

## LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 11<sup>th</sup> June 2018 at 7.45pm in the Community Centre, Little Brickhill, Milton Keynes.

**Present:**

Cllr G Bushell  
Cllr D Lewis  
Cllr T Wheaton  
Cllr M Goddard  
Cllr R Spencer

**In attendance:**

A Kemp (Clerk)  
C Roberts (Local Resident)  
B Sinfield (Local Resident)  
D Emery (Local Resident)  
D Ballard (Local Resident)  
M Nicholls (Fox Farm)  
V Nicolls (Fox Farm Tennant)  
M Byard (Fox Farm Tennant)  
D Shaw (Fox Farm Tennant)

| 1. Apologies for Absence:  | ACTION   |
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| Cllr D Hopkins (Ward Councillor), Cllr V Hopkins (Ward Councillor) & Cllr A Jenkins (Ward Councillor)  |  |
| <p><b>2. Public Open Session: 2835</b></p> <p><b>2.1</b> – One local resident plus the applicant / tenants attended the meeting tonight regarding planning application - <b>18/01048/FUL</b> – <u>See minute reference 9.2 for a record of discussion on this item.</u></p> <p><b>2.2 - Street Parking:</b></p> <p>A local resident raised concerns regarding inconsiderate parking at the Watling Street / Great Brickhill junction. <u>The Chairman advised that this issue was raised by another local resident at the Annual Village / Parish meeting on the 15<sup>th</sup> May 2018 and that he had taken the issue up with Thames Valley Police who are monitoring this issue.</u></p> <p><u>It was also agreed that we would have further dialogue with MKC Highways Department to seek advice on how to deal with this recurring problem</u></p> <p><b>2.3 – Footpaths:</b></p> <p>It was noted that most of the footpaths are overgrown and the <u>Clerk was asked to report this to MKC for action.</u></p> <p><b>2.4 – Weed Spraying:</b></p> <p><u>Clerk was asked to contact the contactor to establish when the weed spraying in the village will be undertaken.</u></p> <p><b>2.5 – Pedestrian Crossing:</b></p> <p><u>A local resident asked if the Parish Council could approach MKC to ascertain if the white lines at the pedestrian crossing could be re-done as they are now very faint.</u></p> <p><b>2.6 – Ongoing Local Issues:</b></p> <p><b>2.6.1 - (item 2.1 of minutes 07/11/16) - Parking problem on Wyness Avenue:</b></p> <p>Clerk advised that he had met with the local resident that raised this issue and there is a requirement to have three <b>Disabled Parking Bays (non-enforceable)</b> marked out in the road and the estimated cost is £193.00 per bay.</p> <p><u>Following discussion it was agreed that we should pursue this with MKC and the Clerk was authorised to proceed at a cost of £579.00 and raise the required paperwork to have the work completed.</u></p> | <p>Cllr Bushell / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |



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| <p><b>7.2 – New Website:</b> Following agreement for the Clerk to place the order for the development of a new website the <u>Clerk agreed to make some suggestions for the design for agreement at a future Parish Council meeting.</u></p> <p><b>7.3 – (item 7.5 of minutes 05/02/18) - Rabbit Warren on Watsons Field:</b> It was noted that our Pest Control contractor has attended to this issue, <u>see cheque number 200400.</u></p>  | Clerk |
| <p><b>8. Unitary Councillors’ Report: 2840</b></p> <p><b>8.1 – A copy of the Ward Councillors’ reports to Little Brickhill Parish Council for June 2018 <u>are appended to these minutes.</u></b></p>   |       |
| <p><b>9. Planning: 2841</b></p> <p><b>9.1 - 17/03233/OUT</b> - 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><b>No change</b> - 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 July 2018 or even September 2018.</p> <p><b>Post Meeting Note.</b><br/><u>This planning application has now been included as an agenda item at the MKC Development Control Committee on Thursday the 5<sup>th</sup> July 2018.</u></p> <p><b>9.2 – 18/01048/FUL</b> - Proposed stable block and replacement manege at Fox Farm, Fox Farm Road, Little Brickhill.</p> <p>It was noted that a meeting was held last week with our Chairman, the applicant and one local resident when all / any issues were discussed and resolved.</p> <p><u>At the Parish Council meeting tonight there were no issues raised with this planning application.</u></p> <p><b>9.3 - 18/00368/FUL</b> - 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>Notification received 13/04/18 from MKC that planning application had been granted.</u></p> |       |
| <p><b>10. To provide an update on the installation of SID’s &amp; the Travellers Solution for the Village: 2842</b></p> <p><b>10.1 – Travellers Solution:</b><br/>It was noted work on this was completed by MKC / Ringway last week. The Parish Council are satisfied with the work following intervention by our Chairman.</p> <p><b>10.2 - Installation of Two Speed Indicator Devices on Watling Street:</b><br/>Clerk gave the following update</p> <ul style="list-style-type: none"> <li>• Order placed on MKC on the 9<sup>th</sup> March 2018 at a cost not to exceed £13,484.00 with the locations outside the Community Centre and opposite the Old Court House.</li> <li>• Completion date is estimated to be in September / October 2018.</li> </ul>   |       |

