

LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 4th March 2019 at 7.45pm in the Community Centre, Little Brickhill, Milton Keynes.

Present:

Cllr G Bushell (Chair)
Cllr D Lewis
Cllr T Wheaton
Cllr R Spencer
Cllr D Hopkins (Ward Councillor)

In attendance:

A Kemp (Clerk)
C Roberts (Local Resident)

1. Apologies for Absence:	ACTION
Cllr M Goddard, Cllr V Hopkins (Ward Councillor) & Cllr A Jenkins (Ward Councillor)	
2. Public Open Session: 2916 No issues were raised.	
3. Declaration of Interest: 2917 None.	
4. Approval of Minutes of Meetings held on 4th February 2019. Minutes signed and approved.	
5. Progress Report on matters from last Minutes: 2918 5.1 – (item 8.1 of minutes 03/09/18) - Greensand Ridge Trust: It was suggested that the LBPC re-engages with Claire Poulton of the Greensand Ridge Trust. One benefit to Little Brickhill could be the provision of (replacement) village signage with tasteful and befitting signs, welcoming people to the village and highlighting its proximity and affiliation with the Greensand Ridge landscape. <u><i>It was noted that our Ward Councillor David Hopkins is a board member with this organisation and that he will be reviewing this on a regular basis with them and will provide an update as soon as practical.</i></u> 5.2 - – (item 2.1 of minutes 15/10/18) – Home to school transport from Little Brickhill to Walton High, Walnut Tree Campus. <u><i>A brief update was provided by Cllr T Wheaton on the meeting held with MKC on the 12th December 2018. Further discussions will be held with MKC when required.</i></u> 5.3 - (item 13.2 of minutes 15/10/18) – The Barn at the back of the Glen: No change - Clerk advised that he had highlighted concerns to Woburn Estate regarding the increasingly poor condition of this building and that they were currently looking into this. <u><i>Ongoing.</i></u> 5.4 - (item 13.2 of minutes 03/12/18) - Drains on Watling Street: Cllr Goddard advised that some of the drains are blocked and asked the Clerk if he would report these concerns to MKC for them to resolve. No change - <u><i>Clerk advised that he had reported this to MKC for action under reference No FS104348075. Ongoing.</i></u> 5.5 – (item 7.4 of minutes 03/12/18) – Parish Clean Up Fund: Clerk confirmed that he had received verbal confirmation that the work would be undertaken <u><i>as soon as possible</i></u> and that the <u><i>litter picking kits</i></u> will be available to collect in the near future.	Cllr D Hopkins
<ul style="list-style-type: none"> • Clean the moss from the pavements on both sides of the road as you exit the village on Watling Street to the A5. 	

