

## LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 7<sup>th</sup> April 2014 at 7.45pm in the Community Centre, Little Brickhill, Milton Keynes.

**Present:**

Cllr G Bushell  
Cllr J Moseley  
Cllr T Wheaton  
Cllr D Hopkins (Ward Councillor)

**In attendance:**

Mr A Kemp (Clerk)  
Mrs B Sinfield (Resident)  
Mrs I McCrory (Resident)

1. Apologies for Absence:	ACTION
Cllr D Lewis & Cllr S Lewis.	
<p><b>2. Public Open Session: 2406</b></p> <p><b>2.1 – New Issues:</b> No new issues were raised.</p> <p><b>2.3 – Ongoing Local Issues:</b></p> <p><b>2.3.1 – The parking problem on Watling Street at the Great Brickhill Road junction:</b> Following our request on the 27<sup>th</sup> September 2014 for MKC Highways department to investigate and come up with recommendations to improve this junction the Clerk confirmed that he had been informed that we were not successful this time. Milton Keynes Council did however state that we should resubmit our request, as there may be an opportunity to investigate later in the next financial year. <u>Clerk to action as soon as possible.</u></p> <p><b>2.3.2 – A problem with a large leylandii tree requiring attention in Wyness Avenue</b> was raised. Clerk confirmed that he had received an assurance from MKC that they are working towards Little Brickhill and it is anticipated that the work will be completed in May 2014. <u>On-going.</u></p> <p><b>2.3.4 –</b> The Parish Council was asked (2<sup>nd</sup> December 2013 meeting) if anything could be done to <b>illuminate some posts</b> that are located on the path from the island down to Wyness Avenue. Also on the same path there is a <b>cable</b> from a telegraph pole, which also could do with <b>illuminating</b>. It was confirmed that MKC had now completed this action. <u>Item closed.</u></p> <p><b>2.3.5 –</b> It was highlighted that the <b>barrier on the island at the top of the village</b>, was still waiting to be repaired, despite being damaged a long time ago. Clerk confirmed that he had spoken to MKC on this issue and had reported this officially to the MKC Contact Centre (<u>Highways Service Request Number 283943</u>). <u>On-going.</u></p> <p><b>2.3.6 -</b> The Parish Council were informed that the <b>pavement from the island at the top of the village on Watling Street down to the former garage</b> was in need of a clean. Clerk confirmed that he had spoken to MKC on this issue and had reported this officially to the MKC Contact Centre (<u>Highways Service Request Number 301865</u>). <u>On-going.</u></p>	
<p><b>3. Declaration of Interest: 2407</b></p> <p>None.</p>	
<p><b>4. Approval of Minutes of Meeting held on 3<sup>rd</sup> March 2014.</b></p> <p>Minutes signed and approved.</p>	

<p><b>5. Progress Report on matters from last Minutes: 2408</b></p> <p><b>5.1 - (Item 6.2 of meeting 10/02/14) - A general concern was raised that <b>certain areas in the village are not being attended to by MKC Landscaping Services.</b> It was noted that Cllr Moseley and the Clerk met with representatives from MKC on the 11<sup>th</sup> March 2014 and they have promised that <u>all areas</u> will attended to this year. <u>Item closed.</u></b></p> <p><b>5.2 - (Item 2.2 of meeting 10/02/14) – <b>The Rotary Club of the Brickhills:</b></b> Jan Flawn and Helen Seddon explained the purpose of their organisation and stated that each year they normally vote to raise funds for three charities, but this year they would prefer to undertake a project that would benefit 'The Brickhills', as they are your local Rotary Club. They are also consulting with Bow Brickhill Parish Council, Great Brickhill Parish Council and are looking for suggestions from each Parish Council on either a joint project or separate small projects in each area by the beginning of May 2014.</p> <p>Clerk reported that both Great Brickhill and Bow Brickhill Parish Council's favour the installation of a Defibrillator. Following discussion it was also decided that we should recommend for the installation of a Defibrillator outside the Community Centre and the <u>Clerk was requested to speak to the Rotary Club to discuss this further with them and advise all Little Brickhill Councillors of the outcome before the next meeting.</u></p> <p><b>5.3 - (Item 2.3 of meeting 10/02/14) – <b>'Youth Café' in Great Brickhill:</b></b> Marco Loxley (Pulse, Youth Club) and Cllr B Wright (Great Brickhill Parish Council) gave a short explanation of the purpose of the 'Youth Café' and from recent figures there are 28 young people that are registered as members of the organisation from Little Brickhill. In order to maintain the current level of activities they are looking for funding contributions (large or small) from any local Parish Council's where there are young people attending these sessions. <u>Following discussion it was agreed by all present to make a donation to this organisation of £250.00 and the Clerk was tasked with making the necessary arrangements.</u></p> <p><b>5.4 - (Item 6.1 of meeting 10/02/14) – <b>Village Newsletter:</b></b> Clerk stated that he had approached MKC to release the grant payment of £450.00 for <b>the funding of the Village Newsletter</b>, but had been informed that they cannot authorise payment until they had received three quotations. Clerk confirmed that he had now provided MKC with two more quotations and that he had received confirmation that the payment will be sanctioned in April 2014. <u>On-going</u></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>6. Correspondence: 2409</b></p> <p><b>6.1 – Letter received 25/03/14 from <b>MKC</b> regarding the <b>Register of Electors.</b></b> <u>No action, Clerk to keep on file.</u></p> <p><b>6.2 - Newsletter received from <b>MKC</b> regarding <b>My Milton Keynes.</b></b> <u>Cllr to forward this correspondence to Cllr Bushell for inclusion in the next village newsletter.</u></p> <p><b>6.3 - Letter received 29/03/14 from <b>MKC</b> regarding the creation of the <b>Milton Keynes Service Partnership.</b></b> <u>This was noted, no further action required.</u></p> <p><b>6.4 - Letter received 29/03/14 from <b>Mazars</b> regarding <b>Notice of Audit of Accounts for 2013/14.</b></b> Clerk stated that he would arrange for the Internal Audit to be completed in May 2014, in order for approval of the accounts at the Parish Council meeting scheduled for the 2<sup>nd</sup> June 2014.</p> <p><b>6.5 - Letter received from <b>MKC</b> regarding <b>Age UK Milton Keynes gardening services.</b></b> <u>This was noted, no further action required.</u></p>	<p>Clerk</p>

