

LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 9th April 2018 at 7.45pm in the Community Centre, Little Brickhill, Milton Keynes.

Present:

Cllr G Bushell
Cllr D Lewis
Cllr T Wheaton

In attendance:

A Kemp (Clerk)
C Roberts (Local Resident)
B Sinfield (Local Resident)
J Cockerill (Local Resident)

1. Apologies for Absence:	ACTION
Cllr M Goddard, Cllr R Spencer, Cllr D Hopkins (Ward Councillor), Cllr V Hopkins (Ward Councillor) & Cllr A Jenkins (Ward Councillor)	
<p>2. Public Open Session: 2823</p> <p>2.1 – No new issues were brought to the attention of the Parish Council.</p> <p>2.2 – Ongoing Local Issues:</p> <p>2.2.1 - (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><i>Clerk confirmed that he had received some more information from MKC and was in the process of having further dialogue with the local resident that raised this issue and report back at the next full Parish Council meeting in June 2018.</i></p> <p>2.2.2 - (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 5.2. <i>Ongoing.</i></p> <p>2.2.3 – (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.</p> <p><i>MKC have responded but it was considered that this was not a very satisfactory response and the Clerk was asked to have further dialogue with them as soon as possible.</i></p> <p>2.2.4 - (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><i>It was noted that MKC have replaced the bulbs several times in the last year and the Clerk confirmed that he had reported this issue again to MKC on the 7th February 2018 under reference number FS67523220 and that he would contact them again for a completion date.</i></p> <p>2.2.5 – (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><i>It was noted that Cllr Wheaton has reported this issue to MKC for action. See reference numbers, FS68486761, FS68485976, FS68483773 and FS68485036.</i></p> <p>The Parish Council were thanked by a local resident for getting MKC to complete this work, however one pavement near Wyness Avenue still requires some attention. <i>Clerk to contact MKC on this issue.</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>2.2.6 – (item 3.1 of minutes 05/03/18) – Street Lights: The street light outside the Church on Woburn Road has now been repaired by MKC. <i>Item closed.</i></p>	
<p>3. Declaration of Interest: 2824 None.</p>	
<p>4. Approval of Minutes of Meetings held on 5th March 2018. Minutes signed and approved.</p>	
<p>5. Progress Report on matters from last Minutes: 2825</p> <p>5.1 – (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"> • Order placed on MKC on the 9th March 2018 at a cost not to exceed £13,484.00 with the locations outside the Community Centre and opposite the Old Court House. • Completion date to be advised. <p>5.2 - (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><i>Clerk advised that he had placed the order on the contractor on the 5th April 2018 with the work to be completed as soon as possible.</i></p> <p>5.3 - (item 7.3 of minutes 05/03/18) - Email received 22/02/18 from BALC regarding Silent Soldier Campaign 1914 – 1918. Clerk advised that a considerable donation was required, so it was decided not to pursue this any further. <i>Item closed.</i></p> <p>5.4 - (item 7.6 of minutes 05/03/18) - 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. <i>Clerk handed out a copy of a response that Woburn Sands Town Council had sent to MKC and it was agreed that the Chairman would draft a response from LBPC as soon as possible.</i></p>	
<p>6. Correspondence: 2826</p> <p>6.1 - Email received 17/03/18 from MKC regarding the MK Youth Cabinet Manifesto for 2017-2019. <i>This was noted, no actions are required.</i></p> <p>6.2 - Email received 19/03/18 from MKC regarding the Draft Affordable Housing Supplementary Planning Document Consultation taking place between the 19th March 2018 and the 27th April 2018. <i>This was noted, no actions are required.</i></p> <p>6.3 - Letter received 26/03/18 from MKC regarding changes to the Register of Electors. <i>Clerk to keep on file.</i></p> <p>6.4 - Emails received between the 27/03/18 & 05/04/18 from MKC regarding Boroughwide Street Trading Consent Renewals for MK Ices and Mister Softee. <i>This was noted, no actions are required.</i></p> <p>6.5 - Email received 29/03/18 from MKC regarding Consultation on Deregulating City Square in CMK taking place until the 26th April 2018. <i>This was noted, no actions are required.</i></p> <p>6.6 - Email received 09/04/18 from MKC regarding some Open Space Drop-in-Sessions at the Civic Offices on the 24th April 2018, 26th April 2018 and the 8th May 2018. <i>This was noted, no actions are required.</i></p>	

