

BOW BRICKHILL PARISH COUNCIL
Minutes of the Meeting of Bow Brickhill Parish Council held on
Friday 10 April 2020

Under the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the 2020 Regulations'), this meeting was held remotely, via Zoom videoconferencing ('Zoom'). A link was posted on the Parish Council's website and Facebook page to enable members of the press and public to participate.

It should be noted that the March 2020 meeting, which was to include business carried forward from the postponed February 2020 meeting was also inquorate and was, therefore, cancelled. All relevant outstanding business would, therefore, be transacted at this meeting.

Present via Zoom: Cllr R O'Rourke (Chair); Cllr J Price; Cllr P Ball;
Present via Telephone: Cllr R Ford

In attendance via Zoom: Tony O'Rourke (Clerk); S Malleson; A Preen; A Dishman;
G Cannell; Mrs K Leeming

The meeting commenced at 7.30pm

The Chair stated that, due to the exceptional circumstances and format of the meeting, all reports as circulated to councillors should be, as far as possible, taken as read, in the interest of brevity and clarity. She went on to say that she would provide any details contained within these reports during the meeting as and when requested by members of the public and that all relevant documents would, as usual, be published on the website. **Agreed**

1.0	<u>Apologies for Absence</u>	
Noted	Cllr D Hopkins	
2.0	<u>Declarations of Interest in Items on the Agenda</u>	
2.1	Cllr R O'Rourke: Parish Clerk/RFO is her husband	
2.2	Cllr R O'Rourke: Resident of 1 Station Road, Bow Brickhill	
Noted		
3.0	<u>Public Questions</u>	
3.1	<p>The meeting adjourned at 7:32pm to receive questions from the public.</p> <p>Sue Malleson commented that the planning agent for the so-called 'Eco House' at London End Lane had shared with her some correspondence from Milton Keynes Council ('MKC') indicating that the current planning application would be granted. This was then followed by a notification to BBPC from MKC that it was their intention to refuse the application. Mrs Malleson had referred the matter to Cllr David Hopkins for further investigation.</p> <p>Sue Malleson also commented that the Inspector's report into the application for development of South Caldecotte was still not complete.</p> <p>The meeting resumed at 7:34pm</p>	

I accept these minutes as a true record of events

Signed.....

Dated: 9 July 2020

<p>4.0</p> <p>Agreed</p>	<p><u>Minutes</u></p> <p>Minutes of the meeting of the Parish Council held on 9 January 2020 were accepted as a true and accurate record by all councillors and were signed by the Chair</p>	
<p>5.0</p> <p>5.1</p> <p>Noted</p> <p>5.2</p> <p>Noted</p> <p>Agreed</p> <p>5.3</p> <p>Noted</p> <p>5.4</p> <p>Agreed</p>	<p><u>Matters Arising from 9 January 2020 Meeting</u></p> <p>Casual Vacancy</p> <p>An expression of interest had been received and the candidate had been sent an application form.</p> <p>Vacancy for Clerk/RFO & Pavilion Manager</p> <p>No applications had so far been received.</p> <p>Cllr Price asked where the vacancy had been advertised. The Chair replied that it had only been advertised via BALC/NALC so far, but, as Cllr Price agreed, the role was too specialised to warrant re-advertising in the MK Citizen or via 'Indeed'.</p> <p>The vacancy would also be advertised on Jobs page of MKC website after the Easter holiday.</p> <p>The Chair thanked the current Clerk for continuing to work in support of the Parish Council despite having tendered his notice in September 2019. All other councillors also thanked the Clerk.</p> <p>Public Questions</p> <p>Objection to Planning Application 19/03437/FUL (Minutes 3.1 and 8.3)</p> <p>BBPC had strenuously opposed the revised application for four dwellings on the land north of Blind Pond Lane however, MKC had granted planning permission.</p> <p>Highways/Road Safety Issues (Minutes 3.2, 5.3, 10)</p> <p>A public meeting was held on 13 February 2020 to address the issues raised on this topic. All councillors had received details of the issues and progress thereon in Annex A to the Clerk's Progress Report, which had been read and agreed</p>	
<p>6.0</p> <p>Agreed</p>	<p><u>Unitary Councillor Report</u></p> <p>Because of the unusual circumstances of the Coronavirus (Covid-19) restrictions and the demands the situation had placed on all Parish and Ward Councillors, Cllr Hopkins had prepared and circulated a generic report to cover the entire ward. This had been read and agreed and would, as usual, be published on the BBPC website.</p>	