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|---|---------|--|-----------------------------|--------|--------|-----------------------|--------|--------|------------------------------|--------|---------|------------------------------|--------|---------|-------------------------|-----|---------|------------------------------|--------|--------|-----------------------|--------|--------|----------------------------|--------|---------|-----------------------------|--------|--------|--|--|
| <p><b>11 - To sign off the Annual Financial Return for 2017/18: 2743</b></p> <p><b>11.1</b> – The Clerk presented the report from the <b>Internal Auditor</b> (25th May 2018) which raised the following issue.</p> <ul style="list-style-type: none"> <li>• The minutes record only one budget review during the course of the year and associated bank reconciliation has not been signed. Although this did not impair the Council's proper financial control, the requirements of the Financial Regulations that budget reviews be prepared quarterly and bank reconciliation be signed by a member of the Council other than the Chairman should be followed.</li> </ul> <p>The internal audit report was accepted by all present and would be actioned with immediate effect.</p> <p><b>11.2</b> – The <b>Annual Return</b> for financial year 2017/18 was examined in detail and it was confirmed that all procedures are being correctly followed.</p> <p><b>The Motion:</b> That Little Brickhill Parish Council accepts the Audited Accounts, was proposed, seconded and carried unanimously.</p> <p>The <b>Annual Return</b> was accordingly signed off by the <b>Chairman, RFO</b> and the <b>Clerk</b> and will be forwarded to the External Auditor shortly.</p> <p><u>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.</u></p>   | Clerk   |  |                             |        |        |                       |        |        |                              |        |         |                              |        |         |                         |     |         |                              |        |        |                       |        |        |                            |        |         |                             |        |        |  |  |
| <p><b>12. Financial: 2844</b></p> <p><b>12.1 - Cheques presented for payment:</b></p> <table border="0"> <tr> <td>S/O</td> <td>£159.20</td> <td>Alan Kemp (May 2018 Salary)</td> </tr> <tr> <td>200403</td> <td>£39.80</td> <td>HMR&amp;C (Tax for Clerk)</td> </tr> <tr> <td>200404</td> <td>£62.63</td> <td>BALC (Annual Membership Fee)</td> </tr> <tr> <td>200405</td> <td>£630.00</td> <td>Vision ICT Ltd (New Website)</td> </tr> <tr> <td>200406</td> <td>£320.00</td> <td>Mr Keel (Grass Cutting)</td> </tr> <tr> <td>S/O</td> <td>£159.20</td> <td>Alan Kemp (June 2018 Salary)</td> </tr> <tr> <td>200398</td> <td>£39.80</td> <td>HMR&amp;C (Tax for Clerk)</td> </tr> <tr> <td>200399</td> <td>£30.62</td> <td>Alan Kemp (Administration)</td> </tr> <tr> <td>200400</td> <td>£140.00</td> <td>J Darlow Ltd (Pest Control)</td> </tr> <tr> <td>200401</td> <td>£40.00</td> <td>Information Commissioner (Data Protection Fee)</td> </tr> </table> <p>This expenditure was proposed, seconded and carried unanimously.</p> <p><b>12.2 – Payments received:</b><br/> £5,461.71 – MKC (Precept)<br/> £225.00 – W&amp;WFC (Watson Playing Field Usage)</p> <p><b>12.3</b> - It was noted that the <b>Bank Balance</b> following the payments made tonight (15/05/18) was <b>£27,708.32</b></p> <p><b>12.4 – Parish Partnership Grant for 2016/2017:</b><br/> <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     | £159.20  | Alan Kemp (May 2018 Salary) | 200403 | £39.80 | HMR&C (Tax for Clerk) | 200404 | £62.63 | BALC (Annual Membership Fee) | 200405 | £630.00 | Vision ICT Ltd (New Website) | 200406 | £320.00 | Mr Keel (Grass Cutting) | S/O | £159.20 | Alan Kemp (June 2018 Salary) | 200398 | £39.80 | HMR&C (Tax for Clerk) | 200399 | £30.62 | Alan Kemp (Administration) | 200400 | £140.00 | J Darlow Ltd (Pest Control) | 200401 | £40.00 | Information Commissioner (Data Protection Fee) |  |
| S/O   | £159.20 | Alan Kemp (May 2018 Salary)                    |                             |        |        |                       |        |        |                              |        |         |                              |        |         |                         |     |         |                              |        |        |                       |        |        |                            |        |         |                             |        |        |  |  |
| 200403  | £39.80  | HMR&C (Tax for Clerk)                          |                             |        |        |                       |        |        |                              |        |         |                              |        |         |                         |     |         |                              |        |        |                       |        |        |                            |        |         |                             |        |        |  |  |
| 200404  | £62.63  | BALC (Annual Membership Fee)                   |                             |        |        |                       |        |        |                              |        |         |                              |        |         |                         |     |         |                              |        |        |                       |        |        |                            |        |         |                             |        |        |  |  |
| 200405  | £630.00 | Vision ICT Ltd (New Website)                   |                             |        |        |                       |        |        |                              |        |         |                              |        |         |                         |     |         |                              |        |        |                       |        |        |                            |        |         |                             |        |        |  |  |
| 200406  | £320.00 | Mr Keel (Grass Cutting)                        |                             |        |        |                       |        |        |                              |        |         |                              |        |         |                         |     |         |                              |        |        |                       |        |        |                            |        |         |                             |        |        |  |  |
| S/O   | £159.20 | Alan Kemp (June 2018 Salary)                   |                             |        |        |                       |        |        |                              |        |         |                              |        |         |                         |     |         |                              |        |        |                       |        |        |                            |        |         |                             |        |        |  |  |
| 200398  | £39.80  | HMR&C (Tax for Clerk)                          |                             |        |        |                       |        |        |                              |        |         |                              |        |         |                         |     |         |                              |        |        |                       |        |        |                            |        |         |                             |        |        |  |  |
| 200399  | £30.62  | Alan Kemp (Administration)                     |                             |        |        |                       |        |        |                              |        |         |                              |        |         |                         |     |         |                              |        |        |                       |        |        |                            |        |         |                             |        |        |  |  |
| 200400  | £140.00 | J Darlow Ltd (Pest Control)                    |                             |        |        |                       |        |        |                              |        |         |                              |        |         |                         |     |         |                              |        |        |                       |        |        |                            |        |         |                             |        |        |  |  |
| 200401  | £40.00  | Information Commissioner (Data Protection Fee) |                             |        |        |                       |        |        |                              |        |         |                              |        |         |                         |     |         |                              |        |        |                       |        |        |                            |        |         |                             |        |        |  |  |
| <p><b>13. To receive reports on the Community Centre: 2845</b></p> <p>It was noted that the Community Centre committee would be obtaining quotations in the future for consideration of installing double glazing and arrangements are also being made to have the hall floor cleaned and re-polished in the Autumn.</p>  |         |  |                             |        |        |                       |        |        |                              |        |         |                              |        |         |                         |     |         |                              |        |        |                       |        |        |                            |        |         |                             |        |        |  |  |

