

BOW BRICKHILL PARISH COUNCIL
Minutes of the meeting held on Thursday 12th April 2018

Present: Cllr O'Rourke (Chair); Cllr S Milford; Cllr R Jones;

In attendance: Mrs R Gurnett (Clerk); PCSO R Dabnor

Public: A Preen; P Mills; S. Malleson; W Mills

The meeting commenced at 7.30pm

1.0	<u>To Receive Apologies for Absence</u> Cllr D Hopkins – Attending a Mayoral Engagement. Cllr A Sidgwick- Away on holiday Cllr J Price- Away on holiday	
2.0	<u>Declarations of Interest in Items on the Agenda</u> Cllr O'Rourke –Matters Arising - BBFC. Personal interest declared. The former Chairman of BBFC is her neighbour. Cllr Milford- Pavilion Issues - Boiler Service. Service Provider is a relation. It was agreed that for this matter Cllr O'Rourke would use the Chair's second vote to decide. Cllr Jones- Item 12- Advised that he is a resident of Greenways.	
3.0	<u>Public Session</u> Meeting was adjourned at 7.34pm to receive the Public Session. Comment- Church Path- It was requested to know who owns Church Path. Answer- It was explained that Church Path is a registered Byway Open to All Traffic (BOAT) and is owned by Rights of Way Milton Keynes. Comment- It was noted that residents felt that Church Path should be listed as a Heritage site and the trees along the Bank should fall under the protection of Tree Protection Orders. It was commented that the ongoing drainage issues are due to the drainage pipe being too narrow and the path being a Bridleway Question- 1 London End Lane- It was noted that this issue had been dragging on for a long time. Residents of Church Road requested a definitive statement regarding the progress of the current application and the means by which the developers would comply with the Planning Conditions. Noted: It was agreed that Cllr O'Rourke would write a letter with the Clerk to Jeremy Lee to investigate the original planning conditions. Alan Preen thanked the Parish Council for all their support. The Meeting reconvened at 7.39pm	
4.0	<u>Minutes</u> To approve the Minutes of the meeting held on 8 March 2018 as an accurate record. Agreed All Agreed	Minutes Signed by Chair
5.0	<u>Thames Valley Police (TVP) Quarterly Attendance</u>	
5.1	Cllr Jones requested that this item be moved up the agenda so that PCSO Dabnor did not need to stay for the whole meeting.	
Agreed:	All Councillors agreed	
5.2	PCSO Dabnor gave an overview of the crime figures for March 2018. 2 crimes had been reported: 1 theft from a car and 1 theft of property from a garden. In total, there were 12 reported crime related incidents. These were mainly around the current issue with a vulnerable resident and their wellbeing. PCSO Dabnor advised that all incidents should be called in to TVP via 101 especially when there is concern for the resident's safety. The resident's family have been working with medical professionals and are being supported by TVP.	
6.0	<u>Matters Arising from the Minutes</u>	
6.1	WWFC (Minute 3.0) The Clerk contacted Robert Hill to request that he carry out an inventory of contents and costs of items within the metal shed- awaiting advices.	
6.2	Prune & Plant (Minute 5.1) had been advised that their quote for options 1 & 3 had been formally accepted at the last meeting and that they were to proceed with the work.	

