

LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 5th March 2018 at 7.45pm in the Community Centre, Little Brickhill, Milton Keynes.

Present:

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

In attendance:

A Kemp (Clerk)
R Spencer (Local Resident)
C Roberts (Local Resident)
D Bushell (Local Resident)

1. Apologies for Absence:	ACTION
Cllr M Goddard, Cllrs V Hopkins (Ward Councillor) & A Jenkins (Ward Councillor)	
<p>2. Adoption of a new Parish Councillor: 2809</p> <p>The Motion: That Rebecca Spencer is co-opted as a new member of the Parish Council was proposed, seconded and carried unanimously.</p>	
<p>3. Public Open Session: 2810</p> <p>3.1 – Street Lights: The Parish Council was advised that a street light outside the Church on Woburn Road was not working and asked the <u>Clerk to report this issue to MKC to rectify.</u></p> <p>3.2 – Ongoing Local Issues:</p> <p>3.2.1 - (item 2.1 of minutes 07/11/16) - Parking problem on Wyness Avenue:</p> <p>Following discussion at the Parish Council meeting on the 6th November 2017 to consider having some Disabled Parking Bays (non-enforceable) marked out in the road.</p> <p><u>Clerk confirmed that he had received some more information from MKC and would have further dialogue with the local resident that raised this issue and report back at the next Parish Council meeting in April 2018.</u></p> <p>3.2.2 - (item 2.2 of minutes 04/09/17) – A local resident asked the Parish Council for help with having the overhanging shrubbery cut along the path behind the Community Centre. To be completed with the tree work, see item 6.2. <u>Ongoing.</u></p> <p>3.2.3 – (item 2.4 of minutes 06/11/17) - Woburn Road: A local resident has volunteered to undertake some maintenance of the verges on this road and asked if the Ward Councillor could approach MKC to establish if they would be prepared to collect any green waste and dispose of it. <u>It was noted that our Ward Councillor D Hopkins has contacted MKC and the following response had been received from them.</u></p> <ul style="list-style-type: none"> • I would suggest that if it's only a small amount, using the green bins would be most suitable? • Any larger projects or cutting back should be consulted through the landscape team to ensure the work is appropriate and sustainable. I've copied in Mansour Moini, the Landscape Officer for the area who will be able to discuss on site. Serco do have a small community fund to assist with localised projects and they may be able to offer some resource from this for a one-off. <p><u>It was considered that this was not a very satisfactory response from MKC and the Clerk was asked to have further dialogue with them as soon as possible.</u></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>3.2.4 – (item 2.1 of minutes 04/12/17) - A local resident asked if the Ward Councillor could approach MKC to ascertain if the white lines at the pedestrian crossing could be re-done as they are now very faint. <u>It was noted that our Ward Councillor D Hopkins has reported this issue to MKC but it was highly likely that because of budget restraints this work would not be undertaken in the foreseeable future.</u></p> <p>3.2.5 - (item 2.1 of minutes 05/02/18) – Street Lights: The Parish Council was advised that a street light on Watling Street (WS11) was not working.</p> <p><u>Clerk confirmed that he had reported this issue to MKC on the 7th February 2018 under reference number FS67523220 and that he would contact them for a completion date.</u></p> <p>3.2.6 – (item 2.2 of minutes 05/02/18) - Pavements: The Parish Council was advised that that a several pavements in the village required some attention and asked the Parish Council to look into the situation.</p> <p><u>It was noted that Cllr Wheaton has reported this issue to MKC for action. See reference numbers, FS68486761, FS68485976, FS68483773 and FS68485036. Ongoing.</u></p> <p>3.2.7 – (item 2.3 of minutes 05/02/18) - Garage Site:</p> <p>It was noted that David Hopkins Ward Councillor) and Cllr Wheaton met with representatives from MKC on the 9th February 2018 to discuss major concerns on the current stage of the former garage site, in order for the site to be fenced off whilst derelict to stop anti-social behaviour and fly tipping. <u>Ongoing.</u></p> <p>Post Meeting Note: Since the Parish Council meeting it was noted that a fence has been erected around the site.</p>	
<p>4. Declaration of Interest: 2811 None.</p>	
<p>5. Approval of Minutes of Meetings held on 5th February 2018.</p> <p>Minutes signed and approved.</p>	
<p>6. Progress Report on matters from last Minutes: 2812</p> <p>6.1 – (item 6.1 of minutes 02/11/15) – Installation of Two Speed Indicator Devices on Watling Street:</p> <p>The Clerk gave the following update</p> <ul style="list-style-type: none"> • MKC have agreed to extend the deadline for claiming the Parish Partnership grant of £5,000 until the end of June 2018. • Clerk to place the order on MKC as soon as possible at a cost not to exceed £13,484.00. • Locations outside the Community Centre and opposite the Old Court House were agreed. <p>6.2 - (item 12.0 of minutes 02/10/17) - Review of Risk Assessment Documentation: Clerk was asked to include the risk to the telephone cables in the Community Centre grounds with regard to the excessive growth of ivy on the tree next to the pole.</p> <p><u>Clerk advised that the cost to address this problem would be £240.00 + VAT and all present authorised the Clerk to place the order for the work to be completed as soon as possible.</u></p>	<p>Clerk</p> <p>Clerk</p>

