



Minutes of an ordinary meeting of Bradwell Parish Council on Monday, 10 January 2022 at 7.30pm at Heelands Meeting Place Heelands.

**Present:** Cllrs Gilpin (Chair), Davy, M Bradburn, R Bradburn, Brant, Evan, Exon and Godfrey.

**Attending:** Shelagh Muir (Locum Clerk) & 2 members of the public.

**01/2022/87 Apologies:** Received from Cllrs Alexander and from Cllr R Bradburn for Lateness.

**01/2022/88 Declaration of Members' interests:**

Cllr Brant declared a personal interest at items 6(i) and 7(iii) as his daughter was a student at Summerfield School.

Cllr Exon declared a personal interest at items 6(ii) and 7(iv) as a member of the Scout Movement.

**01/2022/89 (a)** That the Minutes of the Meeting of the 29 November 2021 be agreed.

Proposed: Cllr Exon                      Seconded: Cllr Davy

Vote by show of hands.              Unanimous - Agreed

**(b)** That the Minutes of the Meeting of the 6 December 2021 be agreed.

Proposed: Cllr M Bradburn              Seconded: Cllr Davy

Vote by show of hands.              Unanimous - Agreed

**01/2022/90 Chair's Announcements –**

The Chair announced that Harold Atkins, former Clerk and Councillor and Trustee of the Bradwell Charities had sadly passed away and the Parish Council held a minute's silence.

**01/2022/91 Public Speaking Time**

The Parish Council heard from Peter Stamp (Groundsman) who summarised the condition of the Council's grass cutting equipment and maintenance requirements and asked that the Parish Council investigated purchasing a rotary (tractor) PTO Grass Cutter which was more efficient on uneven ground and would save on annual maintenance costs.

Mr Stamp was asked to investigate a range of suitable options and costs and with his expert view, provide a report to the February Council meeting.

**01/2022/92 To receive applications for Grants from the Parish Council**

**(i) Summerfield School for £245 for Defibrillator Pads and Equipment**

Cllr Brant having declared a personal interest did not take part in the item.

The Parish Council received a written presentation in support of the application for defibrillator pads that could be used by both the community and the school. The Chair clarified that as the application was for less than £250, the Parish Council could approve this without a formal presentation.

Signed as a true and accurate record

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- (ii) **Bradwell Abbey Scout Group £497.32 for Activity Day Equipment**  
Cllr Exon having declared a personal interest did not take part in the item.

The Parish Council received a detailed presentation in support of the request from the Acting Chair of Bradwell Abbey Scout Group and also answered various questions from councillors about the use and demographics of the group.

**01/2022/93 To approve applications for Grants from the Parish Council**

- (i) **Summerfield School for £245 for Defibrillator Pads and Equipment**  
Cllr Brant having declared a personal interest did not take part in the item. Following a discussion, Cllr Evans proposed that the application for £245 be approved.  
Cllr Exon seconded the proposal.  
Vote by show of hands: 6 in favour Unanimous – Proposal Approved.  
**Action: Locum Clerk**
- (ii) **Bradwell Abbey Scout Group for £497.32 for Activity Day Equipment**  
Cllr Exon having declared a personal interest did not take part in the item. Following a discussion, Cllr M Bradburn proposed that the application for £497.32 be approved.  
Cllr Davy seconded the proposal.  
Vote by show of hands: 6 in favour Unanimous – Proposal Approved.  
**Action: Locum Clerk**

**01/2022/94 To Note Payments made and Bank Reconciliations for November and December 2021**

Following a discussion, the Payments Made and Bank Reconciliations for November and December 2021 were noted.

**01/2022/95 To Approve the Parish Precept for 2022-23 from Milton Keynes Council**

The Council noted that the 2022-23 Budget had not yet been approved and therefore the MKC Precept figure could not be approved. Cllr Gilpin (Chair) indicated that an Extra Ordinary Meeting of the Council was required to be held before the MKC deadline for notifying the Precept acceptance, to approve both the 2022-23 Budget and the Precept amount.  
The Council also noted that as the Locum Clerk would be leaving on 20 January 2022, an accountant/professional would be required to be appointed to finalise the budget report. **Action Locum Clerk/ Chair**

Following a discussion, Cllr Gilpin proposed that:

- (a) An accountant/professional be appointed to finalise the budget report; and

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- (b) An Extra-Ordinary Meeting of the Council be held before 31 January 2022 to approve the Budget Report recommendations and the Precept Amount for 2022-23 from Milton Keynes Council.

