



**Minutes of the Annual Meeting of the Full Council held on Monday 12 May 2025  
at 7.00pm at the Heelands Meeting Place on Glovers Lane in Heelands,  
MK13 7LW.**

**Councillors Present:** Brant (in the Chair), Alexander, Best, Gilpin, Evans, Exon, Godfrey, Kendrick (arrived 7:10pm).

**Staff Present:** Philip Farquharson (Clerk)

**Members of the public:** 6

**FC01/25 Election of Chair:** Nominations were sought. Councillor Brant was proposed and seconded and the vote was unanimous and therefore Councillor Brant was elected to the post of Chair until the May 2026 Annual Meeting.

**FC02/25 Declaration of Office:** The Chair signed the declaration of office form.

**FC03/25 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 position of Vice-Chair until the May 2026 Annual Meeting.

**FC04/25 Declaration of Office:** The Vice-Chair signed the declaration of office form.

**FC05/25 Apologies:** Apologies for absence had been received from Councillors Bradburn and Stuchbury. These were voted on which met with approval. It was resolved therefore to formally accept the apologies.

**FC06/25 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.

**FC07/25 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 outside St Augustine's Church in Heelands which had spread to Langcliffe Drive, particularly over Easter.
- Residents stated that churchgoers had been:
  - Blocking people's drives
  - Rude and aggressive when approached by residents
  - Making the road inaccessible to emergency services
  - Creating a health and safety issue with regard to children being hit by cars

Kerrie Bradburn was present and summarised a letter sent by the Deacon of the Church, and that a list of actions would be undertaken by the Church. The actions list was read out as follows:

1. *“We have employed a parking supervisor on Sundays to support parishioners in finding a parking place. And to intervene if anyone tries to park inappropriately.*
2. *We have mentioned verbally at our Masses the importance of respecting the local community and parking in an appropriate manner.*
3. *Our weekly newsletter has a reminder to park respectfully.*
4. *We have suggested parishioners utilise the Linford Wood car park on the other side of Saxon Street – with a short walk through the underpass to the Church.*
5. *We plan to produce a map of parking opportunities to advise visitors to the Church of where to park.*
6. *We are in the process to enlarge our own car park to absorb some of the additional parking demand.”*

The Parish Council were pleased to see the Church was taking action and the matter was discussed further at agenda item FC12/25.

#### **FC08/25 Minutes of the April Full Council Meeting:**

**Action:** A motion was proposed to accept the Minutes and barring one abstention (the member of the Council who abstained was not present at that Meeting), the vote was in favour. It was resolved therefore to approve as an accurate record the Minutes of the Meeting held on 07 April 2025. These were signed by the Chair for the Council's records.

#### **FC09/25 Payments:**

**Action:** Councillors noted the current bank balance of £114,869 and savings account balance of £15,187 (as at 01 May 2025), with £200,000 in the public sector deposit account, and approved the monthly schedule of payments made since the last meeting. The Clerk drew to the Council's attention the income received in April of £111,100 which was the first half of the precept for the year, and the £2,500 bowls club contribution to the £5,000 bill for Green Maintenance, which had been paid by the Parish Council. The Parish Council were effectively subsidising the Bowls Club to the sum of £2,500 in the year, to financially assist them whilst they built up their reserves and membership.

#### **FC10/25 Internal audit report:**

**Action:** The internal audit report was formally noted and the Clerk was congratulated by Councillor Alexander on obtaining a clean audit with no recommended actions. The Council noted the internal audit was conducted bi-annually and the auditor was from an independent organization, and was independent from the Council's financial decision-making. The Council noted the auditor was competent, coming from an accounting background, and could evaluate the effectiveness of the Parish Council's systems of internal control, its' risk management, control and governance processes.

**FC11/25 Annual Governance Statement and Accounting Statement (AGAR Annual Governance and Accountability Return):**

A motion was proposed to approve the Annual Governance Statement and the Accounting Statement as well as the Annual Internal Audit Report for the Clerk to submit to the external auditors:

Those in favour: 8

Against: 0

Those who abstained from voting: 0

**Action:** The motion Carried, the Annual Governance Statement and the Accounting Statement as well as the Annual Internal Audit Report were approved by resolution and the Clerk would submit the AGAR to the external auditors.

**FC12/25 St Augustine's Church Parking:** It was on the agenda to work in partnership with St Augustine's Church to improve parking to mitigate the impact on local residents.

A motion was proposed to discuss the matter in the September Full Council Meeting, after the actions as outlined by the Church (agenda item FC07/25 refers) had been implemented:

Those in favour: 8

Against: 0

Those who abstained from voting: 0

**Action:** The motion Carried and the matter would be discussed in September 2025.

**FC13/24 Calendar of Meetings for 2025-2026:**

A motion was proposed to agree a schedule of meetings for the year ahead, with one meeting to be held at the Bradwell Memorial Hall.

**Action:** The vote met with unanimous approval and the Calendar of Meetings was approved.

**FC14/25 Heritage costs and logistics:** It was on the agenda to consider the Clerk's report on trail app and map costs.

