



Minutes of an ordinary virtual meeting via Zoom of Bradwell Parish Council on Monday, 1 June 2020 at 7.30pm

**Present:** Cllrs Gilpin, (Chair), Bradburn R, Bradburn M, Holley, Atkins, Exon, Alexander, Jones, Evans & Davy.

**Attending:** Julie Godden (Clerk), Karen Evans (Assistant Clerk) 2 members of the public

1. **Apologies:** None

2. **Declaration of Members' interests:** None

3. **Public Speaking Time:** N/A

4. **Minutes of previous meeting and comment on actions from that meeting for noting:**

Cllr Alexandra noted that there was an agenda item that mentions changing the Standing Orders with regard to large Grants at the AM, but as this meeting has not happened due to Covid-19, this need to go onto the next Agenda.

Cllr Gilpin thanked Cllr Alexander and stated that the Standing Orders along with the Financial Regulations will be sent out for any amendments at the July meeting.

Minutes of the meeting held on Monday 3 March 2020 were agreed.

Proposed: Cllr Alexander

Seconded: Cllr Jones

Vote by show of hands:

Unanimous: Motion passed

5. **Landscaping and Environmental matters:**

- i. Parking issues at Stainton Drive – Cllr Gilpin went to view the area and agreed with residents that there is an ongoing problem with people driving down a path behind their property, unfortunately it is not the PC's land, he asked if a Ward Councillor could take this up with MK Council. Cllr Bradburn R said he would look into the matter and perhaps a key bollard could be installed.
- ii. Complaint about Abbey Road Conservation Area; All members thought that the stones were not impeding anyone's use of the Redway and that the Redway is not BPC Land, however, it was agreed that any notices/pictures should be removed and those of good repair can be placed in the noticeboard.  
**Action: Clerk to ask Peter Baldwin to remove pictures/notices and place in the noticeboards.**
- iii. Overhanging tree from allotments – request that it is cut back. Cllr Gilpin looked at the area and it is not causing a problem to the property. Cllrs Bradburn R & M went to look and agreed/  
**Action: Clerk to write to complainant and inform them that the tree will not be cut back.**
- iv. Purchase of a hand mower - request from Peter Stamp  
Proposal is for petrol/diesel hand mower up to the value of £300.00 to be stored in the Barn

Proposed: Cllr Exon

Seconded: Cllr Holley

Vote by show of hands:

Unanimous: Motion passed

**Action: Clerk to inform P Stamp and ask for the make and model and ask if he is happy for it to be delivered to his home address.**

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- v. Peter Baldwin - request for a larger bin by the Cricket pitch in Bradwell Village. Cllrs agreed that this is an ongoing problem and a larger bin would be of use.  
**Action: Clerk to get costs for a larger bin to include the emptying of it**
- vi. Ray Brown – request to video – all members agreed  
**Action: Clerk to inform Ray Brown of BPC’s decision**
- vii. Cleaning/replacement of road signs update. Clerk informed members that they have had some positive response via Facebook along with some negative. A note is being made of any signs that need replacing and they will be reported to MK Council. This item will also be added to the online newsletter.
- viii. Unauthorised removal of trees and shrubbery from the Parish Council land adjoining 1 Atterbrook, top entrance to the Glebe Field, some trees have been cut down and may or may not be the new residents. Cllr Alexander asked that a polite letter is sent informing the new residents that this is BPC land and that we will be replacing the trees. Cllr Alexander to also let the Clerk know what type of trees were then to get cost for replacements. All members agreed to this course of action.
- ix. Removal of trees without necessary consents within the Bradwell conservation area near the Grove and behind the Victoria Inn car park, to be reported to MK Council. All members agreed to this course of action.

**6. To consider grant applications:**

- a) Food Bank - £1675 = 100 food parcels: c/f as a Representative to attend next month as the application needed to be amended to BPC’s limit of £1,000
- b) Flintergill Ct- £990 upright freezer & Shed: Sally (Sheltered Housing Officer) attended the meeting and asked for a grant for the purchase of a shed to store all the complexes garden tools and a freezer to allow them to store more food for various functions. Cllr Gilpin asked if there were a preference, what would it be, Sally asked that it would be the shed.