Cllr Exon seconded the proposal.

Vote by show of hands: 7 in favour Unanimous – Proposal Approved.

At 20.30 Cllr R Bradburn joined the meeting.

**01/2022/96 Feedback from the MKC Parish Forum**

The Council noted that the Chair had attended the MKC Parish Forum which had received a presentation about the MKC Budget proposals and allocations for 2022-23 and an update from Thames Valley Police.

**01/2022/97 To Approve the Community Infrastructure Works for the Abbey Field Pond Works**

Cllr Gilpin (Chair) reported that he, the Parish Council Staff and Cllr M Bradburn had met with Pete Case (Senior Project Officer Newt Conservation Partnership Safety) on site to finalise the works required. Cllr Gilpin commented that he was very impressed with the scale of the works and the value the funding was enabling.

Cllr M Bradburn summarised the project work that had been carried out to date and advised that the Council would receive £250.00 per year from the Newt Conservation Partnership on a 5-year renewable contract.

Cllr Godfrey questioned the protection and relocation of the frogs and newts during the works and Cllr M Bradburn clarified that the Newt Conservation Partnership had undertaken comprehensive surveys and no frogs or newts had been found.

Cllr Gilpin proposed that the Landowner Agreement be signed by the Parish Council in advance of the works commencing.

Cllr Davy seconded the Proposal - Vote by show of hands: 7 in favour and 1 Abstention – Proposal Approved.

**01/2022/98 To consider Planning Applications received as below or after publication of the Agenda**

To consider:

**(a) Application no: 21/03712/TCA**

Proposal: Retrospective application for the various works to trees At: The Old Stables, Vicarage Road, Bradwell, Milton Keynes MK13 9AG. Deadline 28 January 2022

**(b) Applications no: 21/03754/FUL AND 21/03755/LBC**

Proposal: Structural repairs to include repairs to rotten secondary timber elements (eaves plates), splice repairs to bottom of 6no. principal timber posts, removal of existing concrete plinths and replacement with new plinths clad in brickwork, removal of north principal post and plinth and installation

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of new brick wall to north gable (Regulation 3 application). At: The South (Cart) Hovel City Discovery Centre, Alston Drive, Bradwell Abbey, Milton Keynes. Deadline 4 February 2022

**(c). Application 21/03642/FUL**

Proposal: The demolition of an existing Conservatory & erection of a rear ground floor extension and associated internal alterations. At: 70 Stokenchurch Place, Bradwell Common, Milton Keynes MK13 8BY. Deadline 7 February 2022.

No comments were received on the above planning applications.

To note the following:

**(d) Approved with conditions - Planning Application 21/032360/FUL**

At 92 Booker Avenue Bradwell Common erection of new living room extension and part conversion of garage.

**(e) Refused 20/03233/FUL At: 78 Brill Place Bradwell Common Milton Keynes MK13 8LR Approval of details required by condition 4 (Noise Mitigation) of permission.**

**(f) Approved 21/03324/CLUE AT: 171 Bradwell Common**

2. The Council noted that the MKC Draft Central Bletchley Urban Design Framework SPD – Consultation deadline for comments was 31 January 2022. No comments were advised. <https://www.milton-keynes.gov.uk/planning-and-building/draft-central-bletchley-urban-design-framework-supplementary-planning-document>

**01/2022/99 To Receive an update about The Suffolk Punch / New Heelands Meeting Place Project.**

Cllr R Bradburn summarised that the working Group had met remotely with representatives of GSS and MKC to progress the project and advised that:

- The Parish Council would need to re-tender the project as the deadlines for the previous tenders had expired;
- Two Tendering options were considered; the “Framework Method” appeared to be for larger schemes and more expensive;
- K Cook (MKC) had supplied a quote of £600 for MKC to re-tender the scheme and MKC would charge 1% of the construction costs to oversee the tender process, assist with the tender evaluation and deliver the project to completion;
- K O'Connor (GSS) had requested a specification of what the Parish Council required to be included for the build budget that had been advised;
- Indicated that he Working Group finalised the build budget specification and then recommended this to the Parish Council to approve.

