



Minutes of an ordinary meeting of Bradwell Parish Council on Monday, 13 May 2019 at 7.30pm in the Heelands Meeting Place, Glovers Lane, Heelands.

- ii. Two ladies from Flintergill Court (FC) attended the meeting for a Grant of £1000 for some new tables and chairs at a cost of £891.00, the remaining grant would be used for tablecloths. A breakfast club has started and there is now a need for extra tables.

CLlr Davey asked if there were any people outside of FC that attend the breakfast and lunch clubs?

FC: yes, 7 from Home Ridings, 4 from Bellfounder and a few people from Beanhill.

CLlr Bradburn asked could BPC promote this in their newsletter.

FC – yes if they are given numbers in advance of the clubs as they need to buy and make the meals, all are welcome.

CLlr Gilpin thanked them for coming and asked should they be successful then copies of receipts along with any funds that may be left over are to be sent to the Clerk.

Both applicants then left the meeting

- iii. Jo Astor Duggan, Director & Founder of MK Pride has applied for a £1000 grant towards the H&S at the MK Pride parade. She gave members printed information to include a breakdown of costs regarding the upcoming Parade on 10 August 2019, the event will be publicised digitally and will cost approx. £25K. The parade will be a rolling roadblock and will finish at Fred Roache Gardens, CMK. This year is the 50th Anniversary of the Stonewall riots and this event will help to bring the estimated 1 in 7 marginalised individuals from MK together. BPC can also advertise the event and they will have their logo on any MK Pride printed materials & website, BPC would be welcome to parade alongside MK Pride.

Jo Aston Duggan then left the meeting

Item 29 i:

A member of the public raised his concerns over a meeting regarding Deltic Avenue, where traffic lights were discussed that may help with increased traffic, he thinks that this will just push any extra traffic down through Rooksley as a shortcut, a roundabout would be better.

CLlr Gilpin thanked him for his comments, and they will be noted when discussed later in the meeting.

The gentleman then left the meeting

Parishioner D Atkins (DA) – Various issues:

- DA asked about the bench at Abbey Field that is supposed to have been supplied along with a plaque, what has happened? Plus, the picnic bench needs to be more suitable. CLlr Alexander agreed that this was the case, it will be put on a forthcoming agenda, in the meantime if there are any benches that were deemed suitable please forward them to the Clerk.
- DA also asked what had happened to the Pond clearance? CLlr Gilpin said that this will be investigated and put back on the agenda at some point soon.

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- DA also reported last September that the bollards by the allotments in Abbeyfield and sports ground needed replacing.
Cllr Gilpin stated that this will be investigated put back on the agenda at some point soon.
- D Atkins also said that the fencing & posts at some of the allotments in Fosters Lane is a H & S issue as some of it is encroaching on the ridings.
Cllr Gilpin asked for the complaints to be put in writing to the Clerk for her to deal with.

8. To approve the minutes of the meeting held on Monday 1 April 2019.

The minutes of the meeting held on Monday 1 April 2019 had 3 errors, which were manually corrected and initialled, they were then approved as a true and accurate record and signed by the chair.

Proposed: Cllr Alexander
Vote by show of hands:

Seconded: Cllr Holley
Unanimous: Motion passed

9. To appoint Councillors to represent BPC on Outside Bodies in 2019 – 20:

- Parish Forum representatives – No candidates
- MKALC representatives – Cllr Davey, Cllr Alexander
- Bradwell Sports & Social Club – Cllr Gilpin

10. Review of Committees/working parties 2019 -20:

- Personnel working group - Proposal: To formally regularise the delegation of powers over personnel matters to the personnel working group as a standing committee, meeting at least four times a year. The PWG will bring any financial and appointment decisions to be ratified at full meetings.

Proposed: Cllr Alexander
Vote by show of hands. 5 for, 5 Abstained

Seconded: Cllr Holley
Majority vote: motion passed

WPG to comprise of Cllrs Holley, Alexander, Jones and Gilpin

- Newsletter – these meetings are open for all members to attend

11. Review Policy Documents and adopt any changes

- To approve an amendment to BPC Financial Regulations: Proposal: item 10.g:
When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall strive to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1000 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply

Proposed: Cllr Exon
Vote by show of hands:

Seconded: Cllr Alexander
Unanimous Motion passed

- To review and approve any amendments to BPC Standing Orders - 7b to be amended to now read:

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7b. All councillors shall undertake training in the code of conduct within 6 months of their delivery of their declaration of office and a record of this training is to be kept.

Proposed: Cllr Gilpin
Vote by show of hands:

Seconded: Cllr Alexander
Unanimous: Motion passed

12. Review of Councillor Remuneration – All councillors stated they do not want remuneration

Proposed: Cllr Alexander
Vote by show of hands:

Seconded: Cllr Exon
Unanimous: Motion passed

13. Review the Council's inventory of Lands and Assets

Members had been sent a copy of the inventory done last year of BPC lands and assets, no changes were noted.