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7.0	<u>Clerk's Progress Report</u>	
	The Report was circulated to all Councillors prior to the meeting and had been read and agreed. The most significant developments were:	
7.1	<ul style="list-style-type: none"> • New Litter Bins <p>One had now been installed at the church car park and another had been installed on Station Road, near the bus stop. Both would be emptied by Marcus Young's team as needed (added to the existing dog waste bin round at £3/bin/empty).</p>	
Noted		
7.2	<ul style="list-style-type: none"> • Dangerous Cycling on Footpath <p>A sign ordering cyclists to re-join the carriageway had now been erected, at BBPC's request, at the end of the Redway on the Walton side of the railway line.</p>	
Noted	<p>The Chair pointed out that there had been much discussion of cycling on the pavement on the village Facebook page, including an online poll on whether this should be permitted for parents with baby carriers attached to their bikes.</p>	
Agreed	<p>Much discussion ensued on this topic. It was agreed that 'leisure' cyclists (e.g. parents with small children) should be permitted to cycle on the pavement, subject to the overarching national regulations, but sports cyclists should be restricted to riding on the carriageway. The Chair suggested that a reasonable compromise might be to put up 'no cycling on footpath' signage at intervals throughout the village with a qualifying plate that granted an exemption to children or adults with child seats etc attached to their bikes. It was further agreed that more research was needed before any decisive action could be taken on this issue.</p>	Clerk/ Chair
7.3	<ul style="list-style-type: none"> • Weight Restrictions Throughout Village <p>A 'Weight Restriction Ahead' sign had now been installed, at BBPC's request, on Brickhill Street just before the mini roundabout, warning lorry drivers of the restrictions ahead in Woburn Sands and environs.</p>	
Noted		
7.4	<ul style="list-style-type: none"> • Road Surface Markings <p>Road surface markings have now been refreshed, again, at BBPC's request, from The Wheatsheaf to Brickhill Sands – the 'station end' of Station Road remained untouched and yellow lines still needed to be painted in Rushmere Close. Clerk to chase MKC to get these works completed.</p>	Clerk
7.5	<ul style="list-style-type: none"> • Blocked Gullies on Station Road <p>Still blocked although works had been scheduled. Clerk to pursue MKC to get these works completed.</p>	Clerk
Noted		

