

LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 3rd June 2019 at 7.45pm in the Community Centre, Little Brickhill, Milton Keynes.

Present:

Cllr G Bushell (Chair)
Cllr D Lewis
Cllr T Wheaton
Cllr M Goddard
Cllr V Hopkins (Ward Councillor)

In attendance:

A Kemp (Clerk)
C Roberts (Local Resident)
J Moseley (Local Resident)
B Sinfield (Local Resident)
D Hoare (Local Resident)
D Ballard (Local Resident)

1. Apologies for Absence:	ACTION
Cllr R Spencer, Cllr D Hopkins (Ward Councillor) & Cllr A Jenkins (Ward Councillor)	
<p>2. Public Open Session: 2937</p> <p>2.1 - Street Lights: The Parish Council was informed that the street light on Watling Street (WS11) was again not working. Clerk replied that he had already reported this problem to MKC on the 12th June 2019 under reference No FS957993033. <u>Ongoing.</u></p> <p>2.2 – Overhanging Bushes – The Parish Council were thanked for reported some overhanging bushes on Great Brickhill Lane to MKC that required cutting back and for the speed that the work was completed.</p> <p>2.3 – Rubbish – The Parish Council were asked if they could raise an issue with the owners of the pub / restaurant if they could clear some rubbish that has accumulated at the back of their property. <u>Cllr T Wheaton agreed to investigate.</u></p> <p>2.4 – Local Issues - A local resident raised some issues with some overgrown paths in the village and the <u>Clerk agreed to look into this with the local resident after this meeting.</u></p>	<p>Cllr T Wheaton</p> <p>Clerk</p>
<p>3. Declaration of Interest: 2938</p> <p>None.</p>	
<p>4. Approval of Minutes of Meetings held on 1st April 2019.</p> <p>Minutes signed and approved.</p>	
<p>5. Progress Report on matters from last Minutes: 2939</p> <p>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.</p> <p><u>No change</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></p> <p>5.2 - (item 2.1 of minutes 15/10/18) – Home to school transport from Little Brickhill to Walton High, Walnut Tree Campus.</p> <p><u>It was noted that Cllr D Hopkins was in the process of arranging another meeting with all interested parties later in the month of June 2019.</u></p> <p>5.3 - (item 13.2 of minutes 15/10/18) – The Barn at the back of the Glen: Although some work has been completed by Woburn Estates it was felt that there are still some concerns that more work is required to secure the building <u>and the Clerk was asked to raise this issue again with Woburn Estates.</u></p>	<p>Cllr D Hopkins</p> <p>Cllr D Hopkins</p> <p>Clerk</p>