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<p>6.3</p> <p>Agreed:</p>	<p>Poor Air Quality & Parking Issues at Rushmere Close (Minute 5.2) Notification had been received from the Head Teacher that parents of Bow Brickhill School's pupils had been reminded of the need to park safely, with due care and consideration for other road users. Parents were urged to park at the Pavilion Car Park to ease congestion. In conjunction with Junior Road Safety Officers, staff at the School had raised their pupils' awareness of emissions and air quality. The Head Teacher also advised that, sadly, there was not enough time in the curriculum to address this further. However should the Parish Council wish to create a leaflet/poster, they would be happy to circulate this to parents.</p> <p>It was unanimously agreed that at the current time, with limited resources, this should be deferred until a new Clerk had been recruited. This item would then be re-examined in the new Council Year.</p>	
<p>6.4</p>	<p>East West Rail (EWR) Consultation (Minute 5.6) A meeting was held at Network Rail on Friday 16 March. Phil Thomas and Andy Malleson attended on behalf of BBPC. They reported that the broad East-West Transport Corridor would be announced in the summer of 2018 and the actual route within that corridor would be announced within the next few years. Until that time, Plan: MK could not be finalised as regards this area. Network Rail planned to submit proposals on the upgrading of the Marston Vale Line in June/July 2018. Current Network Rail proposals did not include a road bridge at Bow Brickhill. Network Rail's interest is in the safety/ operational efficiency of the crossing rather than traffic implications. However, Network Rail agreed that once the Caldecotte area was developed, the traffic situation would be intolerable; a road bridge would then become the only solution. In response to the Draft Framework, it was advised that BBPC should emphasise the need for a bridge. Nothing could be fully decided until the route of the Expressway was announced as a comprehensive redesign of the traffic system could be necessary.</p>	
<p>6.5</p>	<p>England's Counties & Battle's Over - A Nations Tribute 11th November 2018 (Minute 5.7) It was noted that Councillor Sidgwick had sourced a Bugle player with Woburn Sands Band and would confirm the relevant details when she returned from her holiday.</p> <p>It was agreed for the Clerk to get details from Councillor Sidgwick to input into the event details sheet.</p>	<p>Clerk</p>
<p>6.6</p>	<p>Pavilion Ditch Clearing (Minute 5.9) Frank Morris had been advised that his quote had been accepted and would liaise with the Clerk on dates when the work would take place.</p>	
<p>6.7</p>	<p>Grass Cutting (Minute 11.1) An acceptance letter was sent to Warner's and a Decline of Quote letter was sent to Marcus Young. Warner's had advised that the first cut had taken place.</p>	
<p>6.8</p>	<p>Santa Parade (Minute 14.1) It was noted that the Clerk had received booking forms from ASTRA and these had been processed. The date of 8 December 2018 was confirmed as being in the bookings diary.</p>	
<p>6.9</p>	<p>BBFC (Minute 16.2) It was noted that a Second Reminder Letter had been sent to BBFC. The Clerk had received a response, advising that BBFC were selling Club assets and chasing outstanding debts. It was noted that BBFC had advised that once they had received the money from selling their assets, the Court Claim costs would be repaid to BBPC.</p>	
<p>6.10</p>	<p>Timesheets Process (Minute 19.2) It was noted that the Cleaner and Caretaker for the Pavilion had now both received notification of the change to the timesheet process and new timesheets had been sent to them. This new process would commence on 25 April 2018.</p>	
<p>6.11</p>	<p>Silent Soldier Campaign (Minute 21.2) The Clerk contacted the Poppy Appeal and was informed that the entire national campaign had been scrapped by the Royal British Legion.</p>	
<p>6.12</p>		

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6.13	Highways Issue (Minute 21.7) affecting 17 Church Road- Councillor O'Rourke wrote a letter to Councillor Hopkins and Highways at MKC regarding this matter. A site visit was conducted by Tom Blackburne-Maze (Director, Public Realm at MKC) at the property on Monday 9 April 2018 and attended by Councillors Hopkins and O'Rourke. Currently awaiting advices MKC on how the residents can move forwards with protecting the Property and the other properties of the terrace from further damage.	
6.14	Pavilion Front & Back Door (Minute 22.1) Window Installation Services (WIS) had been advised that their quote had been formally accepted and had conducted a pre-installation site visit. The doors had been manufactured and would be fitted on Friday 1 June 2018. The Clerk arranged for the supplier to provide new front door keys for all keyholders. These would be provided upon installation.	
6.15	Hire Agreements (Minute 22.2) It was noted that Hire Agreements for 2018/2019 had been sent out to all regular hirers.	
6.16	Mole Contract (Minute 22.4) Axatax had been contacted to confirm the continuation of their contract and the annual renewal fee of £145 per quarter had been agreed.	
6.17	Ladders (Minute 22.5) It was noted that a new set of ladders had been purchased for the Pavilion at a cost of £73.49 Kitchen Work Top at the Pavilion (Minute 22.7) It was noted that the small section had been removed along with the woodblock mounted on the wall.	
7.0	<u>Clerk's Progress Report</u> The report was provided for information (see appendix A).	
8.0 8.1 Agreed:	<u>Unitary Councillor's Report</u> Ward Cllr David Hopkins sent his apologies: he was attending a prior engagement in his capacity as Mayor. The Report was circulated to all Councillors prior to the meeting. Full report in Appendix B It was agreed to display this on the website	Clerk
9.0 9.1 Agreed:	<u>Planning</u> 18/00651/FUL- Proposed change of use conversion of existing stable building to single dwelling and associated works at Land at Cromwell Stables, Woburn Sands Road, Bow Brickhill, Milton Keynes Letter of No Objection to be sent	Clerk
10.0 10.1 10.2	<u>Notification of Decisions made from Milton Keynes Council</u> 18/00092/FUL- Demolition of existing Community Hall and erection of replacement building with associated landscaping at Church Hall, Church Road, Bow Brickhill, Milton Keynes, MK17 9LH Full Planning Permission Granted 18/00472/FUL- Proposed single storey rear extension and minor elevational amendments at 27 Station Road, Bow Brickhill, Milton Keynes, MK17 9JU Full Planning Permission Granted	
11.0 11.1 Agreed:	<u>Get Sorted MK</u> It was noted that following the Parish Council meeting held on 8 March 2018, the Clerk posted a survey to the village Social Media page. This survey, as agreed, asked residents if they would be interested in a Family Fun Fay to be held at the Pavilion. This would be themed around recycling. A total of 23 residents completed the survey, with 22 selecting that they would be interested in this type of an event and 1 selecting they would not be interested.	

