



**Minutes of the Annual Meeting of the Full Council held on Monday 15 May 2023
at 7.30pm at the Heelands Meeting Place on Glovers Lane in Heelands,
MK13 7LW.**

Councillors Present: Gilpin (in the Chair), Alexander, Davy, Evans and Godfrey
Staff Present: Philip Farquharson (Clerk)
Members of the public: 13

FC01/23 Election of Chair: Nominations were sought. Cllr Gilpin was proposed and seconded and the vote was unanimously in favour and therefore Cllr Gilpin was elected to the post of Chair until the May 2024 Annual Meeting.

FC02/23 Declaration of Office: The Chair signed the declaration of office form.

FC03/23 Election of Vice-Chair: Nominations were sought. Cllr Brant was proposed and seconded and the vote was unanimously in favour and therefore Cllr Brant was elected to the Chair until the May 2024 Annual Meeting.

FC04/23 Declaration of Office: The Vice-Chair would sign the form after the meeting.

FC05/23 Apologies: Apologies for absence had been received from Cllr Brant for work related travel abroad. This was voted on and met with unanimous approval. It was resolved therefore to accept the apology.

FC06/23 Declaration of interests: Councillor Godfrey declared an interest in item FC22/23 and would abstain from voting and not take part in discussion for that agenda item.

FC174/23 Public participation: It was on the agenda for any resident of the parish to raise any issue, petition, question or concern. The following matters were raised:

- The proposed use of The Barn off Primrose Road in Bradwell Village. A Certificate of Lawfulness for the proposed change of use from a dwellinghouse (Class C3) to a children's home accommodating four children/young persons at any time and receiving care under the supervision of qualified residential childcare practitioners had been decided upon by Planning at MKCC and a decision issued on 19 January 2023, from an application validated on 21 September 2022. Members of the public raised their concern over the change of use and considered it would increase anti-social behaviour in Bradwell Village. Parish Councillors requested that this be added to the next agenda for more formal consideration.

- Financial support to the Bradwell Bowls Club in Bradwell Village, in relation to agenda item FC20/23.
- The summer fete outside St Lawrence Church, for which a representative from the Church Council in support of the grant application at FC18/23 was present.
- the support to Conniburrow Children's Centre, a representative was present regarding agenda item FC17/23
- a new dog bin in Heelands. A member of the public was present to request one. Cllr Davy requested this item went on the next FC agenda.

FC08/23 Minutes of the last Full Council Meeting:

Action: It was resolved to approve as an accurate record the Minutes of the Meeting held on 24 April 2023, and these were signed by the Chair for the Council's records.

FC09/23 Payments: The current bank balance at the time the agenda was published was £100,751 and savings account balance of £14,821. This was noted and the monthly schedule of payments made since the last meeting was approved. The Clerk updated that the CCLA moneys held in the Public Sector Deposit Fund monthly income would transfer directly into the current account at the beginning of every month.

FC10/23 Internal audit report:

Action: It was noted there were no recommended actions and the Clerk was thanked for instigating and maintaining excellent systems of internal control and financial management.

FC11/23 Annual Return and Governance Statement:

Action: The Governance Statement and Annual Return were approved by resolution and signed by the Chair and Clerk for submission to the external auditors.

FC12/23 Calendar of Meetings for 2023-2024:

Action: The schedule of meetings for the year ahead was approved, confirming the date of the next Finance and Staffing Committee would be held on Monday 17 July and this would be uploaded to the Parish Council website for members of the public to see when and where meetings would be held over the next 12 months.

FC13/23 CCTV and Privacy Policy:

Action: The policies were adopted, with minor amendments.

FC14/23 Review and agree Parish Council representation on external bodies for the council year 2023/24, or to discontinue representation, for the following:

1. Milton Keynes Parish forum.

Cllrs Gilpin and Godfrey would be the Parish Council's representation for this organization, and the Clerk would inform the Programme Manager for Parish and Town Councils across the Borough of MK.