<p>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. <u>No change - Clerk advised that he had reported this to MKC for action under reference No FS104348075. Ongoing.</u></p> <p>5.5 – (item 7.4 of minutes 03/12/18) – Parish Clean Up Fund: It was confirmed that all the requested work has been completed by MKC. <u>Item closed.</u></p> <p>5.6 – (item 2.1 of minutes 03/12/18) – Water Supply to Churchyard & Watsons Field: Clerk advised that following a request to the owners of the former garage site to look into the possibility of providing a water supply to the churchyard and Watsons Field that he had been informed that this was not practical.</p> <p>Although this news was disappointing Cllr T Wheaton suggested that we should at least approach Anglian Water to obtain a quotation to establish what the likely costs are and <u>the Clerk was asked to look into this issue.</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.</p> <p><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. No change.</u></p> <p>5.8 - (item 6.3 of minutes 04/03/19) - Email received 12/02/19 from MKC regarding Information Sharing Protocol – SaferMK. No change - Clerk advised that he would look into this in more detail before making any recommendations for action by the Parish Council.</p> <p>5.9 - (item 6.1 of minutes 01/04/19) - Email received from W&WFC regarding potential work at Watson’s Field. It was noted that the Parish Council welcomed help from the football club to improve the ground to clear part of the field to try and incorporate a small playing pitch however <u>before granting permission it was decided that we should have a strategy and plans drafted for the future use of the field.</u></p> <p>5.10 - (item 7.4 of minutes 01/04/19) – Rabbit Warren on Watsons Field: Clerk advised that he had again been approached by a local resident asking if the Parish Council would attend to this recurring problem. <u>Following discussion the Clerk was asked to obtain quotations from a pest controller for discussion and agreement at a future Parish Council meeting.</u></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>6. Correspondence: 2940</p> <p>6.1 - Correspondence received in March 2019 regarding promotion for Merchant Navy Day on the 3rd September 2019. <u>This was noted, no actions are required.</u></p> <p>6.2 - Letters received 25/03/19 & 01/05/19 from MKC regarding changes to the Register of Electors. <u>Clerk to keep on file.</u></p> <p>6.3 - Email received 02/05/19 from MKC regarding Supplemental Fund 2019/20 for Parish & Town Councils to apply for funding of local projects by the 3rd July 2019. Clerk advised that he had been advised that we currently have a problem with an item on the Multi-Use play equipment on Watsons Field and the cost would be £850.00 +VAT. He suggested that we apply for funding towards this item and <u>all present agreed to this suggestion and the Clerk was tasked with completing the required application forms.</u></p> <p>6.4 – Email received 08/05/19 from MKC advising of three Consultations taking place from the 8th May 2019 to the 3rd July 2019</p> <p>Draft Affordable Housing Supplementary Planning Document (SPD).</p> <p><u>Clerk to have dialogue with the Chairman on a possible response from the Parish Council.</u></p>	<p>Clerk</p> <p>Clerk</p>

<p>Draft Planning Obligations Supplementary Planning Document (SPD).</p> <p><u>Clerk to have dialogue with the Chairman on a possible response from the Parish Council.</u></p> <p>South Caldecotte Development Framework Supplementary Planning Document.</p> <p><u>Clerk to have dialogue with the Chairman on a possible response from the Parish Council.</u></p>	<p>Clerk</p> <p>Clerk</p>
<p>7. Clerks Report / Local Issues: 2941</p> <p>7.1 – (item 7.4 of minutes 05/02/18) - Waste Bin: Clerk confirmed that he had received delivery of the replacement waste bin on Great Brickhill Lane and <u>would arrange for MKC to install it as soon as possible.</u></p> <p>7.2 – New Website: The Clerk confirmed that new website is now complete and that it is very easy to manage. <i>Item closed.</i></p> <p>7.3 – Watsons Field Gate: Replacement gate has now been installed. <i>Item closed.</i></p> <p>7.4 – Watsons Field Boundary Fence – Clerk advised that the wooden boundary fence requires repairing in two places and that a former Parish Councillor had agreed to look into undertaking this repair as soon as possible.</p>	<p>Clerk</p>
<p>8. Unitary Councillors' Report: 2942</p> <p>Copies of the Ward Councillors' reports to Little Brickhill Parish Council for June 2019 are <u>appended to these minutes.</u></p>	
<p>9. Planning: 2943</p> <p>9.1 - 19/00480/FUL - Construction of six detached dwellings and access road at Little Brickhill Service Station, Watling Street, Little Brickhill. <i>Notification received 20/04/19 from MKC that planning approval had been granted.</i></p> <p>9.2 – 19/00581/FUL - Single storey rear extension, the provision of a rear flat roofed dormer over staircase and bathroom at Sunnyside, Watling Street. <i>Notification received 16/04/19 from MKC that planning approval had been granted.</i></p> <p>9.3 – 19/00582/LBC - Listed building consent for Single storey rear extension, the provision of a rear flat roofed dormer over staircase and bathroom at Sunnyside, Watling Street. <i>Notification received 16/04/19 from MKC that listed building consent had been granted.</i></p> <p>9.4 – 19/00782/DISCON - Details submitted pursuant to discharge of condition 16 (Surface Water Drainage) attached to planning permission 18/03057/FUL at Little Brickhill Service Station, Watling Street. <i>Notification received 15/05/19 from MKC that planning condition had been approved.</i></p> <p>9.5 – 19/01173/DSCON - Details submitted pursuant to discharge of condition 13 (Archaeological Investigation) attached to planning permission 9/00480/FUL at Little Brickhill Service Station, Watling Street. <i>Notification received 30/05/19 from MKC that planning condition had been approved.</i></p> <p>9.6 – 19/01326/DISCON - Details submitted pursuant to discharge conditions 6 (Landscaping scheme) 7 (Boundary treatments) 8 (Cycle storage) attached to planning permission 18/01464/FUL at Panel Well, 4 Great Brickhill Lane, Little Brickhill. <i>Notification received 21/05/19 from MKC that planning condition had been approved.</i></p>	

