

LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 2th June 2014 at 7.45pm in the Community Centre, Little Brickhill, Milton Keynes.

Present:

Cllr G Bushell
 Cllr J Moseley
 Cllr T Wheaton
 Cllr D Lewis
 Cllr A Bramall (Ward Councillor)
 Cllr D Hopkins (Ward Councillor)
 Cllr V Hopkins (Ward Councillor)

In attendance:

Mr A Kemp (Clerk)
 Mrs B Sinfield (Resident)
 Mr D Ballard (Resident)
 Mr C Roberts (Resident)
 Mrs C Ho-Yen (Resident)
 Mrs D Bushell (Resident)

1. Apologies for Absence:	ACTION
Cllr S Lewis.	
<p>2. Public Open Session: 2419</p> <p>2.1 – New Issues:</p> <p>2.1.1 Dog Fouling: The parish Council were asked if an article could be included in the next Village Newsletter regarding dog fouling in the Village, as there are many instances that people are not using the dog bins provided.</p> <p>2.1.2 Grass Cutting: A compliant was noted that the grass was very long on the roundabout as you enter the Village.</p> <p>2.1.3 Weeds / overhanging trees: A compliant was noted that from the playing fields down to the Church that there are a lot of weeds at the side of the pavement in the gutter and that the trees are overhanging the pavement.</p> <p>2.1.4 Trees in Wyness Avenue: A compliant was noted that the trees in this road are in need of pollarding. <u>Cllr Hopkins agreed to investigate with MKC.</u></p> <p>2.1.5 Boundary Fence: It was noted that there are some repairs that are required with the boundary fence at the Playing Fields.</p> <p>2.2 – Ongoing Local Issues:</p> <p>2.2.1 – The parking problem on Watling Street at the Great Brickhill Road junction: Clerk confirmed that he had completed a new application to MKC Highways department on the 1st June 2014 requesting them to come up with some recommendations for this junction. <u>On-going.</u></p> <p>2.2.2 – A problem with a large leylandii tree requiring attention in Wyness Avenue was raised. Clerk confirmed that he was still waiting for a date from MKC when they would be addressing this problem. <u>On-going.</u></p> <p>2.2.3 – It was highlighted that the barrier on the island at the top of the village, 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>2.2.4 - The Parish Council were informed that the pavement from the island at the top of the village on Watling Street down to the former garage was in need of a clean. It was noted that MKC had completed this task. <u>Item closed.</u></p>	<p>Cllr Bushell</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Hopkins.</p> <p>Clerk</p>
<p>3. Declaration of Interest: 2420 None.</p>	

<p>4. Approval of Minutes of Meeting held on 7th April 2014.</p> <p>Minutes signed and approved.</p>	
<p>5. Progress Report on matters from last Minutes: 2421</p> <p>5.1 - (Item 2.2 of meeting 10/02/14) – The Rotary Club of the Brickhills: Clerk confirmed that he had notified Jan Flawn from the Rotary Club that we accept the offer to install a defibrillator outside our Community Centre (subject to them obtaining the funds). <u>On-going.</u></p> <p>5.2 - (Item 2.3 of meeting 10/02/14) – ‘Youth Café’ in Great Brickhill: Do the ongoing problems with Barclays Bank it was noted that we were unable to send them the donation of £250.00 as agreed at the last meeting. Clerk confirmed that he had informed Great Brickhill Parish Council that the payment would be made to them in July 2014. <u>On-going.</u></p> <p>5.3 - (Item 6.1 of meeting 10/02/14) – Village Newsletter: It was noted that the grant payment of £450.00 from MKC for the funding of the Village Newsletter, had now been received. <u>Item closed.</u></p> <p>5.4 - (Item 12 of meeting 07/04/14) WREN Grant Application (Play Equipment): Clerk confirmed that he had provided further information to WREN in connection with our grant application on the 9th May 2014. It was noted that it would be July 2014 before we will know if we have been successful with the grant application. <u>On-going.</u></p>	
<p>6. Correspondence: 2422</p> <p>6.1 – Letter received 29/04/14 from MKC regarding the Register of Electors. <u>No action, Clerk to keep on file.</u></p> <p>6.2 – Letter received 13/05/14 from MK Open Door requesting a donation to their organisation. <u>It was agreed that no funds are available, Clerk to notify them accordingly.</u></p> <p>6.3 – Letter received 15/05/14 from MKC regarding the Parishes’ Forum meetings for 2014/15. As these meetings are held every quarter it was decided for each Councillor to attend these meeting on a rotation basis with Jack Moseley attending the next meeting scheduled on Thursday the 12th June 2014. <u>Clerk was asked to send the details to Cllr Moseley.</u></p> <p>6.4 - Email received 15/05/14 from MKC regarding the next Housing Services Forum. <u>This was noted, no further action required.</u></p>	<p>Clerk</p> <p>Clerk</p>
<p>7. Clerks Report / Local Issues: 2423</p> <p>7.1 – Bench Repair: Clerk confirmed that he was still waiting for a completion date when the bench would be repaired. <u>On-going.</u></p> <p>7.2 – Dog bin outside the playing field: Now installed. <u>Item closed.</u></p> <p>7.3 – Footpath running south between waterworks and wood lodge: No further issues have been reported. <u>Item closed.</u></p> <p>7.4 – Historical Documents: Clerk confirmed that he had collected the documents from a relative of a former Little Brickhill resident which may be of use with the development of the Parish Council Website. <u>Item closed.</u></p>	<p>Clerk</p>