2. Milton Keynes Association of Local Councils.

Cllr Alexander would be the Parish Council's representative for this organization.

It was noted Cllr Godfrey was the Parish Council's representative on the BSSC Committee.

FC15/23 Review and agree the following subscriptions to other bodies 2023/24 including:

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

Action: A motion was tabled to continue membership of the organizations for the current year. This met with unanimous approval and so the memberships would be renewed.

FC16/23 Review and agree the appointment of members and substitute members (see standing order 4.4.iv) to existing committees and working groups for 2023/24 (summary attached), and consider dissolving any committees and working groups (see standing order 4) as follows:

1. Finance and Staffing Committee.

Minor amendments to the terms of reference were made.

Membership was agreed as: Cllrs Alexander, Brant, Davy, Evans, Gilpin and Godfrey.

2. Newsletter Committee.

The Clerk recommended forming a Committee to manage this and had provided a draft Terms of Reference. A motion was tabled to form a working group, including communications more broadly (website and facebook content), and to include all competitions and awards so that recommendations could be passed to Full Council.

This met with unanimous approval and the Terms of Reference were adopted for the Newsletter, Communications and Awards Working Party.

Membership for the current year was agreed as: Cllrs Alexander, Davy and Exon.

3. Suffolk Punch Working Group.

A motion was tabled to dissolve the Suffolk Punch Working Group. This met with unanimous approval and the working group was dissolved.

FC17/23 Grant application from the Friends of Conniburrow School for £270:

A motion was proposed and seconded to give £270 as requested:

Those in favour: 4

Those against: 1

Action: The motion carried and the Clerk would make the payment.

FC18/23 Grant application from the St Lawrence Church 800 Council:

A motion was proposed and seconded to give £1,000 as requested for the summer fete:

Those in favour: 4

Those against: 1

Action: The motion carried and the Clerk would make the payment.

FC19/23 Exclusion of the Press and Public: In view of the confidential nature of the business about to be transacted over the next two agenda items, and in accordance with the Public Bodies (Admission to Meetings) Act 1960, the Chair temporarily excluded members of the public.

FC20/23 Bradwell Bowls Club financial support: It was on the agenda to note Bowls Club member contributions to the Club and consider contributing to the cost of the Green maintenance of £5,000 per annum.

Action: No motion was tabled instead the Clerk was requested to seek quotes for fire safety and electrical upgrade and report back in due course to Full Council with the quotes.

FC21/23 BSSC (Bradwell Sports and Social Club) finances and building condition responsibility: It was on the agenda to consider an interim level of rent and to pay for an electrical upgrade of the property.

Action: It was resolved the Parish Council would pay for the electrical upgrade and the Clerk would acquire quotes and revert back to Full Council to select a contractor to do the required work. Rent was agreed at £4,000 per annum for an interim period and a level of repayment for rent not received during covid of £400 per quarter was also agreed.

FC22/23 MKPA summer sessions: It was on the agenda to note the increased cost of sessions to £440 each and book sessions over the summer at total cost of £9,240.

A motion was proposed to note the increased cost of sessions to £440 each and book 15 sessions rather than 18 sessions over the summer at the reduced cost of £6,600.

Those in favour: 3

Those against: 1

Those who abstained from voting: 1

Action: The motion carried and it was resolved therefore to book in 15 sessions.

FC23/23 Basketball: It was on the agenda to consider for approval two sessions per week over 6 weeks at cost of £785 as provided by 5onit and use of facilities (another £600).

A motion was proposed to approve 6 sessions in total and not 12, and the cost of facility use:

Those in favour: 2

Those against: 3

The motion failed.

A motion was proposed to approve 12 sessions:

Those in favour: 4

Those against: 1

Action: The motion carried and it was resolved to approve 12 sessions and associated cost for use of facilities.

Date and time of next meetings: Parish Electors' Meeting Monday 22 May at 7pm, Full Council Monday 05 June 2023 at 7:30pm at the Heelands Meeting Place.

The Meeting was declared **closed** at 10:45pm.