10. To sign off the Annual Financial Return for 2018/19: 2944

Clerk advised that he was still waiting for the completion of the Internal Audit and that the Annual Return to the External Auditors has to be completed and approved by the 1st July 2019.

In view of the above statement the **Annual Return** for financial year 2018/19 was examined in detail and it was confirmed that all procedures are being correctly followed.

The Motion: That Little Brickhill Parish Council accepts the Un-Audited Accounts, was proposed, seconded and carried unanimously.

The **Annual Return** was accordingly signed off by the **Chairman, RFO** and the **Clerk**.

The Clerk was authorised to forward the Annual Return to the External Auditor provided that no issues of concern have been identified by the Internal Auditor.

It is also a requirement to display a number of documents on the website and this will be actioned by the Clerk by the end of June 2018.

A review of the Internal Auditor report will be undertaken at the next Parish Council meeting on the 1st July 2019.

11. Financial: 2945

11.1 - Cheques presented for payment:

S/O	£162.40	Alan Kemp (May 2019)
200451	£ 41.40	HMR&C (Tax for Clerk)
200452	£3.20	Alan Kemp (Salary Arrears)
200453	£195.00	M J Keel (Grass Cutting)
200454	£ 1,851.60	Crown (Community Centre – New Windows)
D/D	£35.00	Information Commissioner (Data Protection Act)
S/O	£162.40	Alan Kemp (June 2019)
200799	£ 41.40	HMR&C (Tax for Clerk)
200800	£15.52	Alan Kemp (Administration)
200801	£195.00	M J Keel (Grass Cutting)

This expenditure was proposed, seconded and carried unanimously.

11.2 – Payments received:

£1,432.69	MKC - Grant Payment
£860.00	Community Centre
£5,881.36	MKC – Precept
£392.62	HMRC – VAT Refund)

11.3 - It was noted that the **Bank Balance** following the payments made tonight (03/06/19) was **£15,898.09**

11.5 - Bank Mandate:

Clerk confirmed that it he had now been advised by Barclays Bank that we will have to complete a new Bank Mandate document and was waiting for this to be sent to him for completion.

11.6 – New Notice Boards:

Clerk advised that he had contacted our Insurance Company on the 16th May 2019 to add the two recently installed notice boards to the policy at an estimated cost of £15.00 per annum and was waiting for official confirmation from them on this request.

<p>12. To receive reports on the Community Centre: 2946</p> <p>12.1 - WREN Grant Application (Play Equipment) – Clerk confirm that he had signed the contract on behalf of the Parish Council and that arrangements are in hand to complete the project by the end of July 2019. Three quotations were obtained and the recommendation from the Community Centre committee was to award the contact to Crown. <u>This was supported by all present at the meeting tonight.</u></p> <p>12.2 – Electrical Work – Clerk advised that he had been notified by Western Power that there is a requirement to change the source of electricity to the property underground and that he had asked them to document the work required so that he can circulate this the all Parish Councillors. <u>Ongoing.</u></p>	
<p>13. Councillors Report: 2947</p> <p>No other issues were raised.</p>	
<p>14. Items for the next / future agendas.</p> <ul style="list-style-type: none"> • Risk Assessment – September 2019 	
<p>15. Date of Next Meeting:</p> <p>Future dates are noted below:</p> <ul style="list-style-type: none"> • Monday 1st July 2019. • Monday 2nd September 2019. <p><u>There being no further business the meeting closed at 8.27 pm</u></p> <p>.....</p> <p>Chairman for Little Brickhill Parish Council</p>	