



**Minutes of the Bradwell Parish Council meeting
Monday 4th June 2018 at 7.30pm
Parish office, 21 Glovers Lane, Heelands**

Present:

Cllrs James Alexander, Harold Atkins, Marie Bradburn, Robin Bradburn, Rose Davy, David Evans, Rex Exon (from item 3), Leon Gilpin and Jenny Jones.

Also in attendance:

8 members of the public
Helen Ward, Clerk to the Council
2 representatives from Robins Children's Centre
2 representatives from Conniburrow Children's Centre

1. Apologies

Cllr J Holley.

2. Declaration of interests

Cllr H Atkins as a direct relation to the contractor Mr D Atkins referenced in agenda item 13.

3. Public Speaking Time

A local resident spoke in relation to agenda item 22 where trees overhanging a row of rear gardens require attention. They also have a rat problem possibly resulting from the nearby allotments. (*Cllr R Bradburn offered to liaise directly with the residents of Winterburn reference their vermin problem during agenda item 22).

Another local resident advised that the trees at the front of the same properties also require attention.

Anne Georgiou representing Conniburrow Children's Centre spoke in support of agenda item 15.1.

Fozia Raja and Claire Leonard representing Robins Children's centre spoke in support of agenda item 15.2.

4. Minutes of previous meeting

It was RESOLVED to approve the minutes of the council meeting held on 14th May 2018 as a correct record.

5. Review and adoption of Standing Orders

It was RESOLVED to approve and adopt a revised version of Standing Orders.

6. Review and adoption of Financial Regulations

It was RESOLVED to approve and adopt a revised version of Financial Regulations.

7. Review and adoption of code of conduct

The Code of Conduct was reviewed and adopted with no amendments.

8. Review of Council's and employees' membership of other bodies

Membership of other bodies was reviewed and confirmed with no amendments.

9. Review of Council's complaints procedure

The Complaints procedure was reviewed and adopted with no amendments.

10. Review of Council's procedures for handling requests made under the FOI Act 2000

The Freedom of Information procedure was reviewed and adopted with no amendments.

11. Review of Council's banking arrangements and account signatories

It was RESOLVED to approve Cllrs Alexander, Evans, Exon and Gilpin as Lloyds bank account signatories.

12. Renew by resolution the use of variable direct debit payments

The direct debit mandates were reviewed and approved with no amendments.

13. Review of contractual agreements

Cllr Atkins confirmed his declaration of interest in this item and spoke referencing the end dates of the two landscape contracts with Mr D Atkins. The Clerk would check previous minutes for clarity. Cllr Atkins also queried the area now known as Castle Field. The Chairman advised that Castle and Glebe Field are 2 separate properties and will be regarded as such.

It was RESOLVED to continue with the current contractual arrangements.

14. Financial Matters

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

14.2 It was RESOLVED to approve the insurance arrangement for the year from 10th July 2018.

14.3 It was RESOLVED to reimburse Cllr Davy £217.00 for the purchase of plants.

It was agreed to reimburse Cllr Davy for further expenditure up to £50.00 for the purchase and application of weed killer.

15. Grant requests

15.1 It was RESOLVED to award £160.00 to Conniburrow Children's Centre towards their 10th anniversary event.

15.2 It was RESOLVED to award £350.00 to Robins Children's Centre towards their 10th anniversary event.

16. Personnel Matters

16.1 Members ratified the decision of the interview panel to appoint Mrs J Godden to the position of Assistant to the Clerk, employment to commence 2 July 2018.

16.2 Members agreed to offer Mr T Hull an extension to the existing weekend caretaker contract until 31st August 2018.

17. Public meeting venue and office layout

Item deferred pending a formal proposal.

18. King George’s Field Charity: St Lawrence allotments

It was RESOLVED to ask MK Council to attend to the faulty taps and investigate the leak up to a cost of £200.

Quotations for restorative works for dealing with the leak once the extent of the problem is known will be considered at a future council meeting.

19. Parking concerns, Stokenchurch Place

Cllr Evans advised that MK Council Highways are due to visit the site following a request from Ward Cllr Pauline Wallis. A date for the visit is pending.

20. MK Association of Local Councils

Cllr Alexander apologised for not attending the meeting. Cllr R Bradburn advised that the topics discussed were the Council Tax Relief Fund, the MK Plan, and the 5 year housing land supply.

21. Planning Matters

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

22. Correspondence. Trees at rear of properties, Winterburn, Heelands.

It was agreed to seek advice and quotations to attend to the trees. It was agreed for quotations to be obtained for a full parish tree survey. It was agreed to review the Council’s tree policy.

Other correspondence items were raised by Cllr Exon and Cllr R Bradburn. Cllr Exon had received correspondence regarding the trees at the rear of Ellisgill Court. Cllr R Bradburn had received correspondence regarding the hedges at St Lawrence allotments and full dog waste bin/s.

23. Future meeting schedule

The meeting schedule for the forthcoming year was agreed.
The Chairman reminded members of the informal meeting at 7.30pm on Tuesday 5th June.

24. Next meeting

Full council on Monday 18th June 2018 at the Parish office, 21 Glovers Lane.
The King George’s Field Trustees AGM will follow the public meeting.

Signed 2nd July 2018

Chairman

Appendix 1

Schedule of payments

Net	VAT	Total	Details	Pyt method	Pyt date
58.40	11.68	70.08	BT - Office phone and broadband	DD	18 May
65.64	3.28	68.92	SBGP -Gas, Office	DD	20 May
17.70	0.88	18.58	B Gas - Electricity, Office	DD	25 May
5.74	1.15	6.89	EE - Mobile phone	DD	21 May
28.32	5.66	33.98	Krystal Hygiene - Consumables, Heelands meeting place	BACS	21 May
80.80	4.04	84.84	Total - Gas, Heelands meeting place	DD	23 May
3,072.41		3,072.41	Salaries	BACS	24 May
13.35		13.35	Bank charges	Auto	28 May
234.00		234.00	MKC - Business rates, Office	DD	1 Jun
123.00		123.00	MKC - Business rates, Heelands MP	DD	1 Jun
156.06	7.80	163.86	N Power - Electricity, Heelands meeting place	BACS	3 Jun
TBA		TBA	Mr T Hull - Weekend caretaker, Heelands meeting place	BACS	5 Jun
45.00		45.00	Mrs K Hill, administering interviews and office cover	BACS	5 Jun
9.99	1.99	11.98	Mrs H Ward - Smoke alarms, Heelands MP	BACS	5 Jun
704.19		704.19	Local Government pension scheme	BACS	8 Jun
1,030.15		1,030.15	PAYE/NI	BACS	8 Jun
31.00		31.00	Geoffrey Leaver Solicitors – disbursements for acquisition of Heelands South Field	BACS	11 Jun
960.00		960.00	MKPA, half term play sessions	BACS	12 Jun
56.00	11.20	67.20	D&I - Window cleaning, Office and Heelands meeting place	BACS	14 Jun
2,146.50		2,146.50	MK CAB, April-Sept 2018	BACS	18 Jun
392.00	78.40	470.40	MYL - Dog & Litter bins, May	BACS	18 Jun
265.00		265.00	D Atkins, landscaping contract	BACS	22 Jun
3,529.35		3,529.35	Zurich insurance 10/7/18 – 9/7/19	BACS	25 Jun

King George's Field, Bradwell

90.00		90.00	D Atkins, landscaping contract	BACS	22 Jun
-------	--	-------	--------------------------------	------	--------