Cllr Gilpin thanked Sally for attending and that she was welcome to leave the meeting if she so wished and that she will be informed of BPC’s decision later in the week. Sally then left the meeting/

- c) BMH = £5,000 for floor & window renovation: A representative did not attend, to be invited next month as the Financial regulations need to be amended as this will come under large grants. c/f  
**Action: Clerk to send out Financial Regs & SO for review at next meeting.**
- d) Tennis Club = £1000 for advertising, coaching fees and equipment: Martin Clark (Chair) from Old Bradwell Tennis Club gave a presentation regarding their request for £1,000 to help them get more members from the area, there are 36 out of 57 Parishioner members, they particularly would like more members from Heelands and Bradwell Common. This would be for the purchase of children’s racquets; a leaflet drops for the Parish area only along with funding a FOC trial session with a coach for new members.

Cllr Gilpin thanked Martin for attending and asked that they forward any information they would like to be put on the BPC website and newsletter to the Clerk. He also informed them that BPC’s decision will be given via email later in the week. David then left the meeting.

**7. Chairman’s announcements:** The Ride on mower was disposed of to the Scouts over the weekend for a cost of £200 as previously agreed and it has been repaired/serviced and used.

Cllr Gilpin informed members that due to new legislation & Covid-19 that there will be no AGM and that all members current offices will roll over until next year unless anyone wishes to stand down,

Cllr Gilpin also made Councillors aware that the play in Craddock Close refurbishment match funded by BPC with MK Council has been completed and looks lovely.

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- 8. New Hall Project @ Langcliffe Drive:** Clerk reported that Andy Irving has not sent a reply regarding the increase in fees, Cllr Bradburn R informed members that the reason for this is due to redundancy. The Architects GSS Architectural, Chris Chapman sent Cllr Bradburn R and email to say they are still keen to go ahead with the project and could take up the Project Management of the scheme. Cllr Bradburn R has nearly completed the Public Works Loan, but needs October's minutes as they are not on the website and confirmation of the amount BPC are applying for.

The increased amount for PM & Architectural service increased by £1500, taking the amount up to £26,500.

Proposed: Cllr Alexander  
Vote by show of hands:

Seconded: Cllr Davy  
Unanimous: Motion passed

**Action: Clerk to send requested documentation to Cllr Bradburn R & check Financial regs for limits**

- 9. HMP:** Cllr Bradburn M asked that the office to put in place Covid-19 warnings along with a new form for lettings for future users, to go onto next month's agenda for review.

- i. Decorating quotes were looked at and Perfect Colours at a cost of £3,545.00 was the most reasonable.

Proposed: Cllr Holley  
Vote by show of hands:

Seconded: Cllr Jones  
5 for, 1 against, 4 abstained  
Majority decision: Motion passed

- ii. Hand sanitiser quotes, due to the volatile market prices and availability changing daily, a £200.00 budget was proposed.

Proposed: Cllr Gilpin  
Vote by show of hands:

Seconded: Cllr Bradburn M  
Unanimous: Motion passed

- iii. Air freshener quote 3-year contract @ £ 66.04 excl vat pa  
£7.14 one off charge excl vat

Proposed: Cllr Alexander  
Vote by show of hands:

Seconded: Cllr Holley  
8 for, 2 against  
Majority decision: Motion passed

- 10. Landscaping Contract Working Group:**

**Action: Clerk to arrange a meeting date and invite Cllr Gilpin, Holley & Davy**

- 11. Children's Parish Activities for 2020-2021:** A list was given to members for information as attached, all dependent on Government restrictions.

