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

Present: Cllrs Gilpin (Chair), Evans, Exon, M Bradburn, R Bradburn, Davy and Brant
Attending: Kate Houlihan (Locum Clerk).

03/2022/28. Apologies

Apologies were received from Cllr Godfrey and Cllr Alexander
The apologies were noted.

03/2022/29. Declaration of Members' interests:

Cllr Evans declared a personal interest in item 03/2022/36 application 22/00156/FUL 11 Booker Drive.
Cllr Brant declared an interest in item 03/2022/38 Community Champion awards.

03/2022/30. That the Minutes of the Extraordinary Parish Council Meeting held on 24 January 2022 be agreed.

Proposed: Cllr Davey Seconded: Cllr Evans
Vote by show of hands. 6 in favour 1 abstention - Agreed

03/2022/31. That the Minutes of the Parish Council Meeting held on 7 February 2022 be agreed.

Proposed: Cllr Brant Seconded: Cllr Davey
Vote by show of hands. 6 in favour 1 abstention - Agreed

03/2022/32. Chair's Announcements

The Chairman noted that the Annual Electors meeting would take place on 23rd May

03/2022/33. Public speaking time: To receive representations from members of the public on matters on the agenda.
NONE

03/2022/34. Finance Reports:

a. **Budget Review:** To review progress against the 2021/22 budget to the end of January 2022.

The Locum Clerk presented the report.


It was noted that the coding in the budget report was not consistent with the codes used on Rialtas and it was agreed that the Finance Working Group would review this.

It was noted that for the financial year 2022/23 the costs of caretaking staff would be shown again Heelands Meeting Place rather than under staff costs to give a more accurate reflection of the cost of running the building.

Cllr R Bradburn asked that the locum clerk look into the costs of solicitor's fees over the last five years.

RESOLVED to note the report.

Councillors: Gilpin, Alexander, M Bradburn, R. Bradburn, Brant, Davy, Evans, Exon and Godfrey

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b. Risk Assessment: To review and approve the councils Financial Risk Assessment

Members reviewed the risk assessment as presented and the following observations were made:

- Items F4 and F9 could be merged.
- Item A4: the risk of loss of any external hard drive was very small.
- The risk of poor Records Management would be mitigated through having a qualified clerk and through maintaining an audit trail of document changes.
- Item F15:-Best Value risks could be further assessed by asking the internal auditor to review this as part of the 2022/2023 audit.

Subject to these revisions it was agreed to approve the risk assessment.

Proposed: Cllr Brant Seconded: Cllr Gilpin

Vote by show of hands. Unanimous - Agreed

c. Finance Working Group: To receive a report from the Finance Working Group

Cllr Gilpin summarised the conclusions of the Finance Working Group:

- The council should set dates in advance for the four meetings each financial year when budget will be reviewed.
- The way in which internal scrutiny is carried out should be changed and perhaps carried out before meetings.
- Forecasting needs to extend beyond the next financial year and include a medium-term forecast.
- The council needs to be clearer about their objectives within the budget meeting.
- A review of bank signatories for all accounts needs to be undertaken
- The payment list presented at council meetings needs to be clearer.

The report was noted.

d. Bank Reconciliation: To receive the bank reconciliation for January 2022

RESOLVED to note the reconciliation.

e. Payments Lists: To receive and approve the payments lists

Members reviewed the payment list and Cllr Evans answered members questions thereon. Following discussion, it was...

Proposed: Cllr M Bradburn Seconded: Cllr Gilpin

Vote by show of hands. Unanimous - Agreed

Councillors: Gilpin, Alexander, M Bradburn, R. Bradburn, Brant, Davy, Evans, Exon and Godfrey

A handwritten signature in black ink, appearing to be 'M Bradburn'.

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03/2022/35. New Heelands Meeting Place Project: To receive an update from the New Heelands Meeting Place Working Group and approve actions.

Cllr Bradburn summarised the proposal for Milton Keynes Council to support the tendering process for the new community building. The cost of their support would be £600 + 1% of the build cost.

Proposed: Cllr R Bradburn Seconded: Cllr Gilpin
Vote by show of hands. Unanimous – Agreed

The locum clerk proposed that the council urgently clarify the VAT position for the new building prior to incurring any build costs and advised that it would be appropriate to seek professional written advice on the matter. The Parkinson Partnership LLP were known as the sector specialists on VAT. The cost of initial advice was estimated at £500.