<p>8. Unitary Councillors Report: 2424</p> <p>8.1 – A copy of Cllr Hopkins report to Little Brickhill Parish Council for June 2014 <u>is appended to these minutes.</u></p> <p>8.2 - Broadband Provision for Little Brickhill: Cllr Hopkins advised following a recent meeting with BT OpenReach regarding this issue that he had arranged for them to attend the Parish Council meeting on the 6th October 2014.</p>	
<p>9. Planning: 2425</p> <p>9.1 – 14/00743/CLUE – Certificate of lawfulness for the existing use of the land as garden land and parking for the public house at the former Old Green Man. <u>No objections were raised.</u></p> <p>9.2 - 14/00949/TPO - Tree preservation order consent to fell 1 x Horse Chestnut tree at 7 Brickhill Manor Court in Little Brickhill. <u>No objections were raised.</u></p> <p>9.3 – 14/01112/TCA – Notification of intent to fell 2 x Chestnut Trees (T1) at 2A The Clock House in Little Brickhill. <u>No objections were raised.</u></p> <p>9.4 - 14/00347/FUL – Conversion of existing store to bathroom, amendments to rear windows and door rendering of dwelling at 4 Chew Cottages, Watling Street. <u>Notification received from MKC 25/04/14 that planning permission had been granted.</u></p> <p>9.5 - 14/00095/TPO - Tree preservation order consent to remove 1 x Ash tree and replant with Norway Maple 'Crimson King;' tree at Ash House, Watling Street, Little Brickhill, Milton Keynes, MK17 9NB. <u>Notification received from MKC 14/04/14 that planning permission had been granted.</u></p> <p>9.6 - 14/00100/MMAM - Minor material amendments to planning permission 13/02451/FUL; increase depth and height of inglenook; modify roofline; larger velux windows; addition of small window at front to provide extra light at Ash House, Watling Street, Little Brickhill, Milton Keynes, MK17 9NB. <u>Notification received from MKC 14/04/14 that planning permission had been granted.</u></p> <p>9.7 – The Green Man – Clerk confirmed that he had spoken to the developer following concerns raised by Cllr Bushell on the unsightly security fence and that he had not received a reply. <u>Clerk was asked to speak to the developer again on this.</u></p>	Clerk
<p>10. Financial: 2426</p> <p>10.1 - Cheques presented for payment: 100711 - £ 95.00 – Jonathan Brown (Dog Bin Installation) 100712 - £280.00 – Mr Keel (Grass Cutting) 100713 - £ 69.20 – H M Revenue & Customs – (Tax for Clerk) 100714 - £ 50.56 – BALC (Membership Fees)</p> <p>This expenditure was proposed, seconded and carried unanimously.</p> <p>10.2 - Payments received: £450.00 (MKC – Grant Payment) £4,765.99 – (MKC – Precept)</p> <p>10.3 - It was noted that the Bank Balance as at the end 15/05/14 was £22,507.44.</p> <p>10.4 – Bank Mandate Correspondence Change Request: It was confirmed that finally Barclays Bank had actioned this request. <u>Item closed.</u></p>	

