

# LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 09 June 2025 at 7.45pm in the Community Centre, Little Brickhill, Milton Keynes.

**Present:**

Cllr D Lewis - Chair  
Cllr K Morgan  
Cllr E Priestley  
Cllr L Walker  
Cllr T Bailey (Ward Councillor)  
A Kemp (Parish Clerk)

**In attendance:**

J Hannah (Resident)  
R Avery (Resident)  
S Avery (Resident)  
D Bowden (Resident)

<p><b>1. Apologies for Absence:</b></p> <p>Ward Cllrs D Hopkins &amp; V Hopkins.</p>	
<p><b>2. Public Open Session:</b></p> <p><b>2.1 - Football Parking</b> - It was noted that there is still a problem with inconsiderate parking for residents when the football club are using Watsons Field. Clerk has contacted the football club on this and received the following response.</p> <p>This is disappointing to hear, especially after trying to manage the situation.</p> <p>Asad (cc'd) has spoken to the two teams involved which have use of Watson's field. They have been told to actively manage the parking going forward and explicitly told to:</p> <ul style="list-style-type: none"> <li>- use traffic cones to prevent parking outside the front of Watsons field.</li> <li>- provide a pre-match traffic marshall to guide visitors in cars to the correct parking places.</li> <li>- remind all teams visiting Watson's field of the parking guidelines, which we display on the club website -&gt; <a href="https://www.fc.co.uk/wp-content/uploads/2020/10/Little-Brickhill-revised-parking.pdf">https://www.fc.co.uk/wp-content/uploads/2020/10/Little-Brickhill-revised-parking.pdf</a></li> </ul> <p>Furthermore, we have told the teams that the not participating in the parking management will result in the removal of the usage of the field as a venue for their fixtures and training. If this does not improve, we would gladly meet up with the Parish Council to discuss the matter further - it is my understanding that the usage of the field provides mutual benefits which are worth trying to preserve.</p> <p>Our apologies for this continued inconvenience. Please do keep Asad and myself involved in any discussion progression on the parking at Watson's field.</p> <p><u><i>It was agreed to ask representatives from the football club to attend the Parish Council meeting on the 1 September 2025.</i></u></p> <p><b>2.2 – Roundacre Field Entrance</b> – Thanks were recorded to Richard Avery who recently strimmed the overgrown access to the field.</p> <p><b>2.3 – Waste Bin Issue</b> – A resident has contacted the Parish Council to report that the bin on Watsons Field was overflowing with waste scatted near the play area. The resident has kindly cleared this but there is a problem with the bin not closing.</p> <p><u><i>Clerk to report this to MKCC.</i></u></p>	<p>Clerk</p> <p>Clerk</p>
<p><b>3. Declaration of Interest:</b></p> <p>None.</p>	
<p><b>4. Approval of the Minutes of Meeting held on 7 April 2025: 3556</b></p> <p>Minutes signed and approved.</p>	

