



**Minutes of the Annual Meeting of the Full Council held on Monday 13 May 2024
at 7.00pm at the Heelands Meeting Place on Glovers Lane in Heelands,
MK13 7LW.**

Councillors Present: Brant (in the Chair), Alexander, Bradburn (M), Bradburn (R), Exon, Godfrey, Gilpin and Kendrick.

Staff Present: Philip Farquharson (Clerk)

Members of the public: 5

Since the last meeting of the Full Parish Council an election had happened, which was uncontested and all ten seats had been filled. The Clerk, in his role as Proper Officer, confirmed all Councillors present had signed and submitted their declaration of acceptance of office forms, a requirement at law in order to remain a Councillor.

FC01/24 Election of Chair: Nominations were sought. Cllr Brant was proposed and seconded and the vote was unanimous and therefore Cllr Brant was elected to the post of Chair until the May 2025 Annual Meeting.

FC02/24 Declaration of Office: The Chair signed the declaration of office form.

FC03/24 Election of Vice-Chair: Nominations were sought. Councillor Gilpin was proposed and seconded and the vote was unanimously in favour and therefore Councillor Gilpin was elected to the Chair until the May 2025 Annual Meeting.

FC04/24 Declaration of Office: The Vice-Chair would sign the form after the meeting.

FC05/24 Apologies: Apologies for absence had been received from Cllrs Evans and Stuchbury. This was voted on and barring one abstention the vote was in favour of accepting the apology. It was resolved therefore to formally accept the apologies.

FC06/24 Declaration of interests: Councillors Exon and Kendrick declared interests in that they were on planning committees at MKCC and would refrain from voting on planning matters.

FC07/24 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:

- parking on Abbey Road adjacent to the sports pitches in Bradwel Village, which was creating parking issues further up into Bradwell Village.
- increasing the amount of flowers in Bradwell Village in particular, with support from the Parish Council.
- in support of grant application at FC21/24.

- the shed on an allotment plot on Fosters Lane allotment site, which was on the agenda at item FC14/24.

In response to these enquiries from members of the public Councillors requested the Clerk installs signposting at the top of the sports pitches, and puts the flowers in Bradwell issue on the agenda for more detailed Councillor consideration, with costs, at a future meeting.

The Chair moved to consider item FC14/24 next.

FC14/24 Shed on Fosters Lane: The Clerk had submitted a report with recommendations on account of the large shed on a corner plot on Fosters Lane.

A motion was proposed to provide retrospective approval of the shed, because the allotment plot in particular was unusable as a cultivation site, but on this plot only for that reason, and also upon the condition that no further structures are built (barring those allowed in the tenancy rules), and that the tenant pays rent for the plot.

Those who voted in favour: 5

Against: 2

Those who abstained from voting: 1

Action: The motion passed and the Clerk would inform the allotment tenant accordingly.

FC08/24 Minutes of the last Full Council Meeting:

Action: A motion was proposed to accept the Minutes and barring two abstentions the vote was in favour. It was resolved therefore to approve as an accurate record the Minutes of the Meeting held on 15 April 2024. These were signed by the Chair for the Council's records.

FC09/24 Payments: The current bank balance at the time the agenda was published on 02 May was £110,751 and savings account balance of £15,022, with £180,000 in the CCLA Public Sector Deposit Fund. This was noted alongside the monthly schedule of payments made since the last meeting. The Clerk updated that the CCLA moneys held in the Public Sector Deposit Fund were yielding monthly income of circa £800, which was from a 5% interest rate and which transferred directly into the Lloyds current account. The Clerk referred the Council to the year-end closedown cost which had increased from Rialtas and this would be changed next year in favour of a cheaper supplier, from £990 to £545, thereby saving the Parish Council over £400/annum.

FC10/24 GPC (General Power of Competence): It was on the agenda to consider whether the Parish Council met the eligibility requirements to hold the GPC (more than two thirds elected Councillors and a qualified Clerk), and to consider resolving to hold it.

Action: A vote was held and it was unanimously voted in favour of resolving to hold the General Power of Competence (GPC), noting the Parish Council met the eligibility requirements.

