



**Minutes of the Annual Meeting of the Parish Council held on Monday 09 May 2022 at 7.30pm at the Heelands Meeting Place at 21 Glovers Lane, MK13 7LW.**

**Councillors Present:** Leon Gilpin (in the Chair), James Alexander, Marie Bradburn, Robin Bradburn, Peter Brant, Rosey Davy, Rob Exon, Caroline Godfrey  
**Staff:** Philip Farquharson  
**Members of the public:** 4

**FC01/22 Election of Chair:** Nominations were sought. Cllr Gilpin was proposed and seconded, but wished it be known that he did not intend on running for Chair the following year. A vote was held.

Those in favour: 7  
Against: 0  
Abstain: 1

**Action:** Cllr Gilpin was elected Chair of the Parish Council for the year until the Annual Meeting in May 2023.

**FC02/22 Declaration of Office:** The Chair signed the declaration of office form.

**FC03/22 Election of Vice-Chair:** Nominations were sought. Cllr Davy was proposed and seconded, but wished it be known that this was she did not intend on running for ~~Vice~~ Chair the following year. A vote was held.

Those in favour: 8  
Against: 0  
Abstain: 0

**Action:** Cllr Davy was elected Vice-Chair of the Parish Council until the Annual Meeting in May 2023

**FC04/22 Declaration of Office:** The Vice-Chair signed the declaration of office form.

**FC05/22 Apologies:** An apology for absence had been received from Cllr Evans and this was approved.

**FC06/22 Declaration of interests:** The following interests were declared:

- Cllr Davy declared an interest in items FC20/22 and FC21/22 on the agenda in that she was a member of the Heelands Allotment Association.
- Cllr Godfrey for agenda item FC18/22 in that she was Chair of the MKPA
- Cllr Exon for agenda item FC23/22 in that he was in Planning at MKC

**FC07/22 Public participation:** It was on the agenda for any resident of the parish to raise any issue, petition, question or concern (for 10 minutes or by consent of the Chair). There were three members of the public who were members of the Allotment Association in Heelands, and they were present to comment on agenda items FC20/22

and FC21/22, where a draft agreement between the Parish Council and the Association had been compiled by the Clerk and suggested amendments had been received from the Association. In summary the amendments were to request:

- An arbitration clause in the event of dispute
- No amendments to the agreement within the year
- The Parish Council to maintain the boundaries
- To be able to apply for a grant notwithstanding the agreement

The members of the public present, representing the Association, brought to the Council's attention that managing the site saves the Parish Council time and therefore money. And that allotment sites generally are cost-negative activities.

The Association representatives brought to the Council's attention that the Parish Council had previously paid for the bridge over the culvert to be repaired.

Councillors commented that they wished to ensure rent was fair across all the allotment sites, if they were going to take financial responsibility for the maintenance of the boundaries. <sup>+Subsidy</sup> RD

The Chair moved to discuss items FC20/22 and FC21/22 whilst members of the Heelands Allotment Association were present at the meeting.

#### **FC20/22 Glover Lane Association Allotments Agreement:**

**Action:** After the discussion (see above), it was agreed **the Association Chair would enquire as to more reasonably priced availability of a mediator** with the National Allotment Society, and **the Clerk would find out the rent/metre** across the Parish's existing allotments, to make sure the four were broadly aligned across the Parish.

**FC21/22 Glovers Lane Association Allotment costs:** It was on the agenda to consider for approval in principle the work required to remove the fallen tree, replace sleepers at entrance, and insure the site, until the abovementioned agreement begins on 30 September 2022.

**Action:** it was agreed to maintain the existing course of action which was: to lobby MKC officials to remove the tree (the Clerk would continue to liaise with ward Councillors helping him on this), the Clerk would endeavour to get permission from MKC to remove the sleepers at the access bridge. Regarding insurance, the Association confirmed they could afford to insure the site, and would endeavour to do so swiftly.

Three members of the public left the meeting at this time (8:25pm).

#### **FC08/22 Minutes of the last Full Council Meeting:**

**Action:** Minutes of the Meeting held on 04 April 2022 were approved as an accurate record of the Proceedings of the Meeting, with minor spelling mistakes amended, and were signed by the Chair.

#### **FC09/22 Payments:**

**Action:** The current bank balance of £157k and savings account balance of £114k was noted. The monthly payment schedule of payments made since the last meeting was approved. The Clerk was thanked for putting this together to help improve on transparency in financial procedures, on a monthly basis.

#### **FC10/22 Finance Report:**



**Action:** Income and expenditure variances to budget for the year ending 31 March 2022 was noted. It was noted income received was £22k over budget and expenditure was £4k under budget resulting in a movement to reserves of £26k. At the end of the last financial year the carry forward in the current account was £90k with £114k in the savings account. It was agreed to align the NS and I savings account with the Parish's emrs (ear marked reserves), and to move emrs 323 to 336 into 321, increasing the reserve for the Suffolk Punch Community Hall project.