<p><b>5. Progress on matters from last Minutes: 3557</b></p> <p><b>5.0 – Parish Council Vacancy</b> - Three people originally expressed an interest in joining the Parish Council, there are now only two.</p> <p><u>It was agreed to resolve this at the Parish Council meeting on the 7 July 2025.</u></p> <p><b>5.1</b> - (item <b>2.3</b> of minutes 06/03/23) - <b>Street Lighting</b> – A resident asked if consideration could be given to installing some more street lighting on Watling Street near the George / Community Centre.</p> <p><u><b>Update</b> – It was noted that MKCC Streetlighting team have agreed to provide a date when the work will be scheduled for the installation of the new streetlight on this road soon. Clerk will follow up if a date is not received within the next two weeks.</u></p> <p><b>5.2</b> - (item <b>2.3</b> of minutes 03/06/24) - <b>Pot hole on Great Brickhill Lane.</b> There is an enormous pothole on the Great Brickhill lane adjacent to Springfield Farm entrance. MKCC assessed this issue on the 17 September 2024 as a <b>MEDIUM</b> risk and plan a repair over the next few weeks usually within 28-90 days depending on the road type and volume of traffic. Update provided to Cllr D Hopkins on the 20 March 2025 from MKCC confirming that an emergency repair was completed on the 17 September 2024.</p> <p><u>Clerk will investigate and if the road has deteriorated anymore and will report this to MKCC as soon as possible.</u></p> <p><b>5.3</b> - (item <b>6.1</b> of minutes 03/06/24) - Recommendation from <b>BALC</b> received 10/04/24 for moving to Gov.UK Domains for websites and Email for better security.</p> <p><u>Our web provider has completed the changeover for the Clerk and Website and all is working correctly.</u></p> <p><u>Clerk will now request new email addresses to be created for Parish Councillors as per the report issued to all Parish Councillors prior to this meeting.</u></p> <p><b>5.4</b> - (item <b>15.2</b> of minutes 04/11/24) – <b>Coals Charity</b> – Cllr K Morgan asked if an article could be included in the current edition of the newsletter advising how residents can access some help with fuel bills this winter. Cllr K Morgan stated that he was disappointed with the Newsletter article as he thought that it would not encourage residents to enquire about a grant. He asked if a meeting of the Trustees of the Charity could be arranged. Parish Clerk has contacted the Clerk for the Charity again requesting confirmation that a date for a meeting of the trustees had been arranged and received a reply stating that the Charity was waiting for the Chair to convene a meeting.</p> <p>It was noted that our Chair and the Clerk to the Charity had approached the Chair of the Charity requesting that an urgent meeting of the trustees is convened without further delay. <u>Ongoing.</u></p> <p><b>5.5</b> - (item <b>14.4</b> of minutes 02/12/24) – <b>Village organisations</b> – It was felt that as we have several groups in the village that we should understand and publicise when each group meet, and the objectives are.</p> <ul style="list-style-type: none"> <li>• <u>Parish Council</u></li> <li>• <u>Community Centre Committee</u></li> <li>• <u>Residents Association</u></li> <li>• <u>Allotments?</u></li> <li>• <u>Church</u></li> <li>• <u>Friendship Group</u></li> <li>• <u>Open Gardens (every two years)</u></li> <li>• <u>Others?</u></li> </ul> <p><u>Clerk to try and include details in a forthcoming edition of the Newsletter.</u></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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**5.6 – (item 2.1 of minutes 03/03/25) –** A Resident raised a concern with a pothole at the Watling Street / Great Brickhill junction and asked if the Parish Council would report this to MKCC for inspection / repair.

Clerk reported this issue again to MKCC on the 1 May 2025 under reference FS710830195 and confirmation received from MKCC on the 6 May 2025 that a job request had been raised based on the issue that was raised.

**5.7 – (item 2.3 of minutes 03/03/25) –** A resident advised that some branches on some of the trees on Watsons Field had been damaged and asked the Parish Council to investigate.

The tree is in conflict / obstructing a streetlight and the cost to complete some pruning will be £140.00 + VAT. Clerk was given authorisation to proceed at the Parish Council meeting. Following approval Clerk will now have to seek approval from MKCC as we are in a conservation area.

Clerk was waiting for a quotation for some tree work at Roundacre Field (now received), see item 7.5, to enable submitting permission to MKCC for both sites.

It was agreed that the Clerk should establish if any other tree work is required and ask for a quotation before asking for permission to proceed from MKCC.

**5.8 – (item 7.5 of minutes 03/03/25) – CPR Training** – It was noted that 8 residents attended the training on the 16 April 2025 and following agreement at the AGM / Annual Village meeting held on the 8 May 2025 to donate £50 to the South-Central Ambulance Service who completed the training. Item closed.

**5.9 – (item 7.6 of minutes 03/03/25) – Hall Honour Boards displayed in the Community Centre** – These require updating.