- 12. To agree Meeting Dates 2020-2021:** All meeting dates as attached were agreed with one amendment

**Action: Clerk to revised documents and redistribute to members**

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### 13. Finance:

- i. Payments: To review a list of payments made/due since the last meeting of the council: annex 1  
All members agreed that the attached were agreed

- ii. Grant Application decisions

Grant b: Flintergill Ct- £990 upright freezer & Shed

Cllr R Davy left the meeting at 20.54

Proposed: Cllr Bradburn R

Seconded: Cllr Alexander

Vote by show of hands:

9 – 0 Unanimous: Motion passed

Grant d: Tennis Club - £1000 for advertising, coaching fees and equipment

Proposed: Cllr Bradburn M

Seconded: Cllr Exon

Vote by show of hands:

9 – 0 Unanimous: Motion passed

- iii. BSSC & Bowls Club: It was agreed to remove charges due to closure of premises due to Covid-19 pandemic as below:

Bowls Club = £275.00

Proposed: Cllr Gilpin

Seconded: Cllr Bradburn M

Vote by show of hands:

9 – 0 Unanimous: Motion passed

BSSC = £1402.50

Proposed: Cllr Gilpin

Seconded: Cllr Bradburn M

Vote by show of hands:

9 – 0 Unanimous: Motion passed

Cllr R Davy returned to the meeting at 21.08

- iv. Zurich Insurance =. £3606.31:

the schedule had been sent out and it was agreed that the cost & cover were acceptable. Cllr Gilpin asked that we perhaps look at other providers in future. The Office had tried to do this last year, but did not manage to get any other provider, the office had also asked other PC's who they used, it was Zurich.

### 14. Planning Matters:

- i. 20/01073/FUL: 4 Rylstone Close Heelands Milton Keynes MK13 7QT: Retrospective Planning Permission for part conversion of the garage to form part of the first floor flat at the property (Re-submission of 19/01728/FUL)  
Residents have objected, Ward Councillors have been contacted, it is retrospective application

Action: Clerk to write to MK Council and submit our objections due to the retrospective and repeat application which was refused due to the inconsistency to the street scene in a small cul de sac of larger family homes. There is also a history of previous breaches of planning regulations and there are still issues outstanding.

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- ii. Certificate of lawfulness for a proposed single storey rear extension  
196 Arncliffe Drive Heelands Milton Keynes MK13 7QF  
Ref. No: 20/00780/CLUP | Validated: Thu 19 Mar 2020 | Status: Approved
- iii. Proposed part garage conversion, internal alterations and first floor side extension (re-submission of 19/01427/FUL)  
Nhyira House 16 Booker Avenue Bradwell Common Milton Keynes MK13 8AR  
Ref. No: 20/00654/FUL | Validated: Thu 12 Mar 2020 | Status: Refused
- iv. Two storey side extension: 9 Clapham Place Bradwell Common Milton Keynes MK13 8ES  
Ref. No: 20/00509/FUL | Validated: Mon 23 Mar 2020 | Status: Application Permitted

**15. PWG:** Minutes of meeting Update and ratification of staff annual increment increases and Laptop purchases as below:

TW: 01/06/20 up one point to LC1 11 an increase of 21p ph  
KE: 01/07/20 up one point to LC1 8 an increase of 21p ph

Proposed: Cllr Bradburn M  
Vote by show of hands:

Seconded: Cllr Alexander  
Unanimous: Motion passed

Costs incurred to allow office staff to work remotely

- Two laptops purchased from Microsmiths @ £802.80 + VAT each, to include set up, software, virus protection and remote access
- Microsmiths enabled remote access for JG's laptop @ £48.00 + VAT
- Rialtas moved the accounts software to TW's laptop to enable remote working @ £25.00 + VAT

Proposed: Cllr Alexander  
Vote by show of hands:

Seconded: Cllr Davy  
Unanimous: Motion passed

Insurance for the laptops was raised, Cllr Evans informed members that this is covered under the individuals house insurance including individual's car insurance for the transport to and from the office.

**16. Awards:** AEM did not take place due to pandemic, but all nominations were sent electronically and the following to be ratified as agreed by Councillors via email:

**Photography award:** Dave Farrons = £50 Amazon Gift Voucher sent  
**Community award:** Mr and Mrs Goldsmith = £50 Amazon Gift Voucher sent  
**Karl Bates** = £50 Amazon Gift Voucher – awaiting acceptance

Cllr Bradburn M left the meeting at 21.16

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**17. Part 2 section to meeting:** It was agreed 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 by Cllr Holley  
Vote by show of hands:

Seconded by Cllr Alexander  
Unanimous: Motion passed

**Next meeting:** Monday, 6 July 2020, 7.30pm location TBA

DRAFT

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