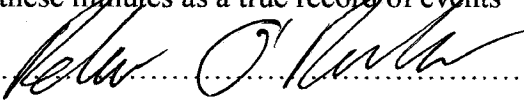
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	<p>It was agreed that the Parish Council would arrange a Family Fun Day. The Clerk would check the dates that the Pavilion was available, and it was agreed to communicate details via email between councillors. It was noted that the details, once confirmed, would be circulated via the village E-Group and Social Media.</p>	
<p>12.0 12.1 Agreed:</p>	<p><u>Christmas Tree Lights</u> Alistair Twigg sent over advices for a new ladder to put up the Christmas Tree lights. He suggested a Zarges Skymaster three-part combination ladder. A 3 x 10 rung ladder cost £224.10 plus VAT and a 3 x 12 rung ladder cost £272.25 plus VAT. He advised that there would need to be some measuring to find out which length would be most suitable. It was agreed to investigate the possibility of black linkable lights that could be kept up year-round and the company Lights For Fun was recommended. It was agreed to compare the cost of hiring a Cherry Picker with the cost of purchasing specialist ladders if the lights were to stay in situ. All agreed that discussion of this item would be deferred to the June Agenda.</p>	<p>June Agenda</p>
<p>13.0 13.1 Agreed:</p>	<p><u>Parking in Greenways</u> A letter had been received from a concerned resident regarding parking in Greenways. It was noted that when the bungalows at the top of Greenways were first built, it was with the expectation that they would be inhabited by residents who, due to advanced age, would not be car owners. This situation had dramatically changed over the years, and the current residents of the bungalows owned several cars, but there were not now sufficient car parking spaces to cover this need. The resident pointed out that they had witnessed, on numerous occasions, cars on this stretch of the road mounting the pavement quickly as drivers swerved to avoid oncoming vehicles. The resident asked whether it would be possible to sacrifice some of the grassed area in front of the bungalows in order to provide dedicated parking spaces. It was noted that if residents wished to explore this option, they would need to apply to Highways at Milton Keynes Council. It was noted that Councillors felt there were sufficient car parking spaces within the car park at the top end of Greenways. It was agreed that the Parish Council would explore the legal technicalities of encouraging parking in this car park and the ownership/occupancy of the adjacent garages and would issue a statement to residents of this area in due course.</p>	<p>Clerk/BOR</p>
<p>14.0 14.1 Agreed:</p>	<p><u>Villages Unite Campaign</u> Following on from the 'Villages Unite' campaign letter that was sent out in December 2017, several parish councils had responded with messages of support. These councils had displayed the letter on their websites and had distributed it to residents within their area. Following discussion, it was felt by all BBPC members present that, in the light of Plan:MK and other current development plans that threaten the village, engaging Bow Brickhill residents should now be the focus of all efforts in this regard. It was agreed to put a letter together to send around the village, reminding residents that the initial 'Caldecotte South' Development Framework Consultation would close at 5pm on 27 April 2018. Individual residents would need to express their objection to this development if they felt it had a negative impact on the village. It was agreed that the letter would be sent around the village and the e-group.</p>	<p>Clerk/BOR</p>
<p>15.0</p>	<p><u>S106</u> Field Drainage- Awaiting confirmation of the positioning of Picnic benches and tables so that the Football pitches re-site can be mapped out. Once this is complete IOG can be contacted to complete the required Survey. It was agreed to contact WWFC to request a meeting with Robert Hill and Groundman to map out the Pitches. Playground Equipment- Cllr Milford met with Wicksteed regarding the additional Money in Playground Equipment funding. It was agreed that the money would be spent on replacing the wooden fencing around the edge of the Playground with new Metal fencing. It was noted that Cllr Milford would get Wicksteed to check to see if there was a TPO on the tree closet to the playground to make sure it was protected. It was noted that the work is hoped to be scheduled to be finished by the start of the Summer Holidays.</p>	<p>SM</p>