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	Cllr Ball thanked the Clerk for his report.	
8.0	<u>Planning Notifications from Milton Keynes Council</u> Town and Country Planning Act 1990 (As Amended) Town and Country Planning (Development Management Procedure) Order 2015	
8.1	Application no: 20/00853/REM Proposal: Approval of Reserved Matters relating to the erection of 36 dwellings granted Outline Planning Permission under reference 16/00762/OUT At: Land To The East of Tilbrook Farm Station Road Bow Brickhill. Deadline for comments: 6 May 2020	
Agreed	Although generally accepted that the chances were slim, it was agreed that BBPC would request a mini roundabout at the entrance to the site as was submitted in the original (granted) Outline Application but was absent from the Reserved Matters in a bid to slow traffic in the village. Clerk to send letter outlining our concerns to MKC in relation to their recent transport surveys of Station Road and future plans.	Clerk
8.2	APPEALS AGAINST REFUSAL OF PLANNING PERMISSION The Chair pointed out that, under the current 'lockdown' restrictions arising from the Coronavirus (Covid-19) pandemic, all public hearings had been suspended for the duration, so appeals that were to be heard (such as the two listed below) rather than those based on written submissions, would not take place imminently. That said, any contributions on these appeals would be welcome in the interim.	
Noted		
8.3	APPEAL AGAINST REFUSAL OF PLANNING PERMISSION 18/01372/FUL Demolition of 2 no. Outbuildings to create access and construction of 28 no. 2, 3 ,4 and 5-bedroom residential dwellings and all ancillary works. Rectory Farm Woburn Sands Road Bow Brickhill Milton Keynes MK17 9JY	
Noted		
8.4	APPEAL AGAINST REFUSAL OF PLANNING PERMISSION 19/01818/OUT Proposal: Outline application including access for the development of the site for employment uses, comprising of warehousing and distribution (Use Class B8) floorspace (including mezzanine floors) with ancillary B1a office space, general industrial (Use Class B2) floorspace (including mezzanine floors) with ancillary B1a office space, a small standalone office (Use Class B1) and small café (Use Class A3) to serve the development; car and HGV parking areas, with earthworks, drainage and attenuation features and other associated infrastructure, a new primary access off Brickhill Street, alterations to Brickhill Street and provision of Grid Road reserve to Brickhill Street with appearance, landscaping, layout and scale to be determined as reserved matters (Environment Statement received)	

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<p>10.0</p> <p>10.1</p> <p>Noted</p> <p>Agreed</p> <p>10.2</p> <p>Noted</p>	<p><u>S106 Updates</u></p> <p>Church Hall/Community Hall Rebuild</p> <p>The Chair commented that payments were now being made in respect of this project from the S016 funds held by BBPC, so the project was progressing.</p> <p>She invited Alan Preen to give a progress report.</p> <p>The plan remained to start building in late summer 2020. However, he explained that the Coronavirus pandemic had changed the priorities of the charity sector, so donations were currently in a “terrible state”. ASTRA had been warned by the Community Lottery Fund that their criteria were changing. He believed ASTRA’s chances of obtaining the remaining £100k (or £80k with Gift Aid) needed to complete the project were still strong.</p> <p>The Councillors thanked Mr Preen for all his hard work on this project and Cllr Ball asked what BBPC could do to help. Mr Preen said he would welcome support in writing from BBPC and MKC. It was unanimously agreed that BBPC would offer its support in this way.</p> <p>Public Art</p> <p>Cllr Price said he was fairly positive about the Village Green installation and understood that MKC were proposing to put forward a Planning Notice for it. He had not, however, heard anything whatsoever from MKC in respect of the Pavilion Installation.</p> <p>The Chair thanked Cllr Price for his enthusiasm and continuing hard work on this project. She also recommended involving Cllr Hopkins in the process of progressing the project from the MKC end.</p>	<p></p> <p>Clerk</p> <p>Cllr Price</p>
<p>11.0</p> <p>Noted</p>	<p><u>Monthly Risk Assessment</u></p> <p>Coronavirus (Covid-19)</p> <p>The Chair and Clerk had circulated a Risk Assessment on this issue, accompanied by an analysis of the potential loss of revenue to BBPC arising from the ‘lockdown’. She pointed out that a number of prepaid regular and occasional hirers would require a refund, amounting to a total of some £3,418 and that the income from the Little Stars Nursery had dwindled from the usual £1,800/month to £100/month because of the mandatory closure of schools and nurseries.</p> <p>Of particular concern was the continued economic reliance of the parish on Pavilion revenue because the Precept had been kept at an impractically low level of £14,500/year for so long. Although, over recent years, this had been increased to £17,000, the Precept remained unequal to the task of covering the most fundamental costs off running the parish. With no Pavilion Income, other than the aforementioned £100/month until the relaxation of the ‘lockdown’, expenditure would need to be kept to an absolute minimum.</p>	

