

**MINUTES** of the Meeting of **Great Brickhill Parish Council** held on  
**Tuesday 2<sup>nd</sup> February 2016** at 7.30pm in the Parish Hall, Great Brickhill

**PRESENT:** Cllrs Mr C Leech (Chair), Mr D Bratt, Mr K Jackson, Mr R Kettle,  
Mr A Middleton, District Cllr Mr N Blake

**IN ATTENDANCE:** Mrs K Barker (Clerk), 1 member of the public was present

858 **Apologies for absence** – Cllrs Wight, Barnett, County Cllr Mrs J Blake

859 **Minutes**

The minutes of the meeting held on the 5<sup>th</sup> January 2016 were approved. Cllr Bratt proposed, seconded by Cllr Leech the approval of the minutes as a true record, all agreed by those present and signed by the Chair.

860 **Declarations of Interest**

There were no declarations of interest.

861 **Matters arising**

There were no matters arising.

862 **Reports (County and District Cllrs, other organisations)**

**District Cllr Blake**

District Cllr Blake gave his report. He said that the Council budget is due to be approved shortly. The lottery is running well and many local causes have signed up.

863 **Finance:**

863.1 Bank balances:

<b>Barclays/Santander</b>	<b>£</b>
Community (Barclays)	43,254.58
Business Reserve (Barclays)	4,280.37
Business Premium (Barclays)	890.53
Investment Business Premium (Barclays)	0.04
Business Reserve (Santander)	54,438.36
Business Bond (Santander)	85,000.00
<b>TOTAL</b>	<b>187,863.88</b>

863.2 Cllr Leech proposed, seconded by Cllr Jackson the approval of the following payments, all agreed:

<b>Cheque Number</b>	<b>Payee</b>	<b>£</b>
700412	K Barker – Salary	287.68
700412	K Barker – Expenses	42.57
700413	HMRC – Clerks Tax	72.00
700414	Fields in Trust membership	50.00
700415	GB Parish Hall Committee – hire of hall	360.00
700416	Johnston Publishing – grass tender advert	408.00
700417	E.on – electricity bill	314.00
700418	Denne Engineering – materials	41.40
700419	Ringway Jacobs – footpath feasibility study	3,205.32
700420	Marco Loxley – Youth Café	261.81
	<b>TOTAL</b>	<b>5,042.78</b>

863.3 Other financial matters:

863.3.1 Budget Report

The Clerk gave a budget report to all Cllrs showing expenditure to date.

863.3.2 Bank Accounts

863.3.2.1 Change of mandate/signatories - Santander

The Clerk said that Cllr Bratt has given her the documents required and she reminded Cllr Leech. The Clerk to email Cllr Wight to remind her.

**(Action Clerk)**

863.3.2.2 Closure of Barclays account

The closure of the Barclays account is pending.

863.3.3 MUGA bookings income

Cllr Bratt said that he had chased up £50 that had not been received in the Parish Council's bank account. He said that it should have now been received. The Clerk said that she will check the account.

**(Action Clerk)**

863.3.4 Asset Register/Risk Assessment/Standing Orders/Financial Regulations

The Clerk to add the fence at Poors Acre at £1,000 and two litter bins at £119 each to the asset register. Cllr Leech proposed, seconded by Cllr Kettle to accept the documents with no amendments apart from the additions to the asset register, all agreed. The Clerk to update the asset register.

**(Action Clerk)**

863.3.5 Parish Hall Committee - £1,930.95 and £1,048.36 – reimbursement of hall insurance and loan repayment

Noted by the Parish Council. The Clerk to check when the last loan payment is to be made.

**(Action Clerk)**

864 **Review of Projects**

864.1 Footpath Lower Way – Phase 2

Cllr Leech said that the feasibility study has been done. A report is awaited.

864.2 Parish Hall car park

864.2.1 CCTV Signs

Nothing further to report.

864.2.2 Block paving – damaged bricks

Nothing further to report.

864.3 S106 monies/creation or improvement of local sport and leisure facilities

864.3.1 New toddler play area

Cllr Bratt said that a grant of £22,000 has been awarded from the Community Chest. He said that the total cost of the project including the trim trail and new equipment in the Spinney will be in the region of £107,000. He said that he is looking in to the possibility of incorporating a zip wire in to the project. Cllr Bratt confirmed that Playdale will give a 15% discount if the Parish Council joins Fields in Trust.

864.3.2 Response to wish list

The Clerk reported that some of the items on the list are not eligible for funding under Section 106. This was noted by the Parish Council.

865 **Village Improvements Committee**

865.1 Poors Acre

865.1.1 Information Board

Nothing further to report.

865.1.2 Unauthorised fence

A letter to be sent to Blue Gates Farm in conjunction with Cllr Wight.