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Cllr R Bradburn indicated that the Working Group had also met and their recommendation was that the project should continue and that the Parish Council re-tendered using the MKC Tendering Portal.

Cllr Godfrey indicated that 2 build options were required to be re-tendered:

- Option 1 for a value engineered revised specification fit out of the ground floor and shell of the first floor (to be fitted out at a later date); and
- Option 2 for a value engineered revised specification fit out of the ground floor and first floor fit out.

Cllr Godfrey also stated that delegation of the decision making to appoint external experts to finalise the revised value engineered specifications for the 2 options and the tendering process for the New Heelands Meeting Place should be supervised by the Working Group and reported to the Council noting that the Council required sight of the tender documents.

Cllr Evans requested that the costs be monitored by a qualified accountant.

Following a discussion, Cllr Gilpin proposed that:

- (a) The delegation of the decision making to appoint external experts to finalise the revised value engineered specifications for the 2 options to the Working Group be approved; and
- (b) The tendering process for the New Heelands Meeting Place be supervised by the Working Group and reported to the Council noting that the Council required sight of the tender documents.

Cllr Exon seconded the proposals - Vote by show of hands: Unanimous All in favour - **Action: New Heelands Meeting Place Working Group**

#### **01/2022/100 The Clerks Report.**

1. Dangerous Trees reported to MKC Reference FS366458592 by a resident in Wolsey Gardens Bradwell :

The Locum Clerk requested that the following quote from RTM LANDSCAPES be approved on Health and Safety grounds:

- (a) Sever Ivy from two large Ash trees and remove dead limb  
Remove all dead Elms  
Coppice Ivy covered trees along the fence line  
Remove fallen/ damaged limbs from trees  
Cost £1800+ vat
- (b) 2 large willows on the other side of the park, with numerous split/ fallen limbs and would recommend coppicing both trees, cost £1350+ vat.

Cllr Gilpin proposed that the remedial works be carried out.

Cllr Davy seconded the Proposal - Vote by show of hands: 8 in favour  
Unanimous – Proposal Approved. **Action: Locum Clerk**

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The following items were noted:

2. The Revised Standing Orders, Revised Financial Regulations and the Revised Retention of Documents and Records Management Policy had been circulated to Admin staff and Councillors following the correction of typographical errors.
3. The Citizens Advice Bureau had indicated that they wish to renew and use the Parish Council Offices however they have been asked to submit statistics /KPI's from the previous years before this is proceeded.
4. An Amended Declarations of Interest Form had been received from Cllr Gilpin (Chair).
5. There was a problem with a heating radiator in the Parish Office which had been investigated by a heating engineer and in advance of a report being received, staff were told that the pipework was causing the problem and would need to be re-worked. Once the formal report was received, the Lease with MKC would need to be checked as it could be an MKC Housing responsibility.
6. The Floor Scrubber booked for the Christmas holiday for Heelands Meeting Place has been delayed until February half-term.
7. There is a requirement for a new fridge for Heelands Meeting Place and quotes have been obtained between £184 and £190.
8. Offer of Free Trees from been forwarded to Parish Councils by MKC.

**01/2022/101 To Note Correspondence received:**

The following items of correspondence were noted:

1. Letter of thanks from MKHU for grant funding
2. Local Government Pension Scheme – Important information for Parish and Town Council
3. Audit 2021-22 -List of remote Audit requirements for Phase 1 of the 2021-22 Audit to be submitted remotely to IAC by 21 January 2022 (since the meeting this has been extended to 19 February 2022).
4. 2021 Round-up from YMCA Milton Keynes
5. NALC Model Letters to MP's re Remote Meetings
6. Email from a resident - Parking of commercial vehicles in the Abbey Road recreational ground parking; it was noted that the Locum Clerk was in the process of arranging a site meeting with MKC Highways

**01/2022/102. Part 2 section to meeting:**

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 Davy, Seconded: Cllr Gilpin

Agreed: All In Favour - Unanimous

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### **01/2022/103 Update on Staffing Issues**

The Parish Working Group (PWG) had met in December 2021 and the update from the PWG was noted.

Details of possible Locum Clerks had been given to the Chair

The Weekly Caretaker post had been offered and an acceptance had not yet been received.

Date of Next meeting: EGM (Date to be advised).

Meeting Closed at 09.30pm.

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