<ul style="list-style-type: none"> • Repair / clean the pavement on the left hand side of Great Brickhill Lane before turning into Wyness Avenue. • Also to gift 10 x litter picking kits to the Parish Council. <p>5.6 – (item 2.1 of minutes 03/12/18) – Robert Hill from W&WFC attended the meeting with some suggestions on how to improve Watsons Playing Field in order to introduce a small football pitch to enable younger children to participate in the sport from the village etc. <u>All present agreed that it would be a good idea for a small pitch to be incorporated</u> but there is a need to undertake some levelling in the overgrown area that backs onto properties in Woburn Road.</p> <p>Cllr Bushell and the Clerk gave an update on the meeting held with the developers on the 25th January 2019 and it was confirmed that unfortunately it would not be inappropriate to use any soil from the site because of contamination but that they have agreed to look into the possibility of installing a water support to the field and churchyard. <u>Clerk to following up for progress before the next Parish Council meeting.</u></p> <p>5.7 – (item 2.1 of minutes 04/02/19) - Street Lights: The Parish Council was advised that at least three street lights on Great Brickhill Lane are not working and asked if these could be reported to MKC for action as soon as possible. <u>Clerk advised that this issue had been reported to MKC (reference FS104922325) on the 6th February 2019 but that the problem could take up to 5 weeks to resolve because of a power issue. Ongoing.</u></p> <p>5.8 – (item 2.2 of minutes 04/02/19) - Unsociable Parking at the Community Centre: It was brought to the attention of the Parish Council that there have been instances of inconsiderate parking of patrons using the Community Centre, parking their vehicles across the pavements on Watling Street. <u>It was noted that this issue had now been resolved with no further instances occurring. Item closed.</u></p> <p>5.9 – (item 2.1 of minutes 04/02/19) - Garage Site Development: There have been some instances of mud on the pavements near to the re-development of the garage site and the Parish Council was asked to report this issue to MKC for investigation. <u>It was noted that this issue had now been resolved with no further instances occurring. Item closed.</u></p>	Clerk
<p>6. Correspondence: 2919</p> <p>6.1 – Email received 11/02/19 from Bucks CC regarding an Additional Buckinghamshire Minerals and Waste Local Plan Modification Consultation taking place from the 11th February 2019 to the 25th March 2019. <u>This was noted, no actions are required.</u></p> <p>6.2 Email received 12/02/19 from MKC regarding a planned review of the Planning Obligations (Supplementary Planning Document). <u>This was noted, no actions are required.</u></p> <p>6.3 - Email received 12/02/19 from MKC regarding Information Sharing Protocol – SaferMK. <u>Clerk advised that he would look into this in more detail before making any recommendations for action by the Parish Council.</u></p> <p>6.4 - Email received 14/02/19 from MKC regarding the Great British Spring Clean taking place from the 22nd March 2019 to the 23rd April 2019. <u>Cllr D Lewis confirmed that a Village litter picking event will be arranged, when practical.</u></p> <p>6.5 - Letter received 21/02/19 from MKC regarding the Register of Electors. <u>Clerk to keep on file.</u></p> <p>6.6 - Email received 26/02/19 from MKC regarding Street Trading Consent renewal for Mister Softee. <u>This was noted, no actions are required.</u></p>	Clerk Cllr D Lewis

<p>7. Clerks Report / Local Issues: 2920</p> <p>7.1 – (item 7.4 of minutes 05/02/18) - Waste Bin: Clerk confirmed that he had now been advised to place an order direct with a chosen supplier instead of MKC to replace the waste bin on Great Brickhill Lane. <u>The cost will be £299.95 + VAT and all present authorised the Clerk to proceed with the purchase.</u></p> <p>7.2 – New Website: Following agreement for the Clerk to place the order for the development of a new website <u>with a target to complete by the end by the end of March 2019.</u></p> <p>7.3 – Watsons Field Gate: Clerk advised that the gate had been damaged beyond repair possibly by a vehicle and that the cost for a replacement (including installation) would be £701.96 + VAT. He stated that included in the price is an installation cost of £400.00 + VAT and that he would obtain another quotation. <u>It was agreed that if the costs for installation remain the same, approval was given for the Clerk to proceed.</u></p> <p>7.4 – Armed Forces Covenant: Clerk confirmed that he had completed the registration paperwork for our Parish Council in line with recommendations from MKC to support this organisation. <u>Item closed.</u></p> <p>7.5 – Parish Elections: It was noted that all Parish Councillors are up for re-election on the 2nd May 2019. Clerk distributed the timetable for completion of nomination papers and volunteered to take the forms to MKC for anyone wishing to stand again. <u>Parish Councillors agreed to complete the forms and return them to the Cllr G Bushell for the Clerk to collect them from one place. Target date for completion Wednesday the 27th March 2019.</u></p> <p>7.6 – Grass Cutting: Clerk advised that he had been notified by our current contractor that they require a 12% increase for undertaking the village grass cutting for this calendar year with the estimated cost being £2,200.00. <u>As this amount is lower than the amount in the budget, the Clerk was authorised to write to the contractor to accept the charges for this calendar year. It was however agreed to go out to tender in November 2019 as part of the budget process for the next financial year 2020/2021.</u></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All Parish Councillors</p> <p>Clerk</p>															
<p>8. Unitary Councillors' Report: 2921</p> <p>8.1 – A copy of the Ward Councillors' reports to Little Brickhill Parish Council for March 2019 are appended to these minutes.</p>																
<p>9. Planning: 2922</p> <p>None</p>																
<p>10. Financial: 2923</p> <p>10.1 - Cheques presented for payment:</p> <table border="0"> <tr> <td>S/O</td> <td>£159.20</td> <td>Alan Kemp (March 2019)</td> </tr> <tr> <td>200438</td> <td>£ 39.80</td> <td>HMR&C (Tax for Clerk)</td> </tr> <tr> <td>200439</td> <td>£ 10.96</td> <td>Alan Kemp (Administration)</td> </tr> <tr> <td>200440</td> <td>£ 75.00</td> <td>I Nicholls (Community Centre)</td> </tr> <tr> <td>200441</td> <td>£1,146.15</td> <td>Signs of Cheshire Ltd (New Notices Boards – 50%)</td> </tr> </table> <p>This expenditure was proposed, seconded and carried unanimously.</p> <p>10.2 – Payments received: £2,872.46 HMRC (VAT Refund)</p> <p>10.3 - It was noted that the Bank Balance following the payments made tonight (04/03/19) was £15,347.36</p>	S/O	£159.20	Alan Kemp (March 2019)	200438	£ 39.80	HMR&C (Tax for Clerk)	200439	£ 10.96	Alan Kemp (Administration)	200440	£ 75.00	I Nicholls (Community Centre)	200441	£1,146.15	Signs of Cheshire Ltd (New Notices Boards – 50%)	
S/O	£159.20	Alan Kemp (March 2019)														
200438	£ 39.80	HMR&C (Tax for Clerk)														
200439	£ 10.96	Alan Kemp (Administration)														
200440	£ 75.00	I Nicholls (Community Centre)														
200441	£1,146.15	Signs of Cheshire Ltd (New Notices Boards – 50%)														