**(Action Chair/Clerk)**

865.2 Foxhole

865.2.1 Footpath progress

Cllr Leech said that the footpath is progressing and is nearly finished.

865.2.2 Foxhole – access from Cricket Club to John Horncapps Lane

Cllr Jackson agreed to speak to the Rights of Way Officer to find out any historical information about the footpath from the Cricket Club to John Horncapps Lane. Cllrs also spoke about a footpath from Pochards Lake to Cuff Lane and Cllr Jackson agreed to look in to this one as well.

**(Action Cllr Jackson)**

865.3 Mobile Vehicle Activated Signs

Cllr Leech said that the new locations have been agreed. He said that new ground sockets will need to be installed by a specialist contractor. Three new mounting brackets will cost in the region of £100.

866 **Village Matters**

866.1 Schedule of works

866.1.1 Village Walk Round

Cllr Leech said that he has had a response from Matt Whincup of Tfb. He said that it has been confirmed that some old road work signs around the village will be removed, footway patching will be done on Rotten Row and a further inspection of Sycamore trees at Rotten Row/Horsepond undertaken to assess their condition and potential removal. Cllr Leech agreed to find out the expected timetable of works. A further schedule of walk rounds will take place in March/April.

Cllr Leech said that there is a water problem in Green End and evidence of a collapsed drain. Highways are aware of the problem.

866.2 Parking issues (Cuff Lane, Rotten Row, Green End)

The Clerk was asked to email PCSO Hobson to ask for Police attendance around the school at the beginning and end of the school day as cars are being parked on the yellow lines causing obstructions. (Action Clerk)

866.3 Solar Panels – Parish Hall

Cllr Middleton confirmed that the installation of the solar panels has been finalised. The Clerk was asked to add the panels to the insurance. Cllr Bratt proposed, seconded by Cllr Kettle that reimbursement of the energy assessment and structural review not be sought from the Parish Hall Committee, all agreed. (Action Clerk)

866.4 Trim Trail progress report  
Nothing further to report.

866.5 Grass cutting – 2016 Season tenders

The Clerk confirmed that six tenders have been received. It was agreed that Cllrs Wight, Leech, Kettle, Jackson and Middleton form a sub-committee and meet to look at the tenders in detail with a view to confirming the successful tender at the March meeting. The Clerk to book the hall meeting room. (Action Clerk)

866.5.1 Devolution agreement

The Clerk confirmed that she will look through the agreement and that it will need to be signed and returned by 3rd March 2016. (Action Clerk)

866.6 Boundary with Soulbury

The Clerk reported that during January she had received a letter from Soulbury Parish Council confirming that they have no objection to the boundary change proposed by Great Brickhill Parish Council. She said that unfortunately, just prior to the meeting, she was contacted by John Spires, the Clerk to Soulbury. Soulbury PC have now withdrawn their agreement to the boundary change. It seems that at their subsequent meeting after the one when they agreed that there was no objection, the Councillors could not remember making the decision and they had no memory of it at all. John Spires said that he will put it back on their agenda. District Cllr Blake said that he will raise the subject when he attends their next Parish Council meeting.

866.7 Old Red Lion – Asset of Community Value

Cllr Bratt said that there may be issues regarding dilapidation of the building and this is being dealt with by a Solicitor.

866.8 Brown Tourist Signs

Nothing further to report.

866.9 Broadband

An email was received from Aylesbury Vale Broadband recommending that Great Brickhill is included in the next phase of their rollout (scheduled to happen between March and June 2016). This “tentative” recommendation to expand to Great Brickhill will depend on several factors the local community will need to do before plans can be confirmed as well as AVDC giving approval to expand. Cllr Bratt confirmed that he would be happy to act as a “representative” of the Great Brickhill community.

866.10 Weight restriction – Little Brickhill Lane

The Clerk to remind Cllr Wight to make contact with the resident as agreed at the January meeting. (Action Chair/Clerk)

866.11 Tree pruning – request from resident

The Clerk read out a request by a resident to prune a large tree in their garden in Naisby Drive as they believe it has a tree preservation order on it. Cllrs agreed that the resident should contact the Tree Officer at AVDC. The Clerk to respond. (Action Clerk)

867 **Youth Café**

867.1 Management fee increase

Cllr Leech proposed, seconded by Cllr Kettle to accept the Youth Café Management fee increase from £417.00 to £450.00, all agreed.

867.2 Membership and member locations information

The information has not yet been supplied by Marco Loxley. Cllr Bratt agreed to chase it up. (Action Cllr Bratt)

868 **Play Areas (see also projects)**

Cllr Bratt said that he will obtain a quote for the trimming of the conifers surrounding the play area.

(Action Cllr Bratt)

869 **Public Participation** (see end of minutes)

870 **Planning:**

870.1 **Planning Applications:**

870.1.1 15/04279/APP – Hillside Nursery, Ivy Lane – removal of existing barn and replacement with new agricultural building. The Parish Council has no objection to the application.

