



Minutes of an ordinary virtual meeting via Zoom of Bradwell Parish Council on Monday, 6th July 2020 at 7.30pm

- vi. **5G letter:** Action: Clerk to acknowledge receipt of letter
 - vii. **Complaint from resident regarding news article:** Clerk had responded and forwarded this to the MK Council Monitoring Officer
 - viii. **Branching out fund:** Cllr Alexander will look at this potential source of funding and into planting new trees on BPC land.
TW noted dates for the event – November 2020
 - ix. **Thanks, received from BSSC & Bowls club regarding waived fees due to Covid-19:**
Action: Clerk to accept letter of thanks.
- 5. To consider grant applications:**
- a) Food Bank - £837.50 - item carried to next meeting due to non-attendance and amendment on amount requested noted.
 - b) BMH = £5,000 for floor & window renovation - item carried to next meeting due to large amount.
- 6. Chairman's announcements:** Cllr Gilpin thanked TW for attending the meeting.
- 7. New Hall Project @ Langcliffe Drive:** GSS agree to be the architect at a cost of £24,950 this doesn't include any of the other services noted in a previous email – Project Manager, Quantity Surveyor, Structural/Civil engineer, Mechanical & Electrical engineer together with any other services which may be required to support a planning application such as ecology, arboriculture, acoustician etc.
Cllr Gilpin stressed this needs to be a priority for the office.
Cllr Bradburn reported that 2 firms have given quotes for services.
Action: Clerk to check with Auditor if two tenders is enough
- 8. Community Fund:**
- i. Trim Trail
Action: Clerk to arrange a meeting with Phil Snell, preferably to meet at the site, then email date to all Councillors. Those available will attend
 - ii. Pond
Cllr Gilpin suggested a small working group. Cllr Bradburn M, Cllr Atkins and Cllr Holley accepted.
Cllr Gilpin suggested Karen Evans (Asst to Clerk) to join the group as she has already completed work for this area eg quotes etc.
Action: Cllr Bradburn M to organise, arrange a meeting date and report at a future meeting
- 9. HMP:**
- i. Leaking roof, quote £1110.00 inc VAT
Proposed: Cllr Alexander
Vote by show of hands:
Seconded: Cllr Holley
Unanimous: Motion passed
 - ii. Closure due to Covid – 19. BPC to inform regular users that we have a target opening date of 1 Sep subject to government guidelines.
Action: Clerk to ask all users to provide a risk assessment
Action: Clerk to stipulate September is only a target date
 - iii. Review HMP/Office Risk Assessment
Cllr Davy has minor amendments to discuss with the Clerk.
Proposed: Cllr Alexander
Seconded: Cllr Holley

Signed as a true and accurate record

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CHAIRMAN

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Vote by show of hands:

Unanimous: Motion passed

iv. Choose paint colours

Action: Clerk to choose paint colours

10. Landscaping Contract Working Group: update

Cllr Gilpin and Cllr Holley updated the Councillors. Cllr Gilpin asked the following:

- a) If the planters on Bradwell Common should be included in the landscape contracts.
- b) If the work Peter Stamp does, should be included.

a) Cllr Davy and Cllr Bradburn M agreed the planters should be included.

Proposed: Cllr Bradburn M

Seconded: Cllr Davy

Vote by show of hands:

7 for, 1 against

Unanimous: Motion passed

b) Cllr Alexander had concerns for the possibility that Peter Stamp could lose his job. That BPC have a duty of care for employees. Cllr Gilpin assured the Councillors that the Clerk has spoken to Peter Stamp about the future of his work.

Cllr Holley proposed 2 tender variations 1. with Peter Stamps work 2. without Peter Stamps work. This motion was agreed.

Proposed: Cllr Holley

Seconded: Cllr Alexander

Vote by show of hands:

Unanimous: Motion passed

11. Review and adopt policies/registers below:

i. Councillor Code of Conduct:

Cllr Alexander asked the Clerk to compare the code of conduct with Milton Keynes Council Code of Conduct.

