



## MINUTES of the Meeting of Great Brickhill Parish Council held on Tuesday 7<sup>th</sup> April 2020 at 7.30pm by Zoom video conferencing

**PRESENT:** Cllrs Mr C Leech (Chairman), Mr K Boad, Mr D Bratt, Mrs J Heydon, Mr R Kettle,  
Mr A Middleton, Ms B Wight

**IN ATTENDANCE:** Mrs K Barker (Clerk), 2 members of the public were present  
Agenda for members of the public circulated on the newsletter InfoLine

1635 **Apologies for absence** – none

1636 **Minutes**

The minutes of the meeting held on 3<sup>rd</sup> March 2020 were approved. The Chairman proposed, seconded by Cllr Bratt the approval of the minutes as a true record, all agreed by those present and to be signed by the Chairman at the next meeting in person.

1637 **Declarations of Interest**

Cllr Leech (Chairman) – finance Point 1640.2

1638 **Matters arising**

There were no matters arising.

1639 **Reports**

1639.1 Buckinghamshire Council

1639.1.1 Vale of Aylesbury Local Plan  
Due to COVID-19 a delay in progress has been announced.

1639.2.2 Expressway  
Nothing to report.

1639.2.3 Elections  
Elections have been postponed until 2021. Janet Blake and Ben Everitt, it is believed, will remain in place as representatives of Buckinghamshire Council for Great Brickhill.

1639.2 Parish Hall Committee

1639.2.1 Project 2020 – Parish Hall improvements  
Cllr Bratt shared a sheet showing the hall extension and refurbishment costs and funding. He said that part of the roof may need replacing which will include moving some solar panels. The plan is to potentially start the build on Monday 29<sup>th</sup> June when, hopefully, restrictions may have been lifted and construction projects are able to proceed. If this does happen then most of the aspects of the build should be completed by the 28<sup>th</sup> August. If it does not happen by that date and unless there are other options for the Pre-School to continue to run, then it may have to be postponed for a year as the Pre-school must have access during school term time.

1639.2.2 Little Ashes Pre-School – Log Cabin and Forest School  
Cllr Bratt shared a sheet showing the log cabin financials. The LAF grant of £9,243 has been awarded and should be received shortly. Roof tiles have been identified which will last for 40 years and the planning application has been submitted.



1640 **Finance:**

1640.1 Bank balances and finance report:

The Clerk said that she is awaiting confirmation of the interest on the Business Bond for the 2019/20 financial year.

<b>Barclays/Santander</b>	<b>£</b>
Community (Barclays)	29,189.30
Business Reserve (Barclays)	4,301.87
MUGA Sinking Fund	8,127.01
Parish Hall Budget	13,997.21
Business Reserve (Santander)	56,711.38
Business Bond (Santander)	85,000.00
<b>TOTAL</b>	<b>197,326.77</b>

1640.2 The Chairman proposed, seconded by Cllr Wight the approval of the following payments, all agreed. The invoice for Hideout House to be submitted for payment once the LAF grant is received:

Payment method	Payee	£
Bank Transfer	Clerk – salary	526.60
Bank Transfer	Clerk – expenses	28.22
Chq	HMRC – Clerks tax	20.20
Bank Transfer	Turney Landscapes – grass cutting	750.00
Bank Transfer	Youth Café	390.39
Bank Transfer	G Leaver – registration/disbursements	64.00
Bank Transfer	C Leech – laurel saplings	41.23
Bank Transfer	P Murray – re-imburse planning app	256.00
Bank Transfer	CPM Playgrounds – inspection	90.00
Bank Transfer	Hideout House – log cabin 50%	17,874.60
Bank Transfer	B Osborne – payroll	64.50
Bank Transfer	FCC Recycling (UK) Ltd – 3 <sup>rd</sup> party funding	8,430.87
Bank Transfer	NBPPC – Membership	20.00
Bank Transfer	C Leech – zoom monthly charge	14.39
	<b>TOTAL</b>	<b>28,571.00</b>

1640.3 Other financial matters:

1640.3.1 On-line banking/payments  
Cllr Wight is still to register for online banking.  
**(Action Cllr Wight)**

1640.3.2 Santander Business Bond - maturity  
Pending due to traffic calming measures.

1640.3.3 Annual Audit of Accounts 2019/20  
The Clerk said that she is awaiting further guidance regarding the submission date for the external audit. The accounts will need approving and signing but it is unclear how this will be done. The internal audit is to be done remotely. The Clerk to send the bank reconciliation and bank statements to the Chairman for verifying.  
**(Action Clerk)**

1640.3.4 Precept awaited  
The Clerk said that the first half of the precept will be received towards the end of April and once received budgets will be allocated to the MUGA and Hall bank accounts.

1640.3.5 Grant received - £28,735.68 (Hall Works - AVDC), £1,800 (MUGA – AVDC), £6,000 (hall works – Luton Airport)  
Noted by the Parish Council



1640.3.6 VAT Refund £4,725.24  
Noted by the Parish Council

1640.3.7 Devolution Payment £1,561.82  
Noted by the Parish Council

**1641 Public Participation**

Paul Stearman said that he will mention in his piece in the Leighton Buzzard Observer about how the village are pulling together to help those being affected by the Covid-19 lockdown.

The applicant for the planning application for Westfield Farm thanked the Parish Council for their support. He said that the application has been granted planning on appeal due to the failure of AVDC to determine the application during the determination period

**1642 Planning:**

**1642.1 Planning Applications**

1642.1.1 20/01085/APP – 3 Warners Close – single storey side and rear extensions. The Parish Council support the application. The design and access statement shows that the applicants have taken steps to mitigate any impact on the neighbouring property. The layout and choice of materials is in keeping with the neighbouring developments.

