members and staff to be carried out by end December 2018

Proposed: Cllr Gilpin Seconded: Cllr Holley
Vote by show of hands. Unanimous. Motion passed
Action: Clerk to obtain verification from ICO that previous training is acceptable and what proof of training is acceptable.
Action: Clerk to obtain quotes to bring to November meeting for decision for approval

8.3 Purchase of a new printer under emergency spending noted

8.4 Proposed to use a recruitment agency to fill position of clerk should either of the candidates for interview not be suitable for the position.

Proposed: Cllr Bradburn M Seconded: Cllr Holley
Vote by show of hands. Unanimous. Motion passed

9. S106 Langcliffe Drive site update: Cllr Bradburn R requested dates from all Cllrs as to the times they were available for a meeting with Andy Ingram and the chosen Architects on this matter.
On another matter Cllr Bradburn R stated that the planning application for the construction of 4 maisonettes (St Augustines pod) had been approved and that now there would only be 20 car park spaces instead of the mooted 53. Cllr Bradburn R stated that he was hoping to facilitate a meeting between the Church, MKC planners and the Parish Council

10. Planning matters.
Cmk Medical Centre: MK13 8RN. 8/02336/FUL:
36 Abbey Road Bradwell MK13 9AL 18/02284/FUL

Unit 1 Deltic Trade Park Deltic Avenue Rooksley, MK13 8LD. 18/02250/FUL
42 Loughton Road Bradwell MK13 9AE. 18/02213/OUT
Land to West of Deltic Avenue Rooksley: 18/02205/NMA

No objections to any of the planning matters.

11. Landscaping and Environmental matters:

11.1Tree issues in Winterburn:
Action: Clerk to send organise 3 quotes for pollarding higher reaches of the trees.

11.2 Bradwell Conservation Area. Deferred. No quotations received

11.3Bollards for Sports Ground & Conservation area: Visual review carried out.
Action: Clerk to obtain 3 quotes to replace posts identified as well as the side gate posts at Glebe field.

12. Correspondence. Nothing to note.

13. Part 2 section to meeting: It was unanimously agreed to hold a confidential Part 2 of the meeting at which press and the public will be excluded under the Public Bodies (Admission to Meetings) Act 1960 section (2).

Proposed: Cllr Alexander Seconded: Cllr Gilpin
Vote by show of hands. Unanimous. Motion passed

14. Declaration of Members' interests: None declared to items on the Part 2 agenda.

15. Next meeting. Monday, 5th November at 7.30pm at Heelands Meeting Place, Glovers Lane, Heelands

There being no further business to discuss, the meeting closed at 10.20pm