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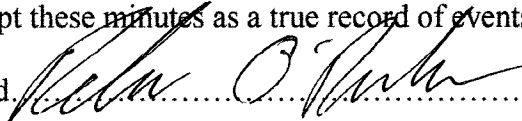
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	<p>Pavilion Improvements- No Update</p> <p>Community Hall- No Update</p> <p>Library Facilities- No Update</p> <p>Noted: It was noted that, as agreed at the Parish Council meeting on 8 March 2018, Cllr O'Rourke had written to Paul Van Geete at MKC. Cllr O' Rourke had passed on information that had been received regarding the policy of the Red House Surgery in Bletchley to accept no new patients from Bow Brickhill. Paul Van Geete had responded and had advised that he would investigate this with NHS England. Advices awaited.</p>	
16.0	<p><u>Chair's Report</u> As Report - See Appendix C</p>	
16.1	<p>It was noted that, in addition to the Chair's Report, the Chair announced the resignation of the Clerk, with the Clerk's last working day being Thursday 10 May 2018. Having spoken to BALC it was confirmed that the Clerk's role and RFO role could be combined in future, as was common practice in many Parish Councils, both being Proper Officers of the Parish Council.</p> <p>Agreed: It was agreed that the Clerk vacancy would be advertised, and details would be agreed via email. The Casual Vacancy arising from the resignation of Councillor Sidgwick (as notified in the Chair's Report) would be advertised immediately after the Annual Parish Council Meeting in May, at which Councillor Sidgwick would step down as both Councillor and RFO after 8 years' exemplary service to the village</p>	Clerk
17.0	<p><u>Finance</u></p>	
17.1	<p>It was noted that the Year End Accounts and the year end RFO Report would be published in full when complete in readiness for the AGM.</p>	
17.2	<p>As it was Year End, the RFO sought formal agreement to purchase the below stationery for the accounts for the forthcoming year.</p> <p>4 Lever Arch files for Sales & Purchase Ledgers, payroll, finance reports, banking and hires costing approximately £15.96</p> <p>4 A-Z Indexes costing approximately £14.36</p> <p>4 April to March Indexes costing approximately £16.36</p> <p>1 8GB Memory stick for last year's accounts costing approximately £4.49</p> <p>A total cost of approximately £51.17. It was noted that there may be a slight variation when ordered as the prices were based 2017 prices.</p> <p>Agreed: All Councillors agreed to the purchase of the stationery for the forthcoming year</p>	AS
18.0	<p><u>Councillors' Reports and Items for Future Agenda</u></p>	
18.1	<p>Cllr J Price – Sent a report via email for consideration regarding investment in additional planting of daffodils along Station Road. Some areas have thinned out and some were never planted. These would benefit from the addition, notably in Station Road between the Village sign and the 30-mph sign</p> <p>Agreed: It was agreed to investigate the costs and find volunteers who would be willing to help with planting. Once fully investigated the item will go onto the next agenda. Await advices from Councillor Price.</p>	Future Agenda Item
18.2	<p>Cllr S Milford – No Report</p>	
18.3	<p>Cllr R Jones- No Report</p>	
19.0	<p><u>Correspondence Received and Sent by the Parish Council Not Appearing Elsewhere on the Agenda</u></p>	
19.1	<p>090318 Received a letter from Karen J Hill offering services as an external Data Protection Officer for the Parish Council. Karen would charge a flat fee of £180 for an annual Compliance Audit (over 2 days) and an hourly rate of £15 for any other work, the scope of which would be pre-agreed and approved before commencement.</p> <p>Agreed: It was agreed to hold the letter on file until an agreement had been reached regarding Data Protection Officer role with BALC</p>	

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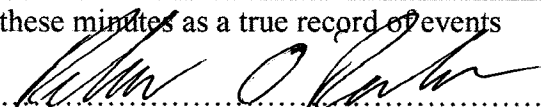