<p>6.3 – (item 6.2 of minutes 06/11/17) - Email received 06/10/17 from MKC regarding Parish Recycle and Reward Campaign - 2018. Following the decision of the Parish Council to participate in this campaign the Clerk advised that he will provide some information for Cllr Bushell to include in the next Village Newsletter. <u>Ongoing.</u></p> <p>6.4 - (item 6.1 of minutes 05/02/18) - Email received 19/12/17 from Bow Brickhill Parish Council regarding the number of developments taking place in Milton Keynes.</p> <p><u>Clerk confirmed that he had sent a response to BBPC on the 11th February 2018 following discussion at the Parish Council meeting on the 5th February 2018.</u></p> <p>6.5 - (item 6.4 of minutes 05/02/18) - Email received 04/01/18 from W&WFC requesting permission to apply a weed spray onto Watsons Field and for consideration of a financial contribution towards the cost which is £116.00 (including VAT).</p> <p><u>Clerk confirmed that he had sent a response to W&WFC on the 7th February 2018 following discussion at the Parish Council meeting on the 5th February 2018.</u></p> <p>6.6 - (item 6.5 of minutes 05/02/18) - Email received 26/01/18 from a Local Resident concerning litter issues, the Garage Site and other issues in the village.</p> <p><u>It was agreed to establish a volunteer group to address this problem and the following actions were agreed.</u></p> <ul style="list-style-type: none"> • <u>Clerk to contact MKC to obtain a litter pack and also our insurance company to confirm that any volunteers are covered under the policy.</u> • <u>Cllr Lewis to establish how many local residents are interested in joining a volunteer group.</u> 	<p>Clerk</p> <p>Cllr Lewis</p>
<p>7. Correspondence: 2813</p> <p>7.1 - Email received 13/02/18 from MKC regarding Campbell Park Neighbourhood Plan final stages. <u>This was noted, no actions are required.</u></p> <p>7.2 - Email received 19/02/18 from MKC regarding Milton Keynes Site Allocations Plan: Schedule of Main Modifications Consultation. <u>This was noted, no actions are required.</u></p> <p>7.3 - Email received 22/02/18 from BALC regarding Silent Soldier Campaign 1914 – 1918. <u>Clerk was asked to look into this in more detail and to report back at the next PC meeting.</u></p> <p>7.4 - Letter dated 23/02/18 from MKC regarding changes to the Register of Electors. <u>Clerk to keep on file.</u></p> <p>7.5 - Email received 28/02/18 from MKC regarding an Affordable Housing SPD Consultation Event at the Civic Offices on the 22nd March 2018. <u>This was noted, no actions are required.</u></p> <p>7.6 – Email received 02/03/18 from MKC regarding the South Caldecotte Development Framework Consultation taking place from Monday the 5th March 2018 until Friday the 27th April 2018. <u>Consideration for a respond from Little Brickhill Parish Council will be considered at the April 2018 Parish Council meeting on the 9th April 2018.</u></p>	<p>Clerk</p>
<p>8. Clerks Report / Local Issues: 2814</p> <p>8.1 – (item 7.4 of minutes 05/02/18) - Waste Bin: Clerk confirmed that he had placed the order on MKC to replace the waste bin on Great Brickhill Lane at a cost under £200.00. <u>Completion date TBA.</u></p>	

<p>8.2 – (item 7.2 of minutes 05/02/18) - Play Equipment: Clerk advised that he had placed the order on MKC to repair the play equipment on Watsons Field following vandalised at a cost of £250.00 + VAT.</p> <p>The Clerk also advised that our Ward Councillor, V Hopkins had kindly agreed to donate £200.00 towards the cost from her Ward Councillors Allowance. <u>The Chairman asked Ward Councillor D Hopkins to thank her on behalf of Little Brickhill Parish Council.</u></p> <p>8.3 – (item 7.3 of minutes 05/02/18) - Website: Clerk advised that as a Parish Council we have no back up facilities or technical support and asked the Parish Council to consider investing £1050.00 + VAT together with an annual maintenance charge of £185.00 to replace the current website.</p> <p>Following discussion it was agreed that we should replace our website but before an order is placed we should ascertain if the cost could be split 50% - 50% with the Community Centre Committee. <u>Clerk to investigate for discussion at the next Parish Council meeting.</u></p> <p>8.4 – (item 7.5 of minutes 05/02/18) - Rabbit Warren on Watsons Field: Clerk advised that he had been approached by a local resident asking if the Parish Council would attend to the recurring problem. <u>Clerk advised that the cost would be £120.00 for our pest control contractor to address this issue and all present authorised the Clerk to place the order.</u></p>	<p>Clerk</p> <p>Clerk</p>
<p>9. Unitary Councillors' Report: 2815</p> <p>9.1 – A copy of the Ward Councillors' reports to Little Brickhill Parish Council for March 2018 <u>are appended to these minutes.</u></p>	
<p>10. Planning: 2816</p> <p>10.1 - 17/03233/OUT - An outline proposal with all matters reserved for development of land to the south of the A5 and east of the A4146, Milton Keynes for up to 500 homes, including 40% affordable homes; a 1 Form Entry Primary School; a local Centre, open space and associated works at Land at Levante Gate, Galley Lane, Little Brickhill.</p> <p><u>Ward Councillor, David Hopkins advised the meeting that because the applicant is working on amendments / additional information, mainly relating to Highway issues they have requested an extension of time so therefore is unlikely for this planning application to be included as an agenda at the MKC Development Control Committee until June 2018.</u></p> <p>10.2 – 18/00368/FUL - Proposed Sun Roof and Utility with Porch, Removal of garages and erection of three bay garages with storage at Willow House, Watling Street, Little Brickhill. <u>No objections were raised.</u></p> <p>10.3 - 18/00065/FUL - Extension to bar cellar at Woburn Golf and Country Club, Bow Brickhill to Little Brickhill Road, Little Brickhill. <u>Notification received 28/02/18 from MKC that planning approval had been granted.</u></p>	
<p>11. To discuss issues with the recent and past problems with Travellers in the Village: 2817</p> <p>Clerk advised that after seeking advice from MKC it was not cost effective for the Parish Council to place an order on the contactor that Cllr Wheaton sourced as a replacement supplier.</p> <p>Under the circumstances it was agreed that we have no alternative but to place the order on MKC (Highways Department) to complete the work on a soil barrier at a cost not to exceed £8925.00 + VAT.</p>	

