

## LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 2<sup>nd</sup> October 2017 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 D Hopkins (Ward Councillor)  
Cllr V Hopkins (Ward Councillor)

**In attendance:**

Mr A Kemp (Clerk)  
Mr C Roberts (Local Resident)  
Mr J Cockerill (Local Resident)  
Mrs D Bushell (Local Resident)  
Miss B Sinfield (Local Resident)

1. Apologies for Absence:	ACTION
Cllr K Forster and Cllr A Jenkins (Ward Councillor)	
<b>2. Public Open Session: 2760</b>	
<b>2.1 – Wyness Avenue Play Area:</b> A local resident advised that the grass area is being regularly attended to by a local resident and thought that the Parish Council should be aware of this kind gesture. <u>The Chairman replied that the Parish Council were grateful and asked that our thanks are passed onto the local resident concerned.</u>	
<b>2.2 –</b> Local Residents asked the Parish Council for an update on the proposed changes to the <b>X31 bus service through the village</b> . <u>It was noted that our Ward Councillor, David Hopkins has send a questionnaire to everyone in the village that are on the electoral register to ask for feedback on the proposed changes and that he would summarise the results as soon as possible.</u>	Cllr D Hopkins
<b>2.3 – Home to School Transport:</b> <u>Our Ward Councillor was asked to provide an update on this issue which he promised to do as soon as possible.</u>	Cllr D Hopkins
<b>2.6 – Ongoing Local Issues:</b>	
<b>2.6.1 -</b> (item 2.1 of minutes 07/11/16) - <b>Parking problem on Wyness Avenue:</b>	
It was noted that the Chairman and the Clerk meet with representatives from MKC on the 10 <sup>th</sup> July 2017 to progress this outstanding issue. <u>Clerk confirmed that he had followed up MKC for an update and that the issue was still being discussed with MKC Highways Department. <i>Ongoing.</i></u>	Clerk
<b>2.6.2 -</b> (item 2.2 of minutes 03/07/17) - <b>Defunct telephone box on Great Brickhill Lane:</b> It was noted that BT had removed this phone box and Cllr Wheaton was thanked for all his efforts in achieving a successful outcome. <u><i>Item closed.</i></u>	
<b>2.6.3 -</b> (item 2.3 of minutes 03/07/17) – The following issue raised by a local resident regarding <b>the footpath on the old A5 (by water works) overgrowing grass verges</b> that was reported to MKC by Cllr D Hopkins under reference number FS55439497 is still awaiting action. <u>No response to date and the Clerk confirmed that he was following this up with the MKC Rights of Way Officer. <i>Ongoing.</i></u>	Clerk
<b>2.6.4 -</b> (item 2.2 of minutes 04/09/17) – A local resident asked the Parish Council for help with having the <b>overhanging shrubbery cut along the path behind the Community Centre</b> . It was noted that this is being looked into by the Community Centre Management Committee. <u><i>Ongoing.</i></u>	Clerk
<b>2.6.5 -</b> (item 2.3 of minutes 04/09/17) – Another local resident asked the Parish Council to report the <b>overhanging shrubbery from the garage site to the Community Centre to MKC for action</b> . <u>Clerk confirmed that he was in the process of reporting this to MKC.</u>	Clerk