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19.2	13032018 Fire Safety Services advised that they had recently merged with a company called Churches Fire Security (Churches Fire). They issued a form to check all registered details were correct. The updated details form had been completed and returned to them.	
19.3	14032018 Proposed Temporary Road Closure: Leighton Street, Woburn. This order was proposed for Tuesday 29 and Wednesday 30 May 2018 and the alternative route suggested was Sheep Lane, A5 Bow Brickhill to Little Brickhill Road. Any observations would need to be sent to Street Works at Central Bedfordshire Council. It was agreed that this would have no significant impact on Bow Brickhill	
19.4	240318 Enquiry regarding the ownership of the field on Downs View behind the bungalows in Greenways. A resident had notified that a large bush had been planted at the side of the fence and they requested information regarding ownership of this area. It was noted that this field was communally owned by numerous village residents, who had bought sections of land from the original owner some time ago.	
19.5	270318 MKC Licensing Team- Notification had been received Borough-wide for the renewal of a licence for the MK Ices Van for street trading. Any observations or objections to this should be submitted to MKC Licensing Team by 20 April 2018. It was agreed that the Parish Council had no objections to this	
19.6	270318 Notification had been received from a resident of a large missing upright from the barrier to the entrance of the path that runs from the bottom end of the Churchyard alongside the golf course towards Drakewell House. Cyclists apparently removed this some months ago, however, this had not been replaced and permitted an above average number of cyclists to pass through. Councillor Jones advised that the previous Clerk had been in discussions with Rights of Way (ROW) at MKC reading the gates. It was agreed that the Clerk would contact ROW.	
19.7	270318 BMKALC Notification of new Consent Forms that had to be completed on behalf of all local Parish Councils. The form had been completed and returned giving our consent to continue to receive communication from them.	
19.8	050418 MKC Notification of Temporary Road Closures in Central Milton Keynes on Bank Holiday 7 May 2018	
19.9	100418 Request from Woburn and Wavendon Football Club (WWFC) for Under 6 football players to play on the football pitch from May under current Hire Agreement due to inactivity over the winter period arising from the effect of huge amounts of rain and snow on the Pavilion Pitches. It was agreed that as this was over and above the current Hire Agreement and, with the amount of work that was due to take place on the field in Summer 2018, it would be unfeasible to facilitate this. It was agreed that the Clerk would contact WWFC to advise. It was noted that there is also another user who already has hire of the Pavilion on Sunday morning	Clerk
20.0	<u>Pavilion Issues</u>	
20.1	<u>Waste Contract Renewal</u> Milton Keynes Council had been contacted for terms for the new waste contract for the Pavilion. They provided a renewal fee of £680+ VAT for 2018/2019. This was an increase of £10 on the contract cost for the previous year. It was agreed by all to continue the contract with MKC for 2018/2019. Clerk to write to advise MKC.	Clerk

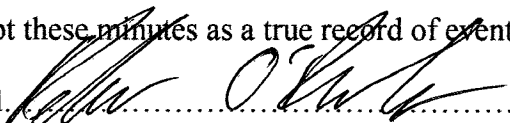
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<p>20.2</p> <p>Agreed:</p>	<p><u>Water Heater</u> Whilst testing the water heater's electrics, Clive Richards (of CJ Richards Electrical) mentioned that the unit was leaking and should be investigated by a plumber. Roy Milford advised that the unit had a serious leak and would need to be replaced at a cost of £225 + labour. It was agreed to go ahead with the work and get a replacement water heater fitted. It was noted that the Clerk would contact Roy Milford to arrange dates for the work to take place.</p>	<p>Clerk</p>
<p>20.3</p>	<p><u>Fire Checks</u> FSS attended the Pavilion and completed the six-monthly fire alarm checks. The Fire Equipment checks were expected to be completed in April 2018.</p>	
<p>20.4</p>	<p><u>Planned Maintenance</u> Roy Milford attended the Pavilion and has carried out the TMV Service Boiler Service and Water Purge and De-scale.</p>	
<p>Agreed:</p>	<p><u>To decide date of the next meeting</u> The next scheduled Parish Council Meeting was to be held on Thursday 10 May 2018 at 7.00pm. Followed by the Annual Village Meeting at 8.00pm It was agreed that the Annual Parish Council Meeting would be brought forwards to 7.00pm, the Annual Village Meeting will follow at 8.00pm</p>	
	<p><u>The Meeting Closed at 9.15pm</u></p>	

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