<p>Clerk also advised that our Parish Partnership Grant application for a contribution toward to cost of £5000.00 had been approved by MKC.</p> <p><u>Clerk was authorised to place the order.</u></p>	Clerk															
<p>12. Financial: 2818</p> <p>12.1 - Cheques presented for payment:</p> <table border="0"> <tr> <td>S/O</td> <td>£153.60</td> <td>Alan Kemp (March 2018 Salary)</td> </tr> <tr> <td>200392</td> <td>£38.40</td> <td>HMR&C (Tax for Clerk)</td> </tr> <tr> <td>200393</td> <td>£0.00</td> <td>Cheque VOID</td> </tr> <tr> <td>200394</td> <td>£300.00</td> <td>MKC (Play Equipment Repair)</td> </tr> <tr> <td>200395</td> <td>£20.00</td> <td>Elcam Property Maintenance Ltd (Bus Shelter Repair)</td> </tr> </table> <p>This expenditure was proposed, seconded and carried unanimously.</p> <p>12.2 – Payments received:</p> <p>£100.00 – MKC (Recycling Campaign) £150.00 – Mr Payne (1 High View)</p> <p>12.3 - It was noted that the Bank Balance following the payments made tonight (05/03/18) was £23,605.86</p> <p>12.4 – Parish Partnership Grant for 2016/2017: <u>No change</u> - Now that funding has been approved by MKC to replace our two notice boards of £1,725.00 (75%) the <u>Clerk confirmed that he would obtain the necessary quotations for consideration by the Parish Council as soon as possible</u></p>	S/O	£153.60	Alan Kemp (March 2018 Salary)	200392	£38.40	HMR&C (Tax for Clerk)	200393	£0.00	Cheque VOID	200394	£300.00	MKC (Play Equipment Repair)	200395	£20.00	Elcam Property Maintenance Ltd (Bus Shelter Repair)	
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<p>13. To review / agree the Clerks Salary for 2018/2019: 2719</p> <p>The Motion: Following a review of the Clerks role and responsibilities, the Clerks salary for this financial year (2018/2019) will be £2,143.41 plus £250.00 for home working, making the total for the year of £2,393.41. This equates to £199.00 per month, an increase of £7.00 per month. <u>Next review in March 2019.</u></p>																
<p>14. To receive reports on the Community Centre: 2820</p> <p><u>No issues were raised.</u></p>																
<p>15. To review all Legal Documentation: 2821</p> <p>Clerk advised that he was in the process of reviewing and updating the following documents.</p> <ul style="list-style-type: none"> • Standing Orders – <u>No changes required.</u> • Financial Regulations – <u>To be updated based on a revised template from the National Association of Local Councils.</u> • Freedom of Information – <u>Updated, website to be updated.</u> • Equality Policy – <u>No changes required.</u> • General Data Protection Regulation – <u>This is a new requirement being researched with a target date for completion by the end of May 2018</u> 	Clerk															
<p>16. Councillors Report: 2822</p> <p><u>No issues were raised</u></p>																
<p>17. Items for the next agenda.</p> <ul style="list-style-type: none"> • Risk Assessment – April 2018. • MKC Landscaping Services - TBA 	Clerk															

18. Date of Next Meeting:

The next meeting of the Parish Council will take place on Monday 9th April 2018 at 7.45 pm.

Future dates are noted below:

- Tuesday 15th May 2018 – Annual Village Meeting.
- Monday 11th June 2018.
- Monday 2nd July 2018.

There being no further business the meeting closed at 8.55 pm

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Chairman for Little Brickhill Parish Council