<p><b>2.6.6 - (item 2.5 of minutes 04/09/17) – Concerns were raised with the former garage site becoming a fly-tipping area.</b> Clerk confirmed that he had received an assurance from the agent that site activity should commence before the end of the calendar year. <i>Item closed.</i></p>	
<p><b>3. Declaration of Interest: 2761</b></p> <p>None.</p>	
<p><b>4. Approval of Minutes of Meetings held on 4<sup>th</sup> September 2017.</b></p> <p>Minutes signed and approved.</p>	
<p><b>5. Progress Report on matters from last Minutes: 2762</b></p> <p><b>5.1 – (item 6.1 of minutes 02/11/15) – Letter received 13/10/15 from MKC confirming that LBPC had been successful in obtaining a Parish Partnership grant of £5,000 towards the cost of installing 2 x SID G3 solar powered and associated equipment:</b></p> <ul style="list-style-type: none"> <li>• <u>Following the decision to install permanent SID's the Clerk advised that he would arrange a meeting with MKC during week commencing the 9<sup>th</sup> October 2017 to progress this issue.</u></li> <li>• <u>The Clerk also confirmed that MKC had agreed to extend the deadline for claiming the Parish Partnership Grant until the 31<sup>st</sup> March 2018.</u></li> </ul> <p><b>5.2 - (item 13.0 of minutes 05/09/16) - Damaged Road Sign in Great Brickhill Lane: No change</b> - This has was reported to MKC by the Clerk on the 6<sup>th</sup> September 2016 reference number FS6051946 and again on the 3<sup>rd</sup> February 2017. <i>Ongoing</i></p> <p><b>5.3 - (item 6.3 of minutes 06/03/17) - Letter received 12/02/17 from Clarke Telecom regarding a pre application enquiry for the Proposed Telecommunications Radio Base Station Installation in the Village.</b></p> <p><u>It was noted that Cllr Bushell met with representative from Clarke Telecom on the 25<sup>th</sup> April 2017 to voice our concerns and to date no further communication has been received from them despite Cllr Bushell writing to them on the 8<sup>th</sup> September 2017.</u></p> <p><b>5.4 - (item 6.3 of minutes 04/09/17) - Email received 05/06/17 from MKC regarding Parish Forum Representatives for 2017/18.</b> Clerk to establish the schedule for all meetings from MKC and discuss at the next Parish Council meeting. <i>No change.</i></p> <p><b>5.5 - (item 6.2 of minutes 04/09/17) - Email received 17/07/17 from a Local Resident regarding the State of the roads and pavements in Little Brickhill.</b></p> <ul style="list-style-type: none"> <li>• This was noted and it was agreed to discuss this in more detail as part of the budget setting exercise in November / December 2017.</li> <li>• The Clerk did advise that he had received an email on the 29<sup>th</sup> August 2017 from Marcus Young Landscapes Ltd with an offer to apply weed killer to any areas in the village for £150 per day. <u>All present agreed to this expenditure and the Clerk was authorised make the necessary arrangements to agree the areas to be covered.</u></li> </ul> <p><b>5.6 - (item 6.4 of minutes 04/09/17) – Email received 21/08/17 from MKC regarding a Consultation on the Planning Obligations Supplementary Planning document taking place from the 15<sup>th</sup> August 2017 to the 27<sup>th</sup> October 2017.</b> Clerk confirmed that this revised version does not include items from the review in 2014 and suggested that we respond asking for consideration for this to be included in the latest update.</p> <p><i>All present agreed and the Clerk was authorised to reply to MKC accordingly.</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p><b>6. Correspondence: 2763</b></p> <p><b>6.1</b> - Letter dated 13/09/17 from <b>Mazars</b> regarding the <b>conclusion of the Annual Return for 2016/2017</b>. Clerk confirmed that he had received the Annual Return back from Mazars LLP with the following comments <u>that he had noted for future reference and action.</u></p> <p><b>Scope for improvement in 2017/18.</b></p> <ul style="list-style-type: none"> <li>• In the Annual internal report section, the internal control objective F; 'Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for' was ticked as 'Yes' despite the council holding no petty cash. We ask that in future if the Council holds no petty cash to ask the internal auditor to mark that objective as 'N/A' to provide explicit confirmation.</li> <li>• Box 9 in Section 1 is completed in pencil. The Council should ensure that all entries on the Annual Return are completed in ink in future.</li> </ul> <p><b>6.2</b> - Email received 15/09/17 from the <b>Programme Manager at Greensand Country Landscape Partnership</b> regarding <b>engaging with local Parish Councils regarding their projects</b>. Clerk to invite their representatives to attend our Annual Village meeting in May 2018.</p>	Clerk
<p><b>7. Clerks Report / Local Issues: 2764</b></p> <p><b>7.1</b> – (item <b>7.3</b> of minutes 04/09/17) – <b>Bus Shelter</b>: This is now in need of a small repair as the Perspex window has been damaged, <u>however a local resident offered to complete this for the Parish Council at cost. <i>Ongoing.</i></u></p>	
<p><b>8. Unitary Councillors' Report: 2765</b></p> <p><b>8.1</b> – A copy of the Ward Councillors' reports to Little Brickhill Parish Council for October 2017 <u>are appended to these minutes.</u></p>	
<p><b>9. Planning: 2766</b></p> <p><b>9.1 - 17/02369/TPO</b> - Tree preservation order consent for reduction of a horse chestnut tree by 6 metres at Court House, Watling Street, Little Brickhill. <u><i>No objections were raised.</i></u></p> <p><b>9.2 – 17/02541/TCA</b> - Notification of intention to sectionally fell to ground level &amp; grind out stump to 1 x Yew Tree (T1) and remove deadwood to 1 x Horse Chestnut Tree (T2)   1A at the Clock House Watling Street, Little Brickhill, <u><i>No objections were raised.</i></u></p>	
<p><b>10. To discuss issues with the recent and past problems with Travellers in the Village: 2767</b></p> <p>It was noted that MKC / Ringway have suggested three options for dealing with this issue and the Clerk confirmed that he had applied for a MKC Parish Partnership Grant and that a target date for a funding decision by MKC Cabinet is expected in the middle of October 2017.</p> <p><b><u>The options are noted below:</u></b></p> <ul style="list-style-type: none"> <li>• Soil / Landscape Option - £8,925 (cost for LBPC is £3,925)</li> <li>• Height Barrier Scheme - £5,273 (cost for LBPC is £1,318)</li> <li>• Bollard Scheme – £2,955 (cost for LBPC is £739)</li> </ul> <p>Following discussion it was agreed that our preferred option was the soil / landscape one, but Cllr Wheaton thought that we could achieve this option at a considerable reduced cost from a local contact at an estimated cost of £1,500.</p> <p><u>Cllr Wheaton advised that a firm quotation was expected within the next week in order for a decision to be made.</u></p>	Cllr T Wheaton