870.1.2 16/00093/COUAR – Barns at Paper Mill Farm, Bragenham Side – determination as to whether prior approval is required in respect of transport and highway impact, noise,

contamination risk, flooding and locational considerations for the conversion of barn in to one dwelling and associated operational development including demolition of adjacent barn and change of use of land to garden and parking spaces (Class Q (a)) and in relation to design and external appearance of the building (Class Q (b)). The Parish Council objects to the application as it does not comply with AVDC's policy on barn conversions. Cllr Middleton agreed to draft a response on behalf of the Parish Council and submit it to all Cllrs for agreement. The Clerk to submit the agreed comments to the Planning Department and place the item on the next agenda so the comments can be minuted.

**(Action Cllr Middleton/Clerk)**

870.1.3 16/00215/APP – 18 Lower Way – two storey rear extension and new porch to side. The Parish Council supports the application.

870.1.4 16/00088/APP – 27 Rotten Row – part conversion of attached garage in to habitable accommodation. Extension of thatched roof. Removal of front garage projection. The Parish Council supports the application.

870.1.5 16/00219/APP – 53 Lower Way – demolition of existing property and construction of one replacement dwelling and all ancillary works. The Parish Council supports the application.

**870.2 Decisions:**

There were no decisions.

**870.3 Other Planning Matters:**

870.3.1 Development Control Meetings

No meetings involving Great Brickhill are due to be held.

870.3.2 15/02201/AOP – Eaton Leys - Land west of A4146, South of Watling Street

Nothing further to report.

870.3.3 Orchard Mill – development query

The Clerk reported that Cllr Wight had sent an email to planning enforcement and that the matter is being looked in to.

**871 Parish Council Administration**

871.1 Freedom of Information Scheme

Cllr Bratt proposed, seconded by Cllr Middleton that the Freedom of Information Scheme be adopted by the Parish Council and placed on the website, all agreed.

**872 Correspondence**

The Chair summarised the correspondence, to be included in the Circulation Folder.

**873 Matters for the newsletter**

Litter Pick to be held on 12<sup>th</sup> March 2016

**874 Date of next meeting – Tuesday 1<sup>st</sup> March 2016 at 7.30pm**

**875 The meeting closed at 10.10pm**

**Minute of Public debate**

Resident, Mr Mark Stasiuk, said that the Three Trees Noticeboard frame is looking very worn. Cllrs expressed their surprise as a new hardwood frame was put in. Cllr Kettle agreed to look at it. Mr Stasiuk said that the new Defibrillator has still not been registered and cannot be used until this is done. The Clerk to remind Cllr Wight. The Parish Hall Committee Annual Meeting will be held on Tuesday 16<sup>th</sup> February. Mr Stasiuk suggested that the Parish Plan is well overdue for review. The Clerk to put the item on the next agenda.

**(Action Cllrs Wight/ Kettle/Clerk)**

# GREAT BRICKHILL PARISH COUNCIL

## SUMMARY OF ACTION POINTS – FEBRUARY

Item Ref.	Action	Action On	Completed
537.3.4	Invoice CC for rent	Clerk	
829.3.2.1	Obtain additional bank details for Santander and return forms	Clerk	Pending
829.3.2.3	Ascertain when last PWLB payment to be made	Clerk	
830.2.2	Arrange for brick suppliers to attend site visit to car park	Cllr Bratt	
832.5	Complete form to register defibrillator	Chair	Done
846.3.2.1	Completion/collation of change of mandate details	Cllrs Wight/Leech/Bratt and Clerk	
848.1.2	Letter to Blue Gates Farm re fence	Chair/Clerk	
849.8	Liaise with Mr Cairney re brown signs	Chair	
849.10	Contact resident re wight limit on Little Brickhill Lane	Chair	
853.3.3	Write to planning re Orchard Mill	Chair/Clerk	Done
863.3.3	Check MUGA bookings income	Clerk	Done
863.3.4	Update Asset Register	Clerk	
865.2.2	Look into footpaths	Cllr Jackson	
866.2	Contact PCSO re attendance at school times	Clerk	
866.3	Add solar panels to hall insurance	Clerk	Pending
866.5	Arrange meeting with tenders	Clerk	Done
866.5.1	Check devolution agreement and send back	Clerk	Done
866.1.1	Write to resident re tree pruning	Clerk	Done
867.2	Chase up youth café details	Cllr Bratt	Done
868	Obtain quotation for trimming conifers	Cllr Bratt	
870.1.2	Draft comments re Papermill and submit to AVDC	Cllr Middleton/Clerk	Done
Minutes of Public Debate	Look at Three Trees Noticeboard	Cllr Kettle	