



Minutes of a meeting of Bradwell Parish Council on Monday, 4 April 2022 at 7.30pm at Heelands Meeting Place Heelands.

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

**Attending:** Kate Houlihan (Locum Clerk).

1. **Apologies:** To receive and note apologies from members unable to attend the meeting.  
Apologies were received from Cllr Alexander  
**The apology was noted.**
2. **Declaration of interests:** Councillors to declare any personal or pecuniary interest they may have in respect of any items on the agenda.  
**NONE**
3. **Public participation:** For any resident of the parish to raise any issue, petition, question or concern (10 minutes or by consent of the Chair).  
**NONE**
4. **Minutes of the last two Full Council Meetings:** To approve as an accurate record Minutes of the Meeting of 07 March 2022 and Minutes of the extraordinary Meeting of 24 March 2022

**RESOLVED that the minutes of the meeting held on 7 March 2022 be approved as a true record subject to:**

- i) **Minor typographical amendments**
- ii) **That item 03/2022/41 be amended to read “the cost would be £100**

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

**RESOLVED that the minutes of the meeting held on 24 March 2022 be approved as a true record subject to:**

- i) **The wording “ and a review of the governance arrangements for the King George’s Field trust is undertaken”.**

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

5. **Internal Interim Audit Report for current financial year:** To note recommended actions and comments of the internal auditor.

Members expressed disappointment at the number of issues raised in the report. It was agreed that the Internal Auditor had referred to obsolete Financial Regulations. Members also questioned the auditor’s comments regarding the notice regarding the dates set for the Exercise of Public Rights. Members were confident that this notice had been published in line with the guidelines.

The Locum Clerk will write to HMRC regarding claim for employers allowance

RESOLVED that the Locum Clerk would investigate both of these issues and raise with the internal auditor as appropriate. The report was noted

6. **Policies 2022:** To consider for adoption the following policies and procedures;

- Risk Management Scheme: DEFERRED
- Code of Conduct, DEFERRED
- Data Protection, DEFERRED
- Health And Safety, DEFERRED
- Document Retention, DEFERRED
- Privacy DEFERRED
- Disciplinary and Grievance  
**Adopt as tabled-Proposed Gilpin, Seconded R Bradburn - Unanimous**
- Freedom of Information  
**Adopt as tabled-Proposed M Bradburn, Seconded R Davy – Unanimous**
- Lone Working.  
**Adopt as tabled-Proposed Gilpin, Seconded Davy – Unanimous**  
**RESOLVED that the Clerk be asked to make recommendations to the Finance and Staffing Committee:**
  - i) for managing public access to the office.
  - ii) for risk assessing the competence of staff carrying out high risk activities such as mowing/groundswork.
- Sickness and Absence  
Adopt as amended. **Proposed M Bradburn, Seconded R Davy – Unanimous**  
**RESOLVED that the Finance and Staffing Committee be asked to review the contractual arrangements for staff on zero hours contracts:**

7. **Payroll Provider:** To consider change of Payroll provider.  
**Members reviewed the report of the Clerk and following discussion it was...**  
RESOLVED to appoint Connolly Accountants and Business Advisors as the council's payroll provider.  
**Proposed Godfrey, Seconded Exon – Unanimous**
8. **Finance and Staffing Committee:** To form a Finance and Staffing Committee, and approve the Terms of Reference.  
**Amend –** Membership will be five, substitutions to be allowed.  
**Members –** Evans, Gilpin, Brant, Godfrey, Davy – substitute M Bradburn  
**Proposed Gilpin, Seconded Exon -unanimous**
9. **Building Survey fee Quotes:** To consider quotes for building quotes (see paper attached), as part of due diligence prior to taking on responsibility for the building.  
**RESOLVED to appoint Stockton and Bradley at a cost of £1980+vat**  
**Proposed Godfrey, Seconded Gilpin - unanimous**
10. **Citizen's Advice Bureau:** To consider re-starting this fortnightly at cost of £4,295 for 12 months.  
**Clerk to make arrangements with CAB. But also ask for monitoring information.**  
**Approved Proposed R Bradburn, Seconded Gilpin unanimous**
11. **Planning Applications:** Councillors to consider making representation to MKC on any planning applications

- A) Application no: 22/00680/TC Proposal: Notification of intention to T1 & T2 (Leyland Cypress) - remove to ground level as part of site renovations At: Manor Farm  
Vicarage Road Bradwell Milton Keynes MK13 9AG  
NO COMMENTS
- B) Application no: 22/00688/FUL Proposal: Change of use from a 5-bedroom dwelling (Use Class C3) to a 5-bedroom dwelling HMO (Use Class C4) (Retrospective) At: 164  
Bradwell Common Boulevard Bradwell Common Milton Keynes MK13 8BE  
**OBJECT on the grounds of:**  
Over concentration of HMO's in the are  
Loss of amenity for family homes in the area  
The application is contrary to the adopted HMO SPD  
Proposed Brant Seconded Godfrey – 1 abstention

**Date and time of next meeting:** Monday 09 May 2022 at 7:30pm