14. Arrangement of Meetings for 2019 -20

All dates are acceptable except for May due to Parish Elections this will therefore change to 18th May 2020

15. Finance:

- i. Bank reconciliation as at 30th April 2019 - noted
- ii. Payments made/due since the last meeting of the council – noted
- iii. As per the Auditors recommendations, BPC to formally confirm that the budget for 2019/20 was reviewed at 21/01/19 meeting and BPC set the raise in precept to approx. 3%.

Proposed: Cllr Alexander
Vote by show of hands:

Seconded: Cllr Holley
Unanimous: Motion passed

- iv. As per the Auditors recommendations, BPC to formally confirm & record that the Precept raise for 2019/20 is 2.87% and was sent to MK Council by 1 February 2019.

Proposed: Cllr Exon
Vote by show of hands: 9 for, 1 Abstained

Seconded: Cllr Alexander
Majority vote: Motion passed

MK Councils recorded Precept for BPC Band D is 1.67%, members were interested as to why there is a difference.

Action: Cllr Bradburn said will investigate and send any information on to members.

16. To consider grant applications:

- i. £1000 grant for Twinkle Tots for outside canopy discussed an c/f rom 1/4/19 meeting.

The Insurance company has confirmed that as TT will own the item, they would be responsible for the upkeep of it.

Proposed: Cllr Davey
Vote by show of hands:

Seconded: Cllr Alexander
Unanimous: Motion passed

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II. £1000 grant for Flintergill Court – new tables as discussed earlier in the meeting.

Proposed: Cllr Exon
Vote by show of hands:

Seconded: Cllr Jones
Unanimous: Motion passed

III. £1000 grant for MK Pride – Help towards the H & S costs for 10 August parade as discussed earlier in the meeting.

Proposed: Cllr Jones
Vote by show of hands: 9 for, 1 Abstained

Seconded: Cllr Davey
Majority vote: Motion passed

17. **Grand Union Housing:** No members were able to attend the meeting on 7 May 2019

18. **Staffing matters (non-confidential):** PWG recommend that BPC making K Evans part-time contract position permanent with a 3-month probationary period to commence 1 July 2019, this has already been budgeted for:

Proposed: Cllr Holley
Vote by show of hands:

Seconded: Cllr Alexander
Unanimous: Motion passed

Action: Clerk to issue a new contract

PWG recommend an extra clean for the office and that we ask employing the current cleaner to take this on for an extra 1.5 hours a month (x 12) @ £9.00 an hour = £162.00 pa

Proposed: Cllr Alexander
Vote by show of hands:

Seconded: Cllr Holley
Unanimous: Motion passed

Action: Clerk to arrange the above extra 1.5 hours a month with the cleaner along with the extra salary

TW to take on extra financial duties as a two-check system is needed, to also to cover in case of the Clerks absence, it is therefore recommended to pay two additional points on the pay scale:

- Current hourly rate = £10.16
- New Hourly rate = £10.79
- Annual increase = £655.20

TW's NALC annual increment anniversary is to restart from 1 June 2019.

Proposed: Cllr Bradburn M
Vote by show of hands:

Seconded: Cllr Jones
Unanimous: Motion passed

**Actions: Clerk to issue a new contract
PWG to issue new Job Description**

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Two checks are now needed for the online account as per the auditor's advice, as above TW will administer payments, Clerk & one Cllr will approve. When the Clerk or TW are away then two Cllr members will need to approve. Therefore at least two Councillors will need to be set up for online banking for this system to be implemented.

Proposed Cllr Holley

Seconded Cllr Jones

Vote by show of hands:

Unanimous: Motion passed

Cllrs Gilpin, Alexander and Evans are happy to be online approvers.

Action: Clerk to set up the above councillors for online banking along with TW, to enable the approval process to be set up.

19. **S106 Langcliffe Drive site:** Cllr Bradburn R would like to organise 2 more consultation events as below and to advertise it via a leaflet drop to Bradwell Common, Heelands and Bradwell Village:

13/07/19 Church 11.00am – 12.30pm

15/07/19 Heelands Meeting Place at 7.00pm

A colour leaflet is to be printed and distribution up to a cost of £1000.00

Proposed: Cllr Bradburn

Seconded: Cllr Davey

Vote by show of hands:

Unanimous: Motion passed

Action: Clerk to book HMP, get a leaflet designed and arrange distribution

Cllr Davey suggested having a stand by the shops to discuss the proposed hall, Cllr Bradburn R will liaise with Cllr Davey regarding dates for this.

20. **Proposed Coach Trip:** Members looked at 3 quotes and it was agreed to use Bills Coaches at a cost of £560.00 plus £15.00 parking.

It was also proposed that a nominal fee of £5 would be charged to Parishioners to ensure attendance.

Proposed: Cllr Gilpin

Seconded: Cllr Evans

Vote by show of hands: 9 for, 1 Abstained

Majority vote: Motion passed

Cllr Bradburn R asked that invites are sent to sheltered accommodations in the area first.