#### **FC11/22 General Power of Competence:**

**Action:** It was noted by formal resolution that the Council met the criteria for the General Power of Competence, of having over two thirds of the Councillors elected and the Clerk qualified, and that the Council therefore held the General Power of Competence.

#### **FC12/22 Calendar of Meetings for 2022-2023:**

**Action:** A schedule of meetings for the year ahead was agreed.

#### **FC13/22 Policies and Procedures 2022:**

After minor amendments, the following documents and policies were adopted:

- Financial Regulations
- Code of Conduct
- Standing Orders
- The Asset register
- Risk Management Scheme (to include the Suffolk Punch project and the Bradwell Community Centre CAT project)
- Data Protection
- Privacy Policy
- Equality
- Training and Development

The Investment Policy and the Document Retention Policy were referred to the Finance and Staffing Committee (who were scheduled to meet the following week), for further scrutiny before being brought back to the Full Council for adoption.

#### **FC14/22 Review and agree Parish Council representation on external bodies for the council year 2022/23, or to discontinue representation, for the following:**

1. Milton Keynes Parish forum: Cllrs Alexander and Gilpin would represent the Parish on this forum.
2. Milton Keynes Association of Local Councils: Cllr Alexander agreed to act as representative.

#### **FC15/22 Review and agree the following subscriptions to other bodies 2022/23:**

**Action:** It was resolved to remain members of the following advisory bodies:

1. Bucks and Milton Keynes Association of Local Councils (B&MKALC), which includes membership to NALC.
2. Society for Local Council Clerks (SLCC)
3. MKALC

**FC16/22 Review and agree the appointment of members and substitute members.** It was on the agenda, following standing order (see standing order 5.j) to

review members on existing committees and working groups for 2022/23, and consider dissolving any committees and working groups (see standing order 5.j) as follows:

1. Suffolk Punch sub-committee.
2. Personnel Working Group

**Action:** The Suffolk Punch sub-committee terms of reference were approved, with the addition of an item at the top to state that the sub-committee was for undertaking research and meeting with relevant third parties for the purpose of the Suffolk Punch Community Centre project only. Members of the sub-committee were agreed as: Cllrs Bradburn, both Marie and Robin, Davy, Gilpin, Exon and Godfrey.

A vote was held to dissolve the Personnel Working group, noting the work had been largely subsumed into the Finance and Staffing Committee.

In favour: 8  
Against: 0  
Abstain: 0

#### **FC17/22 MKDonsset:**

**Action:** Councillors approved at the cost of £250 for 5 sessions at the Heelands FC sports ground and use of facilities at cost of £600.

#### **FC18/22 MKPA summer sessions:**

**Action:** Councillors resolved to approve 15 sessions over the summer at cost of £400 each which totals £6,000.

#### **FC19/22 Basketball:**

**Action:** Councillors resolved to approve the cost of £675 for 5 weeks as provided by 5onit and use of facilities included in cost at item FC17/22.

#### **FC22/22 Tennis Club grant feedback:**

**Action:** Feedback on use of grant moneys was noted.

**FC23/22 Planning Applications:** Councillors to consider making representation to MKC on any planning applications (pages 14-25).

- A) 22/00875/FUL Demolition of existing porch and erection of a single storey side & rear extension and conversion of garage to form wet room. 3 Simons Lea, Bradwell, Milton Keynes, MK13 9BZ

**Action:** It was resolved not to object to this application.

- B) 22/00827/TCA Notification of intention to - Yew tree (1) - remove failed 7m limb, Group of Cypress trees (x4) (2, 3, 4, 5) - sectional felt close to ground level, Yew tree (6) - remove failed 5m limb, Chestnut stump (7) - reduce height from 7.4m to 3.7m and Lime trees (x3) (8, 9, 10) - sectional felt close



to ground level. Bradwell House, 44 Loughton Road, Bradwell, Milton Keynes, MK13 9AE,

**Action:** It was resolved to object to this application, on the grounds that; the lime trees in particular were within the conservation area, they were within the curtilage of a listed building, and that they were a community asset. The Clerk agreed to submit the objection on the MKC portal based on these grounds.

C) Application no: 22/00148/FUL Proposal: The erection of a single storey front and side extension to facilitate an annexe At: 1 Ormsgill Court Heelands Milton Keynes MK13 7PZ


**Action:** It was resolved not to object to this application.

D) Application no: 22/00677/FUL Proposal: Change of use from a 5-bedroom dwelling (Use Class C3) to a 5-bedroom dwelling HMO (Use Class C4) (Retrospective) At: 37 Mitcham Place Bradwell Common Milton Keynes MK13 8BX

**Action:** It was resolved to object to this retrospective application and the Clerk would submit a letter of objection on the MKC portal.

**FC24/22 Items for the Next Agenda:** To note that all members must notify the Clerk of any items for the agenda in accordance with the timeframes as set out in the Parish Council's Standing Orders.

**Date and time of next meeting:** Monday 06 June 2022 at 7:30pm at the Heelands Meeting Place.

A handwritten signature in black ink, appearing to read 'R. Dawy', is written diagonally across the page.