Action: Clerk to compare with MK Councils Code of Conduct and feedback

ii. Financial Regulations:

Questions on how BPC give out grants, the process does not seem to be included. Cllr Gilpin requested this be reviewed at the next meeting, does the grant policy need to be added: Cllr Alexander said that there is a sperate grants policy, but that is does need to be added to our Financial Regulations

Action: Clerk to update and feedback

iii. Standing orders:

They were sent to all members 11 June 2020, Cllr Gilpin will email them to Cllr Davy,

Proposed: Cllr Alexander

Seconded: Cllr Gilpin

Vote by show of hands:

Unanimous: Motion passed

iv. Lone Working Risk Assessment & Outdoor Lone Working Risk Assessment:

Cllr Davy asked for some clarification regarding including buildings in the Outdoor Lone Working Risk Assessment

Proposed: Cllr Alexander

Seconded: Cllr Gilpin

Vote by show of hands:

Unanimous: Motion passed

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- v. Staff Code of Conduct:
 Cllr Alexander suggested feedback from all staff.
Action: Clerk to send out via email and ask for any suggestions or amendments. Clerk to bring results to the next meeting

12. Children’s Parish Activities for 2020-2021: Play Ass ideas/discussion

Cllr Gilpin informed Councillors this is information for them.

Action: Delegated to Clerk to look at/implement

13. Finance:

- i. Payments: To review a list of payments made/due since the last meeting of the council: annex 1
 Proposed: Cllr Holley Seconded: Cllr Alexander
 Vote by show of hands: Unanimous: Motion passed
- ii. Grant Application decisions – carried to next meeting.

14. Planning Matters:

- i. Erection of a side extension to accommodate a dining room and associated facilities to the existing bungalow
 65 Quinton Drive Bradwell Milton Keynes MK13 9HW
 Ref. No: 20/01008/FUL | Validated: Mon 27 Apr 2020 | Status: Application Permitted
- ii. Listed building consent to demolish an existing lean-to carport and replace with an oak framed freestanding carport, replace south lean-to extension roof, and replace one casement window.
 42 Loughton Road Bradwell Milton Keynes MK13 9AE
- iii. Ref. No: 20/00965/LBC | Validated: Tue 21 Apr 2020 | Status: Application Permitted Demolish an existing lean-to carport and replace with an oak framed freestanding carport, replace south lean-to extension roof, and replace one casement window.
 42 Loughton Road Bradwell Milton Keynes MK13 9AE
- iv. Ref. No: 20/00964/FUL | Validated: Tue 21 Apr 2020 | Status: Application Permitted Proposed part two storey and first floor extensions above existing garage
 38 Mayditch Place Bradwell Common Milton Keynes MK13 8DX
- v. Ref. No: 20/00953/FUL | Validated: Mon 20 Apr 2020 | Status: Application Permitted Double storey front extension and single storey side extension
 1 Colley Hill Bradwell Milton Keynes MK13 9BL
 Ref. No: 20/00916/FUL | Validated: Tue 14 Apr 2020 | Status: Application Permitted

Cllr Bradburn R reported a meeting on Thursday 16th July 2020, regarding 4 Rylstone Close, Heelands retrospective planning permission, Cllr Bradburn R will state he is attending on behalf of BPC if no one else is available to attend. The MKC planning officer has approved the planning application with conditions, therefore any objections should be directed via MKC.

15. Allotments:

- i. Fosters Lane, heap & shed need addressing
 Cllr Gilpin suggested on how to clear the heap and whether to make that area into an allotment plot.

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Cllr Holley gave details of the heap and the issues, which is plot sized and it has now got out of hand as a compost heap as it is contaminated. It will be a manual task as there is only footpath access.

Councillors agreed to get quotes for the heap to be cleared.

Proposed: Cllr Gilpin

Seconded: Cllr Bradburn M

Vote by show of hands:

Unanimous: Motion passed

Action: Clerk to get quotes for clearing and quotes for reinstating the heap as a plot to be let out

Cllr Bradburn M suggested BPC starts to give 28 days' notice to allotment holders that are not looking after their plots. Cllr Bradburn R asked for an audit on allotment holders, as he is aware that parishioners are waiting for plots.

TW informed members that KE has been visiting the allotments and writing to those that are not looking after their plots, but some have come back to say that they are shielding. TW suggested that Karen Evans give Councillors an update for the next meeting.

Action: KE to feed back at the next meeting

- ii. St Lawrence – request for stand pipes, minutes available from a previous meeting for information

Action: Clerk to respond back to the allotment holders to come forward with ideas

Proposed: Cllr Alexander

Seconded: Cllr Holley

Vote by show of hands:

Unanimous: Motion passed

Meeting finished at 9.01pm Cllr Bradburn M left the meeting.

- 16. 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 Alexander

Seconded by Cllr Jones

Vote by show of hands:

Unanimous: Motion passed

TW, Assistant to the Clerk then left the meeting and recording ceased.

Next meeting: Monday, 3 August 2020, 7.30pm location TBA

Signed as a true and accurate record

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