FC11/24 Internal audit report:

Action: The internal audit report had been included in the meeting paperwork and it was noted there were no recommended actions. The Clerk was thanked for instigating and maintaining sound systems of internal control and financial management resulting in a clean internal audit report.

FC12/24 Annual Return and Governance Statement (AGAR):

Action: A vote was held and the Council were unanimously in favour of approving by resolution both the Governance Statement and Annual Return, as well as the Annual Internal Audit Report, which were then signed by the Chair and Clerk for submission to the external auditors.

FC13/24 Calendar of Meetings for 2024-2025:

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 08 July and the schedule 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.

FC15/24 Review and agree Parish Council representation on external bodies for the council year 2024/25, or to discontinue representation, for the following:

1. Milton Keynes Parish forum.
Councillors Gilpin and Godfrey were nominated to be the Parish Council's representatives for this organization.
2. Milton Keynes Association of Local Councils.
Councillors Alexander and Brant were nominated as the Parish Council's representation for this organisation.
3. Councillor Godfrey was nominated to be the Parish Council's representative on the BSSC Committee, and Cllrs Godfrey and Evans were the nominated representatives for the Bradwell Bowls Club.

FC16/24 Review and agree the following subscriptions to other bodies 2024/25 including:

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

A motion was tabled to continue membership of the organizations for the current year.

Action: This met with unanimous approval and the annual memberships would be renewed.

FC17/24 Review and agree the appointment of members and substitute members (see standing order 4.4.iv) to existing committees and working groups

for 2024/25, 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: Councillors Alexander, Brant, Evans, Gilpin, Godfrey and Stuchbury.

2. Newsletter Working Party.

The Clerk recommended forming a Committee to manage this.

The Terms of Reference were adopted for the Newsletter, Communications and Awards Working Party, with an amendment to allow members of the public to join and contribute to the editing.

Membership for the current year from among the Parish Council was agreed as: Councillors Alexander and Brant.

FC18/24 Heelands Post Office: It was on the agenda to consider how to support residents to resume the services of the Post Office.

Action: Councillors Gilpin and Godfrey were nominated to communicate with local businesses at the Heelands shops and revert back to Full Council.

FC19/24 Bradwell Memorial Hall: It was on the agenda to consider continuing to assist financially the renovations (kitchen floor, shed roofs, fence at back, amongst other works) of the premises owned by the charity.

Action: Considering the Charity's parlous state of finances the Parish Council voted unanimously to resolve to financially support the Bradwell Memorial Hall charity by paying for the expenditure on the premises including but not limited to: refurbishing the kitchen, re-doing the kitchen floor, re-felt the shed roofs, work to the fence at back, and any other general maintenance and repair necessary. It was noted this was all in The Parish Council's budget.

FC20/24 Levels of funds in Lloyds current account: It was on the agenda to consider authorizing the signatories (including the Clerk) to retain £40k in the current account whilst moving the remainder to the instant access Lloyds savings account, bi-annually upon receipt of precept moneys.

Action: It was noted a similar clause had been inserted by NALC to permit the Clerk to move moneys across bank accounts in the new model financial regulations (which would be tailored to suit the Parish Council's needs and brought back to Full Council for consideration in November 2024). A vote was held and it was unanimously agreed to resolve to delegate the Clerk and authorised signatories to move moneys into the Lloyds savings account, providing there was sufficient working capital (£40,000) in the Lloyds current account.

FC21/24 Grant application for £472 from Project support:

Action: A vote was held which was unanimously in favour of awarding the grant moneys requested of £472, for assisting in supporting discharges and mitigation of homelessness in MKCC, and the Clerk would facilitate this.

FC22/24 Planning Applications: It was on the agenda for Councillors to consider making representation to MKCC on planning applications:

- a) 24/00864/PRIOR Proposal: Prior Approval of single storey rear extension, with eaves of 2.55 metres and maximum height of 3 metres, extending 4 metres from the original rear wall At: 62 Abbey Road Bradwell Milton Keynes MK13 9AL

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

Date and time of next meetings (all to be held at Heelands Meeting Place):

- Parish Electors' Meeting Monday 20 May at 7pm,
- Bradwell Memorial Hall AGM on Monday 20 May at 6:30pm
- Full Council Monday 03 June 2024 at 7:00pm.

The Meeting was declared **closed** at 09:00pm.