<p><b>7. Clerks Report / Local Issues: 2410</b></p> <p><b>7.1 – Bench Repair:</b> Clerk confirmed that the bench has now been taken away for repair and was likely to be completed in April / May 2014. <u>On-going.</u></p> <p><b>7.2 – Dog bin outside the playing field:</b> Clerk confirmed that he had arranged for the larger bin to be installed by the end of April 2014. <u>On-going.</u></p> <p><b>7.3 – Grass Cutting:</b> Clerk confirmed that our contractor has commenced mowing for this year and that the charge would be the same as last year.</p> <p><b>7.4 – Footpath running south between waterworks and wood lodge:</b> It was noted that the Clerk had received a complaint from a local resident regarding the state of this path and that he had reported this to MKC for action. <u>On-going.</u></p> <p><b>7.5 – Historical Documents:</b> Clerk confirmed that he had received an offer from a relative of a former Little Brickhill resident to donate some historical information about the village, which he was arranging to obtain. <u>On-going.</u></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>8. Unitary Councillors Report: 2411</b></p> <p><b>8.1 – Broadband Provision for Little Brickhill:</b> Cllr Hopkins advised that he was in discussion with BT OpenReach regarding this issue. It was suggested that this issue should be discussed at our Annual Parish Meeting on the 13<sup>th</sup> May 2014.</p> <p><b>8.2 – Garage site:</b> Following residents’ concerns over this site that were highlighted in Cllr Hopkins (Ward Councillor) annual survey. <u>Cllr Moseley advised that he had spoken to the land owner and that an application for the development of this site would not be forthcoming within the next two years.</u></p> <p><b>8.3 – The Green Man:</b> Cllr. Hopkins advised that he had heard that the development layout was likely to be changed and that he would speak to MKC Planning department to find out the latest position.</p> <p>Cllr Bushell asked if a more appropriate temporary security fence could be installed and the <u>Clerk was asked to speak to the developer on this.</u></p>	<p>Cllr Hopkins</p> <p>Cllr Hopkins</p> <p>Clerk</p>
<p><b>9. Planning: 2412</b></p> <p><b>9.1 - 14/00347/FUL</b> – Conversion of existing store to bathroom, amendments to rear windows and door rendering of dwelling at 4 Chew Cottages, Watling Street. <u>No objections were raised.</u></p> <p><b>9.2 - 14/00577/TCA</b> – Notification of intention to pollard 1 x Horse Chestnut tree at land to the front of 3/4 Dukes Cottages, Watling Street. <u>No objections were raised.</u></p> <p><b>9.3 - (Item 16.3 of meeting 02/12/13)</b> – Cllr Bushell advised that he had received several comments from local residents concerning the <b>landscaping in front of the two newly built houses on Watling Street.</b> Clerk read out the reply from MKC which was reluctantly accepted. <u>Item closed.</u></p>	
<p><b>10. Financial: 2413</b></p> <p><b>10.1 - Cheques presented for payment:</b>  100708 - £ 24.60 – Alan Kemp (Stationery / Postage)  100709 - £110.00 – Mr Keel (Grass Cutting)  100710 - £ 33.20 – H M Revenue &amp; Customs – (Tax for Clerk)</p> <p>This expenditure was proposed, seconded and carried unanimously.</p>	