The Clerk's report was noted. A motion was proposed to approve the costs of the app and map, the cheapest provider selected, and a draft would be brought to Full Council for approval prior to publication:

Those in favour: 8

Against: 0

Those who abstained from voting: 0

**Action:** The motion Carried and the Clerk would enact this and work with the app provider and revert to Full Council with a draft version.

### **FC15/25: Bradwell Memorial Hall solar panels report:**

The Clerk's report into costs was noted. A motion was proposed to discontinue the project based on the high cost of replacing the Chrysotile roof with non-asbestos tiles:

Those in favour: 6

Against: 2

Those who abstained from voting: 0

**Action:** The motion Carried and the project was discontinued on the grounds that the replacement of the south elevation of the Bradwell Memorial Hall was prohibitively expensive.

**FC16/25 20mph survey and speed limits in Bradwell Common:** It was on the agenda to note the results of the survey and consider petitioning MKCC for speed indication devices and safety measures along Booker Avenue, Bradwell Common Boulevard, and Burnham Drive through a CIF (Community Infrastructure Fund) application.

The results of the survey were noted, in that 53% of respondents were against a reduction in speed in Bradwell Common to 20mph from 30mph.

A motion was proposed to engage with MKCC on road safety in Bradwell Common, installing VAS (vehicle activated signs) on Burnham Drive and Bradwell Common Boulevard, and the Clerk to apply for CIF monies:

Those in favour: 7

Against: 1

Those who abstained from voting: 0

**Action:** The motion Carried and the Clerk would liaise with MKCC and apply for CIF monies.

**FC17/25 Review and agree Parish Council representation on external bodies for the council year 2025/26, or to discontinue representation, for the following:**

1. Milton Keynes Parish forum.
2. Milton Keynes Association of Local Councils.
3. BSSC (Bradwell Sports and Social Club) Committee.

1. Milton Keynes Parish forum.

Councillors Alexander and Best were nominated to be the Parish Council's representatives for this organization.

2. Milton Keynes Association of Local Councils.

Councillor Alexander was nominated as the Parish Council's representation for this organisation.

3. BSSC (Bradwell Sports and Social Club).

Councillor Godfrey was nominated to be the Parish Council's representative on the BSSC Committee.

**FC18/25 Review and agree the following subscriptions to other bodies 2025/26:**

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.

**FC19/25 Review and agree the Terms of Reference and appointment of members (see standing order 4.4.iv) to Committees and Working Parties:**

1. Finance and Staffing Committee.
2. Newsletter Working Party.

**1. Finance and Staffing Committee.**

No amendments to the Terms of Reference were made.

Membership was agreed as: Councillors Alexander, Brant, Evans, Gilpin, Godfrey.

**2. Newsletter Working Party.**

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, Brant, Best and Exon.

**FC20/25 Bradwell Memorial Hall:**

A motion was proposed to consider continuing to assist financially the renovations of the premises owned by the charity:

**Action:** The motion Carried with unanimous assent.

**FC21/25 King George's Field:**

A motion was proposed to consider the current arrangement of costs incurred in landscaping and allotment management to be paid by the Parish Council:

**Action:** The motion Carried with unanimous assent.

**FC22/25 MKCC Constitutional Change to disallow Parish Councils to 'call-in' planning decisions:**

A motion was proposed to petition MKCC to retain this provision, if it included Parish Council's ability to call-in planning decisions by officers and request instead they be heard by a panel.

Those in favour: 8

**Action:** The motion Carried and the Clerk would write to MKCC, if the constitutional change affected Parish Councils' ability to call-in planning decisions by individual officers.

**FC23/24 Planning Applications:** Councillors considered making representation to MKCC on the planning applications below:

- a) Application no: PLN/2025/0600 and PLN/2025/0608 Installation of 12no photovoltaic panels and 1no air source heat pump within curtilage of a listed building at WARDENS ACCOMMODATION, BRADWELL VILLAGE YOUTH HOSTEL, VICARAGE ROAD MK13 9AG

**Action:** The Parish Council did not object to this application.

- b) Application no: PLN/2025/0826 - Notification of proposed works to trees in a conservation area. Location: 4 VICARAGE ROAD, BRADWELL, MILTON KEYNES, MK13 9AQ. Proposal: The removal of 1.5m of soft growth from side nearest listed building and crown raising to 3m above ground of 1x Yew tree (X) closest to dwelling, crown raising to 3m of all growth overhanging boundary wall/pavement of 1x Yew tree (X) nearest road, reduction to 2m tall of 3x Conifers (O) along rear boundary, reduction to 2.5m tall of remaining 2x Conifers (O), and felling of 1x Cherry tree (represented by square)

**Action:** A motion was proposed to object to this application based on the grounds that the trees were in a conservation area and cutting them back would entail a loss of biodiversity and a loss of visual amenity.

Those in favour: 6

Those who abstained from voting: 2

**Action:** The motion Carried and the Clerk would post an objection to MKCC.

**Date and time of next meetings:**

Monday 19 May 2025 at 7:00pm at the Heelands Meeting Place for the Annual Elector's Meeting,  
Monday 02 June 2025 for the Full Council Meeting.

The meeting was declared **closed** at 9:00pm.