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| <p><b>14. To review all Legal Documentation: 2846</b></p> <p>Clerk advised that he was in the process of reviewing and updating the following documents.</p> <ul style="list-style-type: none"> <li>• Standing Orders – <u>No changes required.</u></li> <li>• Financial Regulations – <u>To be updated based on a revised template from the National Association of Local Councils.</u></li> <li>• Equality Policy – <u>No changes required.</u></li> <li>• General Data Protection Regulation – <u>Clerk confirmed that he had registered the Parish Council with the Information Commissioner and that he was developing the required new documents for distribution and publishing on the website.</u> He also advised that it was good practices to have a separate email address for Councillors that conduct Parish Council business and asked if any Parish Councillors would like one setting up and the cost for these are £18.00 each. These can be introduced as part of the development of the new website.</li> </ul> <p><u>Following discussion it was agreed that separate email addresses are not required for Little Brickhill Parish Council.</u></p> | Clerk              |
| <p><b>15. Councillors Report: 2847</b></p> <p>Cllr Spencer <u>asked the Clerk if he would contact Thames Valley Police to ask for the crime figures that were not available at the Annual Village meeting held on the 15<sup>th</sup> May 2018.</u></p> <p>Cllr Wheaton stated that there was some fly tipping on Woburn Road and <u>asked the Clerk if he would report this incident to MKC.</u></p>  | Clerk<br><br>Clerk |
| <p><b>16. Items for the next agenda.</b></p> <ul style="list-style-type: none"> <li>• Risk Assessment – July 2018.</li> <li>• MKC Landscaping Services – July 2018</li> </ul>  | Clerk              |
| <p><b>17. Date of Next Meeting:</b></p> <p><b>Future dates are noted below:</b></p> <ul style="list-style-type: none"> <li>• Monday 2<sup>nd</sup> July 2018.</li> </ul> <p>Clerk asked if would be possible to re-arrange the September 2018 meeting to the 10<sup>th</sup> September 2018 and this was agreed.</p> <p><u>There being no further business the meeting closed at 8.40 pm</u></p> <p>.....<br/>Chairman for Little Brickhill Parish Council</p>   |                    |