<p>10.4 – Parish Partnership Grant for 2016/2017: Clerk confirmed that he had placed the order to replace the two village notice boards from The Parish Notice Board Company as agreed at the last Parish Council meeting and <u>also to put a claim into MKC to reclaim 75% of the cost.</u></p> <p>10.5 - Bank Mandate: <u>No change.</u> - Clerk confirmed that it was necessary for Cllr M Goddard to visit a Barclays Bank Branch before the Bank Mandate will be progressed as that he was making arrangements for this to take place.</p>	
<p>11. To review / agree the Clerks Salary for 2019/2020. 2924</p> <p>The Motion: Following a review of the Clerks role and responsibilities, the Clerks salary for this financial year (2019/2020) will be £2,186.84 plus £250.00 for home working, making the total for the year of £2,436.84. This equates to £203.00 per month, an increase of £4.00 per month. <u>Next review in March 2020.</u></p>	
<p>12. To conduct a Risk Assessment Review. 2925</p> <p>Clerk presented an updated copy of the Risk Assessment (issue 10) for the Parish Council which was reviewed and accepted by all present.</p> <p>Clerk to include as an agenda item at the September 2019 meeting.</p>	
<p>13. To receive reports on the Community Centre: 2926</p> <p><u>No change</u> - Clerk advised that he had completed the application form to WREN (Waste Recycling Environmental Limited) to cover <u>all</u> of the cost for the replacement windows in the Community on the 10th December 2018 and that it would be after the 13th March 2019 before we are notified, if we have been successful.</p> <p><u>No other issues were raised.</u></p>	
<p>14. Councillors Report: 2927</p> <p><u>No issues were raised.</u></p>	
<p>15. Items for the next / future agendas.</p> <ul style="list-style-type: none"> • Normal Business Items 	
<p>16. Date of Next Meeting:</p> <p>Future dates are noted below:</p> <ul style="list-style-type: none"> • Monday 1st April 2019 <p>Future dates are noted below:</p> <ul style="list-style-type: none"> • Tuesday 14th May 2019 – Annual Village Meeting. • Monday 3rd June 2019. • Monday 1st July 2019. <p><u>There being no further business the meeting closed at 8.30 pm</u></p> <p>..... Chairman for Little Brickhill Parish Council</p>	