<p><b>10.2 - Payments received:</b> £0.66 (Dividend)</p> <p><b>10.3 -</b> It was noted that the <b>Bank Balance</b> as at the end 31/03/14 was <b>£17,558.19.</b></p> <p><b>10.4 – Bank Mandate Correspondence Change Request:</b> It was noted that the Clerk and Cllr Bushell went to Barclays Bank (Milton Keynes) on the 28<sup>th</sup> March 2014 to address the delay in the Bank completing this action. We were advised that this could not be actioned by the branch but would be attended to in the near future by their Leicestershire office. <u>On-going.</u></p> <p><b>10.5 – PAYE:</b> Clerk confirmed that he had completed the annual year end activities for H M Revenue &amp; Customs with regard to the PAYE system.</p> <p><b>10.6 – VAT:</b> Clerk confirmed that he would complete the documentation in May 2014 to re-claim VAT for the last financial year.</p>	Clerk
<p><b>11. To discuss Parish Partnership Grants Programme 2014/15: 2414</b></p> <p>Clerk confirmed that he had received notification from MKC that these Grant Schemes will continue to be available for Town &amp; Parish Councils to apply for funding of projects for next financial year by the 16<sup>th</sup> May 2014. <u>Clerk to have dialogue with Cllr Wheaton to ascertain if any projects are required for the Community Centre.</u></p>	Clerk / Cllr Wheaton
<p><b>12. To discuss the Play Equipment Grant: 2415</b></p> <p>Clerk confirmed that he had submitted the WREN grant application on the 3<sup>rd</sup> April 2014. It was agreed by all present that the contribution to the project from Little Brickhill Parish Council would be £3000.00 + 11% of the project value estimated at £2,937.00 (Landfill TAX levies). It was noted that it would be July 2014 before we will know if we have been successful with the grant application.</p>	
<p><b>13. To discuss the Parish Council Website: 2416</b></p> <p>It was noted that Cllr S Lewis had started to populate the new website with an estimated launch date in early May 2014. <u>On-going</u></p>	Cllr S Lewis / Clerk
<p><b>14. To review all Legal Documentation: 2417</b></p> <p>Clerk gave an update on each of the following documents for discussion / review and a record is noted below:</p> <p><b>Standing Orders:</b> <u>Updated to reflect comments made by Mazars in the external audit.</u></p> <p><b>Risk Assessment:</b> Clerk presented an updated copy of the Risk Assessment for the Parish Council which was reviewed and accepted by all present. <u>Clerk to ensure that this is included as an agenda item at the September 2014 meeting.</u></p> <p><b>Financial Regulations:</b> <u>It was agreed that this document was still current and did not require any amendments to be completed.</u></p> <p><b>Freedom of Information Act:</b> <u>It was agreed that this document was still current and did not require any amendments to be completed.</u></p> <p><b>Code of Conduct Guide:</b> <u>It was agreed that this document was still current and did not require any amendments to be completed.</u></p> <p><u>Clerk confirmed that he would put the amended documents on the new Parish Council website following launch in May 2014.</u></p>	Clerk

<p><b>15. To receive reports on the Community Centre: 2418</b></p> <p><b>15.1 – Village Hall Committee:</b> Cllr Tim Wheaton advised that he had represented the Parish Council at a recent meeting and stated that there are several issues that have been referred back to the Parish Council for investigation and action. <u>He touched briefly on the issues again and advised that he had written to the Clerk today providing details, in order to enable the Clerk to investigate.</u></p>	<p>Clerk / Cllr Wheaton</p>
<p><b>16. Councillors Report: 2419</b></p> <p><b>16.1 – Footpath Gates:</b> Cllr Wheaton stated that there are some gates on one of the footpaths that are in need of attention.</p> <p><b>16.2 – Trees obstructing the Footpaths:</b> Cllr D Lewis stated that there are some trees causing a problem on one of the footpaths that are in need of attention.</p> <p>Clerk confirmed that these issues had been reported to the MK Right of Way Team for action. <u>On-going.</u></p>	
<p><b>17. Items for the next agenda.</b></p> <p>Clerk to liaise with Councillor's before issuing the next agenda.</p>	<p>Clerk</p>
<p><b>18. Date of Next Meeting:</b></p> <p>The date was agreed for the <b>Annual Parish Council meeting / Village meeting on Tuesday the 13<sup>th</sup> May 2014.</b> The Parish Council AGM will commence at 7.00pm with the Village meeting commencing at 7.30pm. <u>Clerk to issue agenda and send invites out to all interested parties.</u></p> <p>The next meeting of the Parish Council will take place on <b>Monday the 2<sup>nd</sup> June 2014.</b></p> <p><u>There being no further business the meeting closed at 8.55pm</u></p> <p>..... Chairman for Little Brickhill Parish Council</p>	<p>Clerk</p>