<p><b>11. Financial: 2768</b></p> <p><b>11.1 - Cheques presented for payment:</b>  S/O                      £153.60    Alan Kemp (October 2017 Salary)  200375                   £38.40    HMR&amp;C (Tax for Clerk)  200376                   £120.00    Mazars LLP (External Audit Fee)</p> <p>This expenditure was proposed, seconded and carried unanimously.</p> <p><b>11.2 – Payments received:</b>  W&amp;WFC - £225.00  MKC – Precept - £5,155.22</p> <p><b>11.3</b> - It was noted that the <b>Bank Balance</b> following the payments made tonight (02/10/17) was <b>£28,797.86</b></p> <p><b>11.4 – Parish Partnership Grant for 2016/2017:</b>  Now that funding has been approved by MKC to replace our two notice boards of £1,725.00 (75%) the Clerk confirmed that he would obtain the necessary quotations for consideration by the Parish Council as soon as possible.</p>	Clerk
<p><b>12. Review of Risk Assessment Documentation: 2769</b></p> <p>Clerk presented an updated copy of the Risk Assessment (issue 8) for the Parish Council which was reviewed and accepted by all present.</p> <p><u>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.</u></p> <p>Clerk to update register and to ensure that this is included as an agenda item at the March 2018 meeting.</p>	Clerk
<p><b>13. To receive reports on the Community Centre: 2770</b></p> <p>It was noted that there is a problem with the flat roof and first indications are that it will cost £3,800 for the repair however further quotations are being sort by the Hall Management Committee.</p>	
<p><b>14. To review all Legal Documentation: 2771</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>• Freedom of Information – <u>Updated, website to be updated.</u></li> <li>• Equality Policy – <u>No changes required.</u></li> </ul>	Clerk
<p><b>15. Councillors Report: 2772</b></p> <p><b>15.1</b> - (item <b>14.1</b> of minutes 04/09/17) – Cllr Forster advised that he has received several complaints from local residents regarding the tree and shrub cuttings left in the Community Centre car park. <u>It was noted that this is being looked into by the Community Centre Management Committee.</u></p> <p><b>15.2</b> - (item <b>14.2</b> of minutes 04/09/17) – Cllr Bushell raised an issue that many local residents share, regarding Dog Fouling in the village and asked our Ward Councillor for advice on how to deal with this issue. <u>It was noted that Cllr D Hopkins had received a response from MKC advising the PC to research the Keep Britain Tidy website for further information. The Clerk also advised that you can also purchase some posters from Amazon at very reasonable prices and the Clerk was authorised to buy a few for display in the village.</u></p>	Clerk / Cllr G Bushell          Clerk

<p><b>16. Items for the next agenda.</b></p> <ul style="list-style-type: none"> <li>• November &amp; December 2017 Budget / Precept Setting.</li> </ul>	Clerk
<p><b>17. Date of Next Meeting:</b></p> <p>The next meeting of the Parish Council will take place on Monday 6<sup>th</sup> November 2017 at 7.45 pm.</p> <p><u>There being no further business the meeting closed at 8.30 pm</u></p> <p>.....</p> <p>Chairman for Little Brickhill Parish Council</p>	