<p>7. To report on the Establishment of a Volunteer Group to address the village litter problem: 2827</p> <p>Cllr Lewis advised that around 20 local residents had agreed to meet on the 28th April 2018 to undertake a litter pick.</p> <p><i>Clerk confirmed that he approached Wavendon Parish Council to borrow their litter picking kit and would approach Woburn Sands Town Council to try and borrow their litter pack.</i></p>	Clerk
<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 MKC had repaired the play equipment on Watsons Field following vandalism. <i>Item closed.</i></p> <p>8.3 – (item 7.3 of minutes 05/02/18) - Website: Following agreement to share the cost with the Community Centre Committee 50% - 50% the <u>Clerk was authorised to place the order at £1050.00 + VAT together with an annual maintenance charge of £185.00 to replace the current website.</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. <i>Clerk advised that he had placed the order on the contractor on the 8th March 2018 with the work to be completed as soon as possible.</i></p>	Clerk
<p>9. Unitary Councillors' Report: 2828</p> <p>9.1 – A copy of the Ward Councillors' reports to Little Brickhill Parish Council for April 2018 <u>are appended to these minutes.</u></p>	
<p>10. Planning: 2829</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><i><u>No change - 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></i></p> <p>10.2 –18/00777/TCA - Notification of intention to remove regrowth (approx 2.5m) back to previous points to re-establish as a pollard as part of regular maintenance G1 – 2 x Chestnut at The White House, Watling Street, Little Brickhill. <i>No objections were raised.</i></p>	
<p>11. To discuss issues with the recent and past problems with Travellers in the Village: 2830</p> <p>Clerk gave the following update.</p> <ul style="list-style-type: none"> • Order placed on MKC on the 9th March 2018 to complete the work on a soil barrier at a cost not to exceed £8925.00 + VAT. • Completion date to be advised. 	

<p>12. Financial: 2831</p> <p>12.1 - Cheques presented for payment:</p> <table border="0"> <tr> <td>S/O</td> <td>£159.20</td> <td>Alan Kemp (April 2018 Salary)</td> </tr> <tr> <td>200396</td> <td>£39.80</td> <td>HMR&C (Tax for Clerk)</td> </tr> <tr> <td>200397</td> <td>£69.62</td> <td>BALC (Annual Membership Fee)</td> </tr> </table> <p>This expenditure was proposed, seconded and carried unanimously.</p> <p>12.2 – Payments received: £200.00 – MKC (Ward Councillor Grant)</p> <p>12.3 - It was noted that the Bank Balance following the payments made tonight (05/03/18) was £23,551.64</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> <p>12.5 - PAYE: Clerk confirmed that he had completed the annual year end activities for H M Revenue & Customs with regard to the PAYE system.</p> <p>12.6 - VAT: Clerk confirmed that he would complete the documentation in May 2018 to re-claim VAT for the last financial year.</p> <p>12.7 - Internal Audit: Clerk confirmed that he had received confirmation from Cedric Hoptroff (who completed the internal audit for us last year) was available to undertake the Internal Audit for us again this year (2017/18 accounts). Clerk requested permission to purchase £20.00 of M&S Vouchers as a thank you (in accordance with previous years) for completing the Internal Audit for this year. <u>This expenditure was agreed by all.</u></p>	S/O	£159.20	Alan Kemp (April 2018 Salary)	200396	£39.80	HMR&C (Tax for Clerk)	200397	£69.62	BALC (Annual Membership Fee)	
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<p>13. To receive reports on the Community Centre: 2832</p> <p><u>No issues were raised.</u></p>										
<p>14. To review all Legal Documentation: 2833</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>15. Councillors Report: 2834</p> <p><u>No issues were raised</u></p>										
<p>16. Items for the next agenda.</p> <ul style="list-style-type: none"> • Risk Assessment – June 2018. • MKC Landscaping Services - TBA 	Clerk									

17. Date of Next Meeting:

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 8.30 pm

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Chairman for Little Brickhill Parish Council