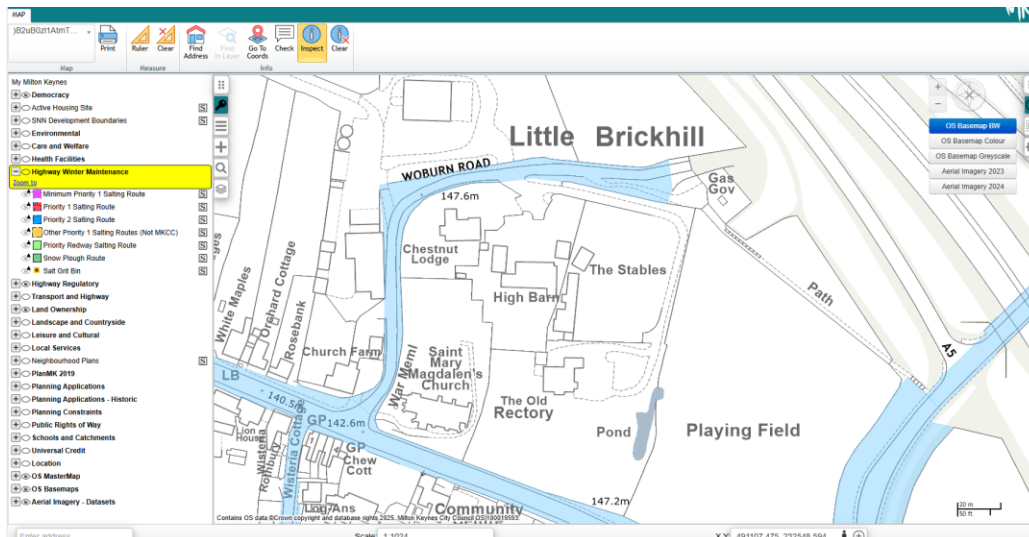
Clerk has contacted the contractor, and they still have the art work from when the boards were update last time. When we are ready to have the boards updated, they can provide a quotation. No change.

**5.10 - (item 2.4 of minutes 03/03/25) –** A resident advised that there is still evidence of anti-social behaviour taking place on Woburn Road and asked that the Parish Council contact MKCC for help and suggestions on how to resolve this issue.

It was noted that the Clerk has obtained the following statement from MKCC (Highways).

- I have attached below a map with the adopted highway shaded in blue. It is not possible to gate the adopted highway and access must be maintained for the Gas Governor.
- If you would like to place a gate beyond the gas governor access and off public highway you will need to seek permission from the landowner.
- Hopefully, this helps you decide what you can do, if the issue is within the public highway may I suggest you contact our environmental crime team to see if they can offer any help.

Clerk



This news from MKCC received with disappointment and it was suggested that we contact TVP regarding the anti-social behaviour taking place.

Clerk

## 6. Correspondence: 3558

**6.1 - Email received 15/04/25 from MKCC confirming that the Community Infrastructure Fund 2026-2027 is now open for applications until 31 August 2025.**

It was noted that this would be included as an agenda item for the next Parish Council meeting on the 7 July 2025. Cllrs were asked to make recommendations for any projects that we should consider applying for funding for discussion at the July 2025 meeting.

**6.2 - Email received 06/05/25 from MKCC advising of Constitutional proposed changes which is to remove the ability of a parish or town council to 'call-in' an executive decision.**

It was noted that the changes were agreed at the MKCC (Full Council) meeting on the 14 May 2025. However, MKCC have committed to involve Parish, Town and Community Council at an earlier stage of projects / topics.

This was noted, no further actions required.

**6.3 - Email received 12/05/25 from MKCC regarding Travellers Call for Sites and are currently producing updated evidence base as we prepare a new plan for the development of the city through to 2050.**

This was noted, no further actions required.

**6.4 - Email received 19/05/25 from MKCC regarding the Community Governance Review 2025.**

See Unitary Report for more details. Following our request for consideration to increase the number of Councillors to six for Little Brickhill Parish Council. The following response was received from MKCC 19 May 2025.

- Following our informal consultation about your electoral governance arrangements, we have started to draft recommendations to go to full council and a public consultation in June, as part of our Community Governance Review (CGR).