Action: Clerk to book coach, create advert/posters and arrange for some of these to be dropped off at the sheltered housing in the area by the end of June

21. Planning matters:

- Bradwell Common Boulevard Bradwell Common Milton Keynes MK13 8BF
 - Ref. No: 19/01122/FUL | Validated: Mon 29 Apr 2019 | Status: Registered
- 1 Linton Close Heelands Milton Keynes MK13 7NR
 - Ref. No: 19/01061/FUL | Validated: Tue 23 Apr 2019 | Status: Registered

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- 22 Ravensgill Court Heelands Milton Keynes MK13 7EX
 - Ref. No: 19/00918/FUL | Validated: Mon 08 Apr 2019 | Status: Registered
- 1 Deltic Avenue Rooksley Milton Keynes MK13 8DL
Ref. No: 19/00899/NMA | Validated: Wed 03 Apr 2019 | Status: Decided
- 11 Gibsons Green Heelands Milton Keynes MK13 7PR
Ref No: 19/01148/FUL: Validated: Wed 01 May 2019: Status: Unknown

No actions

22. Heelands Meeting Place:

- i. Drain survey: c/f no report yet
- ii. Fly infestation: this seems to have cleared
- iii. Locks for kitchen & door cupboards: Quote from Simon Bates to replace approx. 9 kitchen cupboard and door locks @ £240.

Proposed: Cllr Holley
Vote by show of hands:

Seconded: Cllr Alexander
Unanimous: Motion passed

23. Tree Survey: Report – C/F to next meeting

24. Dog & Litter Bins 3-year Contract: Only 2 quotes were available as there are not many contractors in the area.

Marcus Young was the best value at a cost of £7644 pa for a 3-year contract

Proposed: Cllr Alexander
Vote by show of hands:

Seconded: Cllr Exon
Unanimous: Motion passed

25. Parish play area grants: The questionnaire was sent via email to schools last week, no answers as yet, c/f to next meeting

26. Parish Communications:

- i. Update on the progress of the July issue – Cllr Alexander asked to have MK Pride article in the next issue.
Action Clerk to ask MK Pride for some information
- ii. Should BPC have a Facebook page – c/f
Action: Cllrs to look at other sites such as New Bradwell Parish Council and Stony Town Council for the next meeting
- iii. Cllrs online diary – all members would like this facility to be set up
Action: Cllr Alexander to liaise with K Evans to set it up

27. Landscaping and Environmental matters:

- i. Update Warehouse, 1 Deltic Drive – extra traffic, the parishioner's comments earlier were noted. Cllr Exon reported that lorries will be coming off Portway not Danstead Way, also highways do not have to apply for planning permission, but they will consult.
- ii. Replacement bin at Craddock Close – Cllr Bradburn R asked the Clerk to put this on hold as Serco may be replacing the bin
- iii. New bin requested for Burnham Drive to be placed at the bus stop as the litter is getting worse, Parish Council to investigate the option of a bin

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Proposed Cllr Evans
Vote by show of hands: 9 for, 1 Abstained

Seconded: Cllr Holley
Majority vote: Motion passed

Action: Clerk to ask for permission from the land owner and get costs for purchase and installation

- iv. Complaints regarding the traffic slowing measures on Glovers Lane - cars are often parked up to the give way lines – reported to PCSO, but they do not have any powers, but will try and have a chat when on their rounds – information only
- v. Playground Bradwell Common – a new Children Playing sign is to be put up east & west – information only
- vi. Fosters Lane ‘the Heap’ – Sign need to be put up that it is ‘closed’ then removal needs to be investigated.
Action: Cllr Holley will liaise with K Evans
- vii. Mrs K Soal: Request for a memorial bench – This is MK Council land
Action: Clerk to inform Mrs Soal

28. Correspondence:

- i. Parking at the Church – Cllr Bradburn R informed Clerk that he would to bring the matter up with Father Francis of St Augustine’s
Action: Clerk to write as BPC about the complaint
- ii. New garden wall currently being built at 2 Chesham Avenue, Bradwell Common. A wall has been built across the access to the previous (tandem) on plot parking space meaning that 2 Chesham Avenue no longer has any on-plot parking
Action: Clerk to bring it to MK Council planning depts attention and forward to ward councillors

29. Part 2 section to meeting: Proposed to agree 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 Gilpin
Vote by show of hands unanimous acceptance

Seconded: Cllr Alexander

30. Declaration of Members’ interests. To note members declarations of interest in matters on the Part 2 agenda. None

31. To agree a way forward on legal matters:

A letter was given to members to read, this had been sent to the Clerk regarding an ongoing SAR request, as previously discussed the Clerk had already informed the person concerned that the PC have done all they can and that the PC would not be responding to anymore requests. **Information only**

A letter was given to all members to read, this had been sent to the solicitor regarding an ongoing defamation claim, but as per the solicitors previous and current advice is that we should not respond as the matter is closed. Members to agree that this is still to be the way forward:

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Proposed: Cllr Exon

Seconded: Cllr Holley

Vote by show of hands: 7 for, 3 Abstained

Majority vote: Motion passed

Next meeting: Monday, 3 June 2019 at 7.30pm at Heelands Meeting Place, Glovers Lane, Heelands
no further business to discuss, the meeting closed at 21.57pm

Signed as a true and accurate record

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