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<p>Noted</p>	<p>Measures already taken included furloughing the Pavilion Manager, Caretaker and Cleaner, turning off the gas and electricity supplies to the Pavilion, closing (for the time being) the EE Wifi and Worldpay merchant accounts and actively seeking further cost cutting measures in order to limit the Parish Council's liabilities. Ideas for alternative revenue streams were also being researched.</p>	
<p>Noted</p>	<p>Cllr Ball was concerned about the ongoing security of the Pavilion during the furlough. The Clerk explained that he had received confirmation from the Caretaker that he would maintain the usual levels of security despite being furloughed.</p>	
<p>Agreed</p>	<p>It was agreed that there was little choice but to continue with the financial precautions and interim measures already in place as the trajectory and timeline of the global Covid – 19 pandemic was by no means predictable.</p> <p>It was suggested that the Pavilion could perhaps be repurposed for the duration of the 'lockdown' restrictions.</p> <p>The Chair explained that research would be needed into the legal ramifications of this idea.</p> <p>Cllr Ball said that the League of Friends at MK Hospital was running an expanded service successfully despite the restrictions, but he doubted something new like a Pavilion shop would be "met with pleasure by the powers that be".</p> <p>Cllr Ford echoed the concern that running a shop might well cause compliance issues. He also commented that anyone in the village identifying a need for such a venture would likely have already contacted BBPC. No such contact had been made.</p>	
<p>Agreed</p>	<p>It was agreed that, in principle, these ideas should be researched in order to have an option ready to go as an absolute last resort, but that a return to the status quo would be the best option.</p>	<p>All</p>
<p>11.1</p>	<p>Amended Scheme of Delegation</p> <p>In the interests of clarity, the Chair proposed that the Parish Council adopt the following wording, to be incorporated in the Standing Orders as Amended April 2020</p> <p>Updated Scheme of Delegation to Clerk/RFO (April 2020)</p> <p>7.5 Matters of Genuine Urgency</p> <p>7.5.1 Should it not be possible to convene a Special Meeting, then any emergency business will be handled by the Proper Officer (in this case, the Clerk/RFO) in consultation with the Chair and one other councillor;</p>	

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<p>Agreed</p>	<p>7.5.2 In the absence of the Clerk or in the event that the Clerk is an interested party, they will be substituted by the Chair;</p> <p>7.5.3 In the absence of the council's Chair, or in the event that the council's Chair is an interested party, they will be substituted by the Vice Chair;</p> <p>7.5.4 Decisions made under this delegation will be reported to and minuted at the next council meeting;</p> <p>7.5.5 Under this delegation, where appropriate, the Clerk may conclude that an extraordinary meeting of the council be called to deal with the urgent matter.</p> <p>This would replace the wording:</p> <p>7.5 Matters of Genuine Urgency</p> <p><i>Should it not be possible to convene a Special Meeting, then any emergency business will be handled by the Proper Officer in consultation with the Chair and one other councillor. Actions will be reported promptly to the Council and recorded at the next scheduled meeting</i></p> <p>It was unanimously agreed that the amendments be adopted and incorporated into the amended Standing Orders</p>	<p>Clerk</p>
<p>12.0</p> <p>12.1</p>	<p><u>Chair's Report</u></p> <p>The Report was circulated to all Councillors prior to the meeting and had been read and agreed. It was as follows:</p> <p><i>I would like to begin by paying tribute to Emily Locking, who lost her brave battle against cancer on 25 March. Her fight brought the village together and she will be missed by all of us. I send my sincere condolences to her family. Sleep tight Emily.</i></p> <p><i>What a difference a month makes...</i></p> <p><i>I think I speak for everyone when I say life has changed dramatically since my last report.</i></p> <p><i>All our problems fade into relative insignificance in the face of the Covid-19 pandemic. Never before in my lifetime has it been so important for communities to put aside all their differences and work together for the common good.</i></p> <p><i>In general, I think everyone in the village is 'on message' and observing the government guidance on self-isolation and social distancing. However, we have received a number of reports of groups of people flagrantly flouting the instruction to stay home and save lives by congregating in public spaces.</i></p>	

