



Minutes of an extra ordinary meeting of Bradwell Parish Council on Monday, 7 February 2022 at 7.30pm at Heelands Meeting Place Heelands.

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

Attending: Karen Evans (Assistant Clerk).

02/2022/14 Apologies: Received from Cllrs Alexander and Evans.
Apologies for Cllr Evans' absence were accepted.
Proposed: Cllr Godfrey Seconded: Cllr Exon
Vote by show of hands: Unanimous

02/2022/15 Declaration of Members' interests: None were received.

02/2022/16 That the Minutes of the Meeting of the 10 January 2022 be agreed.
Proposed: Cllr Davey Seconded: Cllr M Bradburn
Vote by show of hands. Unanimous - Agreed

02/2022/17 Chair's Announcements

The pond works are now complete. The contractors will return in March/April time to put up a small fence when they seed the area with wild flowers.

The Annual Electors' Meeting will need to be moved.

02/2022/18 Public speaking time: To receive representations from members of the public on matters on the agenda: None present.

02/2022/19 Notice of Motion

Budgetary Control: The Council has considered its arrangements for regular budget monitoring and for setting its annual budget in line with the Financial Regulations adopted on 6 December 2021

The purpose of the item is to:

- Provide assurance that our processes are in line with our Financial Regulations.
- Ensure that, going forward, councillors have a clear idea about the budgetary picture throughout the year - such as how much has been spent against planned spending on each budget line - to inform our spending and other financial decisions.
- Avoid a situation arising next year, like our meeting earlier this week, where we are considering setting the precept ahead of setting our budget because we have not taken timely decisions to allow a Budget to be set.

There was some discussion regarding this matter and it was proposed that a Working Party for finance and scrutineering be set up to avoid this situation occurring in the future. It was suggested that the budget was monitored quarterly at a minimum.

The Finance Working Party is to consist of Cllrs Gilpin, Brant and to invite Cllr Evans to join them.

Signed as a true and accurate record

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CHAIRMAN

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Proposal: For the Working Party to scrutinise processes and make suggestions

Proposed Cllr Exon Seconded: Cllr Gilpin

Vote by show of hands: 6 in favour and 1 against – Proposal Approved.

02/2022/20 To review the actions from the Audit Report of 2020-21 Audit Report

The Cllrs are still reviewing this document. Each clause was discussed as outlined below. The document is to be continuously reviewed throughout the year.

- i Box B1 & 2: completed and approved 6 December 2021.
- ii Box B3: Locum Clerk from July 2021 to January 2022 was CILCA qualified
- iii Box B4, 5, 6, 7: Financial Regs updated 6 December 2021. To set up a Finance Working Party
- iv Box B8: Cllr Godfrey will check the grant payments whilst we do not have a Clerk in post.
- v Box C1: the council will review this section at the next meeting
- vi Box D1, 2, 3: Working party has been set up to address these issues.
- vii Box E1: The council should be made aware of if there are any debtors.
- viii Box H1: to remove trust assets out of parish council assets.
- ix Box I1: Reviewed by council at council meetings and by Cllr Evans
- x Box L: Noted

02/2022/21 To note payments made and Bank reconciliations for December 2021.

Reviewed at January's meeting.

02/2022/22 To consider Planning Applications received as below and /or after publication of the Agenda.

- (a) Planning Application No 21/01865/FUL 16 Hadley Place – Approved
- (b) Planning Application 21/03553/NMA and 21/03554/NMA 3 Whetstone Close Heelands
- (c) Planning Application 21/02447/FLTN At: Telecommunication Mast Monks Way Alston Drive To V6 Bradwell Abbey Sub Station Milton Keynes: Approved
- (d) Planning Application 21/03195/FUL102 Booker Ave Full: Approved
- (e) Planning 2200122FUL 17 Bransgill and Consultation

No comments on the above planning applications were received.

02/2022/23 The Suffolk Punch / New Heelands Meeting Place Project

- (a) **To receive an update about The Suffolk Punch / New Heelands Meeting Place Project.**

A meeting is to be scheduled.

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02/2022/24 To Note the Clerks Report

- (i) Dangerous Trees reported to Cllr R Bradburn. MKC Reference FS366458592 by a resident in Wolsey Gardens Bradwell.
RTM LANDSCAPES have investigated with Peter Stamp and the recommended works were completed on 26/27 January (these works did not include the Wolsey Garden tree). **Work completed 26/27 January 2022.**
- (ii) Grant Applications approved 10 January 2022 **Actioned**
- (iii) Update from Peter Stamp on Tractor Replacement: **No update available**
- (iv) Litter picking: 25 March – 10 April 2022. Keep Britain Tidy. **Assistant Clerk to arrange a date with Peter Baldwin**
- (v) MKPA and other activities for the summer: **Assistant Clerk to arrange a programme within the budget agreed last year.**

02/2022/25 To Note Correspondence received.

The following items of correspondence were noted:

- (i) Local cycling and walking infrastructure Plan (LCWIP)
- (ii) Jubilee: There was some discussion about Jubilee celebrations. To ask the local organisations whether they are planning anything: Bradwell Abbey, Bradwell Memorial Hall. A local resident on Bradwell Common may be organising something. Cllr Davy to find out. It was mentioned that the last Jubilee celebration was held on the Glebe Field with Bradwell Memorial Hall. MK Council are creating a booklet on street parties. The parish council may be able to help towards the funding of Jubilee events but can't give a grant to individual people.
Action: Assistant Clerk will put something on the parish website and Facebook page regarding financial help towards funds for Jubilee events
- (iii) KGF: The office has received an email regarding the KGF charity accounts which had not been submitted. Unfortunately, due to ongoing problems we are currently unable to submit them. Cllr Gilpin is working to resolve this issue. Cllr Gilpin reminded the meeting that all councillors are KGF trustees.

02/2022/26 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 Gilpin Seconded: Cllr Exon
Agreed: All In Favour - Unanimous

02/2022/27 To receive an update from the Personnel Working Group Meeting of 24 January 2022.

The parish received an application for the Clerk's post. There was some discussion about hours and suitability. It was agreed that the Clerk's post would be offered to the applicant. The applicant would be able to take up the post sometime during March 2022. Proposal: Offer up to 32 hours on SCP 30 on satisfactory references.

Proposed: Cllr Gilpin Seconded: Cllr Godfrey
Agreed: All In Favour - Unanimous

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SLCC has found a suitable short term Locum Clerk. It was decided to move forward with an interim Locum Clerk to assist with transition.

Proposal: to offer the maximum of 15 hours per week for a minimum of two months.

Proposed: Cllr Gilpin Seconded: Cllr Davy

Agreed: All In Favour - Unanimous

Date of Next meeting: 7 March 2022

Meeting Closed at 09.05pm.

DRAFT

Signed as a true and accurate record

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