



Minutes of an ordinary meeting of Bradwell Parish Council on Monday, 3 December at 7.30pm in the Heelands Meeting Place, Glovers Lane, Heelands.

**Present:** Cllrs Alexander (Chair), Atkins, Bradburn M, Bradburn R, Exon, Davy, Gilpin, & Jones.

Attending: Julie Godden (Clerk) 0 members of the public.

1. **Apologies:** Cllr Evans will be late, Cllr Holley (ill). Apologies accepted.
2. **Declaration of Members' interests:** None declared
3. **Public speaking time:** No members of the public were present
4. **Minutes of previous meeting and comment on actions from that meeting for noting.**  
The minutes of the meeting held on Monday 5 November 2018 were not approved in current form, to be addressed at the next full meeting 7 January 2019.

Cllr Evans joined the meeting at 7.40pm

***Actions: (due to time constraints several actions have not been progressed)***

July meeting:

New picnic bench at Abbey Field – still to be actioned as wrong time of year – Clerk to agenda the item in spring

**5. Chairman's announcements:**

- 1.1 Cllr Alexander reiterated how Councillors should behave at meetings, if anyone does not comply with BPC Standing Orders then they will be asked to apologise, failing that they will be removed from the meeting.
- 1.2 Cllr Alexander thanks those members that attended BSSC opening and all agreed that the recovering of furniture was in keeping with the rest of the existing décor. The subject of the hedge at the back of the field will need to be discussed at further meetings.
- 1.3 Cllr Alexander informed members that the MKC Partnership Scheme has been suspended subject to further clarification.

**6. Finance:**

- 6.1 A list of payments made/due since the last meeting of the council had been sent to members for review. Cllr Bradburn R asked if a water bill for the allotments had been received as yet, it had not. Ratified by the members present.
- 6.2 The Clerk updated members that she now had a debit card and full access to the online banking.
- 6.3 The Clerk informed members that the new payroll supplier Kerr Associates worked very well this month, a lot of work went into setting it up, but it will be much easier going forward.
- 6.4 Members had been sent a Budget outline, Cllr Gilpin asked if the Clerk needed help with the budget for the next meeting Jan 19, she agreed that it would be needed, to be put on the next agenda
- 6.5 The existing Website was discussed and it was agreed to defer it to another meeting as two other quotes would be needed. Dedicated Bradwell PC email addresses were also discussed, but Cllr Bradburn R stated that these are not necessary, more information is needed. Both items deferred

Signed as a true and accurate record

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CHAIRMAN

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**7. Grant Applications:** None received

**8. Staffing matters (non confidential).**

8.1 Cllr Alexander informed members that 9 applications meeting the criteria BPC had stated were received and 5 of those are to be interviewed tomorrow, therefore members were asked to accord delegated power to the PWG to select and appoint 2 candidates after interview.

Proposed: Cllr Gilpin      Seconded: Cllr Evans

Vote by show of hands. Unanimous. Motion passed

8.2 Data Protection training - Members were reminded to complete the online course by the end of December 2018. Cllr Gilpin, Alexander, Bradburn M, Bradburn R, Exon & Atkins all confirmed that they have done the training.

The Office Lone Working Policy and Risk Assessment had been sent to members for review and adoption.

Proposed by Cllr Alexander      Seconded by Cllr Jones

Vote by show of hands. Unanimous. Motion passed

**9. S106 Langcliffe Drive site update:** Cllr Bradburn has arranged a meeting with the quantity surveyors on Thursday 10.00am at the Civic Offices. 3 sets of drawings had been circulated and as many members that can are invited to attend, Paul Keen MKC is the facilitator. Cllr Bradburn also reminded members that the developer's agreement needs to be signed by 4 June 19, even if it takes them two years to build it. He has looked into a Public Works loan through Bucks CC. The PC would have to get approval from MK to then apply for the Public Works loan which takes approx. 7 days to be approved.

Cllr Alexander asked that members be available for an EOM on 17 December as a formal decision will be needed as to which option BPC would like to pursue, along with putting the project into next year's budget, all members agreed.

Cllr Bradburn R will also find out if there is any possibility of a Section 106 extension.

Clerk to Agenda item for EOM meeting 17 Dec 2018.

**10. Planning matters.**

No objections to any of the planning matters.

**11. Landscaping and Environmental matters:**

11.1 Cllr Davy reported that she has 400 – 500 bulbs and if next week's weather is kind, then she would try and get some of the children from the school to help. Cllr Exon also offered to help.

11.2 Cllr Atkins stated that it had been 4 years since the last tree survey and as the Parish has over 400 trees on 5 different sites this needs to be put out to tender.

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Proposed: Cllr Alexander                      Seconded: Cllr Davy

Vote by show of hands. Unanimous. Motion passed

Action: Clerk

11.3 Cllr Davy informed members that people drive very fast along the road near the play area in Bradwell Common, it would be a good idea to warn drivers that it is there. Cllr Gilpin suggested that there may be a reason why there is not already one, also they may have to go on lampposts, and therefore MK Council should be approached.

Proposed by Cllr Davy      Seconded by Cllr Exon

Vote by show of hands. Unanimous. Motion passed

Action: Clerk to contact MK Council Highways Dept.

## 12. Correspondence.

- 12.1 Letter chasing Pond quote – wrong time of year, deferred
- 12.2 Wolverton & Greenleys - Clerk to circulate
- 12.3 Dumped Rubbish complaint – Clerk has informed MK Council

**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 Davy

Vote by show of hands. Unanimous. Motion passed

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

**15. Data access request.** Nothing further has been received

## 16. Legal matters:

Legal advice from the lawyer on submission of new information was discussed. Although councillors had requested a meeting with the lawyer, the response from the lawyer was that the advice submitted in email form would remain the same meeting or no meeting.

Proposed to accept the lawyer's written advice in a recorded vote and for lawyer to respond to claimant.

Proposed: Cllr Alexander                      Seconded: Cllr Jones

Vote by show of hands and individually recorded.

In favour: Cllr Jones, Cllr Gilpin, Cllr Evans, Cllr Alexander, Cllr Davy and Cllr Exon

Against: 0

Abstained: Cllr Bradburn R, Cllr Bradburn M, Cllr Atkins,

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6 for, 0 against, 3 abstentions, Motion passed

Legal staffing matter: Cllr Alexander informed members that all documentation has been passed to MK Council and we are awaiting their advice.

Proposed that a recognition be given to K Hill to show the Council's appreciation of work carried out on a voluntary basis over the past few months. Cllr Bradburn R advised on levels of gift allowable under HMRC rules.

Proposed by Cllr Alexander

Seconded by Cllr Jones

**Action: Clerk to purchase a hamper up to the Value of £75.00**

Cllr Alexander informed members that K Hill has been asked to help facilitate the recruitment day.

**Next meeting.** EOM at 17 December 2018, 7.30pm at Heelands Meeting Place, Glovers Lane, Heelands

There being no further business to discuss, the meeting closed at 21.16pm

Signed as a true and accurate record

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