1642.1.2 20/01071/APP – Parish Hall, Rotten Row – erection of log cabin. The Parish Council support the application as it is an important addition to the hall.

1642.1.3 20/01061/APP – Land off John Horncapps Lane – erection of stable and menage. The Parish Council object to the application as there is insufficient information supplied and the applicants are looking to extend the village curtilage.

**1642.2 Decisions:**

1642.2.1 20/00258/APP – 11 Green End – first floor side and rear extension, garage conversion and porch (amendment to approval 18/00430/APP). Approved.

1642.2.2 20/00219/APP – 38 Rotten Row – single storey garage conversion with roof space and dormer windows. Approved.

1642.2.3 19/04411/APP – 52 Pound Hill – first floor side extension and new render and cladding. Approved.

1642.2.4 19/02343/AOP – The Three Locks Farm, Partridge Hill – erection of agricultural workers dwelling. Approved.

1642.2.5 20/00215/APP – 2 Warners Close – erection of lower ground floor side garage with roof terrace above and the erection of a lower ground rear extension. Removal of a ground level glazed roof serving an underground space and the erection of a ground level roof decking with walk on rooflights. Addition of timber cladding to existing brickwork, replacement of balustrading to existing front terrace, replacement of existing windows and new external works including the introduction of front railings. Approved.

**1642.3 Other Planning Matters**

1642.3.1 Planning Responsibility – Apr/May  
Cllr Middleton to review planning applications received.



1642.3.2 Appeal – 19/01315/APP – 48 Green End – appeal allowed, planning granted. Noted by the Parish Council.

1642.3.3 Appeal – 19/01646/APP – Westfield Farm – appeal allowed, planning granted. Noted by the Parish Council.

#### 1643 **Review of Projects**

##### 1643.1 Traffic Calming Measures

The Chairman said that he thanked Tfb for dealing with the re-colouring of the dragons teeth road markings. Tfb have confirmed that due to the current situation with Covid-19, there are delays in progress on Lower Way and any resurfacing/patching will be done as soon as possible. The total cost for the completed lining and signing works is £17,457.90 and an invoice will be sent out shortly, this includes:

Detailed design - £3,693.58

Works - £4,708.14 – road markings including traffic management

£4,267.27 – signing and gateways supplied and installed including traffic management

£1,013.14 – vegetation works on Ivy Lane and Galley Lane

Road Safety Audit for Lower Way - £876.00

Site Supervision - £2,899.77

#### 1644 **Village Improvements Committee**

Nothing to report. No work is being done due to social distancing restrictions.

#### 1645 **Village Matters:**

##### 1645.1 Unregistered land in Great Brickhill

###### 1645.1.1 MK Surveys quote £550

It was resolved to accept the quote to include the footpath at Green End.

##### 1645.2 Public footpaths – progress (Pochards Lake to Cuff Lane)

Nothing to report.

##### 1645.3 Speedwatch

Speedwatch cannot be undertaken due to the Covid-19 restrictions.

##### 1645.4 VE Day 75<sup>th</sup> Anniversary Celebrations

The event has been cancelled due to the Covid-19 restrictions.

##### 1645.5 Best Kept Village Competition

The event has been cancelled due to Covid-19 restrictions.

##### 1645.6 COVID-19

Cllr Wight said that since the outbreak of Covid-19 and social distancing restrictions, an active group of over 100 people has been set up to help with shopping, fetching prescriptions, phone 'buddying', dog walking, and any other requests. The group have been in touch with all the (c.400) households in the village, and operate through phone, WhatsApp group, and email. Cllr Wight said that she is the main contact on 07717 226662 – for calls or texts. The email address for the InfoLine is [info@copywriteservices.co.uk](mailto:info@copywriteservices.co.uk). Anyone either needing help or wanting to volunteer to help should make contact. They are covering the whole of the Parish of Great Brickhill, but not neighbouring parishes. Details are on the website. The goodwill and support in the community is overwhelming and heart-warming.

#### 1646 **Play Areas**

##### 1646.1 ROPSA – annual play area inspection May/June

The Clerk said she is not aware whether this will be cancelled or not.



1646.2 CPM Play Area Inspection Reports review  
The reports were noted and minor repairs to be done including the basket swing base.

1647 **Parish Council Administration**

1647.1 Asset Register/Risk Assessment/Standing Orders/Financial Regulations – review  
As requested at the March meeting, the Clerk queried whether the MUGA should be added to the insurance schedule. Quotes for the insurance renewal including the MUGA were provided. To be discussed further at the May meeting.  
CILrs to review the documents at the May meeting.

1648 **Correspondence:** Clerks and Councils Direct

1649 **Matters for the newsletter**

No Annual Meeting of the Parish.  
Parish Council meetings to be held by video conferencing for the time being.

1650 **Date of next meeting** – Parish Council Meeting - Tuesday 5<sup>th</sup> May 2020 at 7.30pm  
Annual Meeting of the Parish - there will not be an Annual Meeting of the Parish. The Clerk to ask village organisations to submit an annual report for insertion into the newsletter which will be by email for the time being. The Charity report has been received.

Annual Parish Council Meeting – there will not be an Annual Parish Council Meeting and the election of the Chairman and Vice Chairman has been postponed until 2021. The Chairman said that he is happy to remain in place until 2021.

1651 **The meeting closed at 9.15pm**