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13.5	<p>Covid-19 Restrictions</p> <ul style="list-style-type: none">• Financial Implications for BBPC <p>In common with many other small parish councils, the 'lockdown' restrictions imposed by central government have hit us extremely hard.</p> <p>We have been forced to close the Pavilion and Play Area for the foreseeable future and so we have lost the village's main source of revenue literally overnight.</p> <p>Beyond the residual tasks of refunding hire fees already paid, standing down inessential suppliers and furloughing the Pavilion Cleaner and, if possible, the Pavilion Caretaker, there will be little for the Pavilion Manager to do, although I anticipate the pandemic will create more work for the Parish Clerk/RFO (it already has!). We are investigating the possibility for furloughing the Pavilion Manager too.</p> <p>We still have to refund some of those hirers who have lost prepaid sessions because of the 'lockdown'. A report detailing the potential loss of revenue has been emailed to all councillors. In summary, we have already refunded £774.18 with a further £2,402.45 yet to refund – there is a bit of a delay because we are waiting for all the necessary bank details from the affected hirers that would usually pay us via a gateway like GoCardless or Worldpay. We will also close the Worldpay account for the time being.</p> <p>We are trying to reduce all expenditure as far as possible but this will be far from easy. Thankfully, the first tranche of the Precept payment is due on or about 15 April, but that is only worth £8,500.</p> <p>In order to mitigate the loss of Pavilion Income, the Chair and I are actively pursuing every available lead on grants and financial assistance for affected parish councils, via NALC, Action for Communities in Rural England ('ACRE') and the Local Government Association ('LGA'). We have also requested advice from Kay Pettit at MKC.</p> <p>ACRE has requested clarification from the Department for Business, Energy and Industrial Strategy ('BEIS') "...of the Covid-19 support available for village halls, community centres, church halls, parish council run halls and Community Amateur Sports Clubs (CASCs) ... The support measures generally are well thought through, most welcome and the Government has moved quickly to provide support, but the urgency has created ambiguity in the wording of the guidance - which local authorities are already interpreting in different ways - and it does not cover all situations."</p> <p>As soon as we have anything to report we will pass it on immediately.</p>	
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<p>13.6</p>	<ul style="list-style-type: none"> • Revised Audit Arrangements <p>Today (7/4/2020), we received this from BALC. Doubtless, the External Auditors will now publish the revised AGAR documents and instructions for Y/E 2019-2020.</p> <p>Following NALC's engagement with government around local council audit timeframes final regulations are due to be made the week commencing 6 April which will extend the statutory audit deadlines for 2019/20. It is proposed that:</p> <p>The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020</p> <p>To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020</p> <p>This means that draft accounts must be approved by 31 August 2020 at the latest or maybe approved earlier where possible.</p> <p>Authorities must publish the dates of their public inspection period this year, and the government recommends that they provide public notice on their websites (where available) when the public inspection period would usually commence, explaining why they are departing from normal practise for 2020. We will provide updates for our members once these regulations have been made. The Joint Practitioners Action Group (JPAG) will also provide an addendum to the Practitioners Guide to layout fully for councils the new time frames that the government puts in place.</p>	
<p>Agreed</p>	<p><u>Councillors' Reports and Items for Future Agenda</u></p> <p>None</p>	
<p>15.0</p> <p>Noted</p> <p>Agreed</p>	<p><u>To Report on Correspondence Received and Sent by the Parish Council Not Appearing Elsewhere on the Agenda</u></p> <p>During the meeting, the Clerk received an email from Cllr Hopkins stating that, work on the Bletchley-Bedford section had entered 'Phase 3' earlier than anticipated.</p> <p>Clerk to seek clarification on this as we understood the term 'Phase 3' to refer to the Bedford-Cambridge section.</p>	
<p>16.0</p> <p>16.1</p> <p>Agreed</p>	<p><u>Pavilion Issues</u></p> <p>Little Stars</p> <p>To pay £100/month for the storage of their equipment until they could resume normal operations.</p>	

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