Proposed: Cllr Gilpin Seconded: Cllr M Bradburn
Vote by show of hands. Unanimous – Agreed

03/2022/36. To consider Planning Applications received as below:

21/03593/FUL | The erection of a proposed detached bungalow with rear dormer loft conversion and front roof light | 103 Langcliffe Drive Heelands Milton Keynes MK13 7LB

The council had no comments to make.

22/00156/FUL | The erection of a two-storey side and rear extension and single storey rear extension and garage conversion | 11 Booker Avenue Bradwell Common Milton Keynes MK13 8AY

Cllr Evans proposed that the council ^{object} on the grounds of overdevelopment of the site.

Proposed: Cllr D Evans Seconded: NONE
As there was no seconder the motion fell.

22/00148/FUL | The erection of a single storey front and side extension | 1 Ormsgill Court Heelands Milton Keynes MK13 7PZ

The council had no comments to make.

22/00045/FUL | The installation of 1 no. new BT Street Hub, incorporating 2 no. digital 75" LCD advert screens, and associated BT phone kiosk removal | Pavement Outside of 316 Midsummer Boulevard 316 Midsummer Boulevard Central Milton Keynes Milton Keynes MK9 2

The council had no comments to make.

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03/2022/37. Replacement Dog Bin To consider a replacing a dog bin, close to tennis courts near the brook, at a cost of approximately £130+ vat.

Members considered the information provided by the contractor and it was agreed to replace the bin.

Proposed: Cllr Davy Seconded: Cllr M Bradburn
Vote by show of hands. 6 in favour 1 abstention - Agreed

03/2022/38. Community Award Nominations: To review and consider the nominees

Cllr Brant did not take part in this item and did not vote.

Members considered the Community Award nominations, and it was proposed to award Min Chun a £50 voucher in acknowledgment of her work in the community. And to award Brian Fisher and Joe Downard a £25 voucher each for their work maintaining the churchyard.

Proposed: Cllr M Bradburn Seconded: Cllr Davy
Vote by show of hands. 6 in favour 1 abstention - Agreed


03/2022/39. Photo Competition: To review entries and agree a winner of the 2022 photo competition.

Members considered the entries and entry number 10 was proposed as the winner.

Proposed: Cllr Gilpin Seconded: Cllr M Bradburn
Vote by show of hands. 6 in favour 1 abstention - Agreed

03/2022/40. Citizens Advice Bureau (CAB) – To consider re-starting the CAB service at Bradwell Parish Council offices
Deferred as more information was needed.

03/2022/41. Community Planting Project-Summerfield School – To receive information from Cllr Davy and to consider any actions.

Cllr Davy asked if she could arrange some planting with Summerfield School again as in previous years. The cost would be £50 £100 

Proposed: Cllr Gilpin Seconded: Cllr Exon
Vote by show of hands. Unanimous - Agreed

03/2022/42. Jubilee Update-To receive a verbal update on community plans to celebrate Her Majesty the Queens Platinum Jubilee.

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Cllr Bradburn advised that MKC may distribute funds to parish councils to support jubilee events.

Cllr Davy asked that through social media the council ask local groups to contact the council if they are planning events and need support.

Noted

03/2022/43. King Georges Field: To consider any further tree works that may be required.

Cllr Bradburn explained that following a site visit with residents a tree needed to be removed at a cost of £310.

Proposed: Cllr Exon Seconded: Cllr R Bradburn
Vote by show of hands. Unanimous - Agreed

03/2022/44. To Note Correspondence received and to consider any response required.

• **MK Council: Draft Housing Allocation Scheme**
NOTED

• **MK Land Availability Assessment Draft Methodology Consultation and Call for Sites**
NOTED

03/2022/45. Exclusion of the Press and Public: *Resolution to exclude the press and public due to the confidential nature of the business to be transacted. under the Public Bodies (Admission to Meetings) Act 1960 section (2).*

03/2022/46. To receive the revised NJC pay scales and action as appropriate

The Clerk explained that some staff are employed on nationally approved pay scales. The pay scales are reviewed annually and if appropriate an inflationary % is applied across the scales.

Any increase is the outcome of negotiation between employers and trade unions, (parish councils aren't directly involved) The negotiations for the 2021/2022 review have only just been concluded. The agreement is that a 1.75% increase is applied across all payscales backdated to the 1st April 2021.

RESOLVED to note that the 1.75% pay increase be applied to staff salaries as appropriate, backdated to 1 April 2021.

Date of Next meeting: Monday, 4 April 2022

Councillors: Gilpin, Alexander, M Bradburn, R. Bradburn, Brant, Davy, Evans, Exon and Godfrey

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