



Minutes of an ordinary meeting of Bradwell Parish Council on Monday, 5<sup>th</sup> November at 7.30pm in the Heelands Meeting Place, Glovers Lane, Heelands.

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

Attending: Julie Godden (Clerk) Karen Hill (locum Clerk) 5 members of the public.

1. **Apologies:** Cllrs Evans (ill). Apologies accepted.
2. **Declaration of Members' interests:** None declared
3. **Public speaking time:** A member of the public asked if there was any news regarding the St Lawrence Allotment water leakage. Cllr Bradburn R reported that Anglian Water had been on site to install a new meter which had been reset to zero and that the PC had received a refund of £720.00. Going forward the PC need to check the reading and turn the water off for the winter. Public open forum ended at 7.43pm. The member 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 1 October 2018 were approved as a true and accurate record and signed by the chair.

Proposed: Cllr Exon

Seconded: Cllr Alexander

**Minutes of previous meeting and comment on actions from that meeting for noting.**

The minutes of the meeting held on Monday 23 October 2018 were approved as a true and accurate record and signed by the chair.

Proposed: Cllr Davy

Seconded: Cllr Atkins

Vote by show of hands unanimous acceptance

**5. Chairman's announcements:**

Cllr Alexander welcomed the new Clerk Julie Godden to the meeting.

**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. Cllr Bradburn R drew the attention that there was a mistake in the list of payments to J Alexander of £324, it should read £364. The Clerk clarified that this was a refund for a payment made in cash by the Chair to an employee consequent on the temporary suspension of BACS payments, as the employee's banking arrangements did not permit use of cheques and that [this amount] was not VAT-able, contrary to what was indicated on the monthly payments. Ratified by the members present.
- 6.2 The Clerk reported that online banking is now available to the main account, there is still the matter of a debit card outstanding and the change of name on the account for NS & I.
- 6.3 The Clerk reported that G Kler has now been given all the personnel information to enable her to go forward with taking over the administration of staff payroll.
- 6.4 Appointment of an internal auditor IAC was agreed fees are: £350 for a full day, £250 for a half day (both plus VAT). This fee includes travel and out of pocket expenses for a 3 year term

Signed as a true and accurate record

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CHAIRMAN

.....  
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Proposed: Cllr Exon

Seconded: Cllr Davy

Vote by show of hands. Unanimous, motion passed

- 7. Grant Applications:** BSSC applied for two grants, one was withdrawn. The Assistant Treasure presented the application to council with two quotes to upgrade the existing upholstery at the club. The grant would benefit 80% of members that live within the Parish. Proposed to award a grant of £1000.00 towards the cost of upholstery upgrade.

Proposed: Cllr Exon

Seconded: Cllr Alexander

Vote by show of hands. Unanimous. Motion passed

Flintergill Court (FC) applied for a grant for a new wall mounted double oven. The grant will benefit people within the Parish. Cllr Gilpin suggested that the PC could maybe fund some meals in the future for others from the area to attend, an idea for the newsletter going forward. FC, welcomed this idea. Proposed to award £1000.00 towards the cost of purchase and installation of the oven.

Proposed: Cllr Gilpin

Seconded: Cllr Alexander

Vote by show of hands. Unanimous, motion passed

Cllr Alexander thanked the representatives for attending

Action: Clerk

Grant forum ended at 8.15pm. The members submitting the grant applications left.

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

8.1 Cllr Alexander informed members that the working party had met and advertising for an Administration Assistant had gone live on 1 November at SLCC along with the Indeed and the Parish Council websites. Proposed to approve expenditure of £300 to cover the cost of advertising on the SLCC website.

Proposed: Cllr Gilpin

Seconded: Cllr Bradburn R

Vote by show of hands. Unanimous. Motion passed

8.2 The recommendation from the PWG is to recruit 1 permanent and one 6 month fixed contract members of staff @ 15-20 hours each on SPC Scale 18-22, closing date is 23 Nov 18. Proposed that the PWG have the authority to make the choice on whom to invite to interview with all councillors welcome to attend the shortlisting on 26 Nov 19.

Proposed: Cllr Exon

Seconded: Cllr Jones

Vote by show of hands. Unanimous. Motion passed

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8.3 K Hill informed members that the ICO have 2 very good training webinars on their website that are free, this will need to be monitored by the Clerk, and member to please either send a copy of the certificate or screenshot that the course has been completed. Cllr Exon gave the Clerk a copy of the course he had completed for Scouts. **Clerk to send out the link to councillors, course to be completed by the end of December.**

**9. S106 Langcliffe Drive site update:** Cllr Bradburn R said that they had a very good meeting with the architects GSSR who have taken away some ideas and will meet again in two weeks. They were provided with rudimentary drawings and will need to meet with High Street Homes with a ball park figure of the build. Cllr Alexander asked this to be done by the end of the week Cllr R Bradburn agreed.

**10. Planning matters.**

No objections to any of the planning matters.

**11. Landscaping and Environmental matters:**

Cllr Davy reported that she had tidied up the planters and would like to buy some bulbs for the children to plant next week, there is approx. £80 left from the original £300. Cllr Exon said that the PC need to be flexible and proposed an extra £100 to be donated.

Proposed: Cllr Alexander                      Seconded: Cllr Jones

Vote by show of hands. Unanimous. Motion passed

**Action: Clerk**

**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 Holley                      Seconded: Cllr Exon

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.** A further request has been received and is available in the office for anyone to look at. **Clerk will respond to the letter.**

**16. Legal matter.**

Matter 1: All new documentation has been sent to the solicitor and we are awaiting his advice.

Matter 2: Propose to accept passing this matter to MK Council for legal advice.

Cllr Exon proposed                                      Cllr Bradburn M Seconded

Vote by show of hands. 6 in favour, 3 against. Motion passed

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During a heated debate Cllr Bradburn M stated for the record that Cllr Alexander as Chair at the Annual Meeting had had shown bias towards her and broken standing orders by not allowing her appointment to the PWG in her absence.

In response Cllr Alexander stated for the record that all councillors were asked to submit their preferences for membership of working groups for the coming year and Cllr Bradburn M had chosen not to do so. At the time of the vote Cllr Bradburn M was not present at the meeting and with no indication in writing from her of her desire to be on the committee she was therefore not considered.

**Next meeting.** Budget WPG Monday, 19<sup>th</sup> November at 7.30pm at Bradwell Parish Council Office, 21 Glovers Lane, Heelands

There being no further business to discuss, the meeting closed at 21.45pm

Signed as a true and accurate record

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