<p>10.5 – Bank Mandate New Signature: It was decided to incorporate Cllr Moseley as an authorised signatory for the Parish Council, therefore the bank mandate paperwork for Barclays Bank was signed by Cllr's G Bushell, D Lewis and J Moseley. <u>Clerk to liaise with Barclays Bank on this issue.</u></p> <p>10.6 – VAT: Clerk confirmed that he had completed a claim form and submitted this to H M Revenue & Customs, in order to re-claim VAT totalling £244.06 for the last financial year.</p> <p>10.7 - Cllr's G Bushell and D Lewis signed a letter to Barclays Bank dated the 2nd June 2014 to change the monthly standing order for the Clerk.</p>	Clerk
<p>11. To review all Legal Documentation: 2427</p> <p>Clerk gave an update on each of the following documents for discussion / review and a record is noted below:</p> <p>Risk Assessment: <u>Clerk to ensure that this is included as an agenda item at the September 2014 meeting.</u></p> <p>Financial Regulations: <u>Clerk confirmed that NALC had recently published a new version and that he would be issuing a new document for LBPC as soon as possible.</u></p>	Clerk
<p>12. To sign off the Annual Financial Return for 2013/14: 2328</p> <p>12.1 – It was confirmed that the Internal Audit was conducted by Mr C Hoptroff on the 21st May 2014 and that there were no issues raised.</p> <p>Following request by the Clerk for permission to purchase £20.00 of M&S Vouchers as a thank you for Mr C Hoptroff completing the Internal Audit for us this year. This expenditure was agreed by all present. <u>Item closed.</u></p> <p>12.2 – The Annual Return for financial year 2013/14 was examined in detail and it was confirmed that all procedures are being correctly followed. The Motion: That Little Brickhill Parish Council accepts the Audited Accounts, was proposed, seconded and carried unanimously. The Annual Return was accordingly signed off by the Chairman, RFO and the Clerk and will be forwarded to the External Auditor within the next 7/10 days.</p>	
<p>13. To discuss the Parish Council Website: 2429</p> <p>It was noted that this was now live and Cllr S Lewis had started to populate the new website. <u>On-going</u></p>	Cllr S Lewis / Clerk
<p>14. To receive reports on the Community Centre: 2430</p> <p>14.1 – Village Hall Committee: Cllr Tim Wheaton advised that the following maintenance issue were requiring action.</p> <ul style="list-style-type: none"> • The Community Centre grounds need weeding. <u>Clerk to speak to the contractor on this issue.</u> • There are some roof tiles that are in need of replacing. <u>Clerk to obtain the necessary quotations.</u> • There is a lot of rubbish at the side of the Community Centre together with some overgrown vegetation on the boundary fence. <u>Clerk to get advice from MKC on this issue.</u> <p>14.2 - Discretionary Rate Relief for the Community Centres / Village Halls. Clerk confirmed that he had received confirmation from MKC on the 25th April 2014 that we are still entitled to the relief. <u>Item closed.</u></p>	Clerk

<p>14.3 – Internal and External Decorating: Clerk confirmed that he had applied to MKC for a Parish Partnership Grant of £5,490.00 which would leave a requirement for the Parish Council to fund the balance of £1,830.00. <u>On-going.</u></p>	
<p>15. Councillors Report: 2431</p> <p>15.1 – Damaged Drain: Cllr Lewis raised an issue of the loose drain outside the Old Orchard (house) on Watling Street and requested MKC to investigate. Cllr Hopkins volunteered to speak to MKC. <u>On-going.</u></p>	Cllr Hopkins
<p>16. Items for the next agenda.</p> <p>Clerk to liaise with Councillor's before issuing the next agenda.</p>	Clerk
<p>17. Date of Next Meeting:</p> <p>The next meeting of the Parish Council will take place on Monday the 7th July 2014.</p> <p><u>There being no further business the meeting closed at 8.50pm</u></p> <p>..... Chairman for Little Brickhill Parish Council</p>	