Clerk /  
Parish  
Councillors

<ul style="list-style-type: none"> <li>• Thank you for your response indicating that Little Brickhill Parish Council would like an increase from 5 to 6 Councillors. We have considered your request in line with guidance on increasing councillor numbers. We have not been able to justify the increase given the size of your electorate (approximately 362 electors) and no major plans for new homes within the next 5 years.</li> <li>• We are therefore not minded to progress this request in our draft recommendations. I have copied in ward councillors, so they are aware of the request and our position before our draft recommendations go to council.</li> <li>• Please do not hesitate to contact me if you have any questions about this decision or have some new evidence to support your request.</li> </ul> <p><u><i>This was noted, no further actions required.</i></u></p>	
<p><b>7. Clerks Report / Local Issues: 3559</b></p> <p><b>7.1 – Newsletter</b> – Next Edition planned for the end of July 2025. <u><i>Clerk will ask for content by the June 2025.</i></u></p> <p><u><i>A resident has suggested that it might be helpful to list the appropriate email or phone numbers for residents to contact MKCC to report issues for things like rubbish, fly tipping, street light issues, potholes in the next newsletter.</i></u></p> <p><b>7.2 – Procedures / Policies.</b></p> <ul style="list-style-type: none"> <li>• <b>Biodiversity Policy</b> – <u><i>Still to be completed by the Clerk.</i></u></li> <li>• <b>Standing Orders</b> – A revised version has been issued by NALC to reflect procurement changes. <u><i>Clerk to update.</i></u></li> </ul> <p><b>7.3 – Damaged Metal Cover</b> – Clerk confirmed that he had reported a damaged manhole cover outside the flats on Great Brickhill Lane to MKCC under reference number FS697706616 on the 26 March 2025 and received the following response.</p> <ul style="list-style-type: none"> <li>• The issue you have reported is for a utility company to investigate and carry out any necessary repairs. Our Street works team will notify them of the problem.</li> </ul> <p><u><i>As this has still not been repaired, Clerk to contact Anglian Water to progress this issue.</i></u></p> <p><b>7.4 – Grass verge between Watsons Field and the Church</b> – Clerk advised that as this is overgrown and not being maintained by MKCC that he had reported this on the 28 March 2025 under reference number MKCC700561356.</p> <p>It was noted that MKCC have included this onto the maintenance schedule. <u><i>Item closed.</i></u></p> <p><b>7.5 – Issues following Risk Assessment Review / Maintenance Review.</b></p> <ul style="list-style-type: none"> <li>• Overhanging Tree at Roundacre Field - Clerk confirmed that Tree Contractor had inspected the tree and has now provided a quotation at £1,330.00 + VAT. The work will require a traffic management plan to be approved by MKCC (Highways) with a 3-way traffic flow. <u><i>Clerk was given authority to proceed at the Parish Council meeting and to seek permission from MKCC to proceed.</i></u></li> <li>• Bus Shelter needs a repair and could do with re-staining. <u><i>See note below.</i></u></li> <li>• The three benches on Watsons Field require staining. <u><i>See note below.</i></u></li> <li>• There is an old bench in Wyness Avenue that could do with replacing. <u><i>See note below.</i></u></li> <li>• Watsons Field Boundary Fence - Minor damage to be repaired. <u><i>See note below.</i></u></li> <li>• Highway issues – <u><i>To be monitored monthly.</i></u></li> <li>• Wall north of the Clock house – <u><i>Clerk has again reported this to Woburn Estates.</i></u></li> <li>• <u><i>Bushes and old bench on Wyness Avenue.</i></u></li> </ul> <p><b>Note</b> – The handyperson that the Community Centre Committee used is now not available. <u><i>Clerk has found an alternative contractor and will obtain quotations for review at the July 2025 Parish Council meeting.</i></u></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p><b>7.6 – Street Light Out</b> - Clerk advised that he had reported streetlight WS15 (near Watsons Field) to MKCC again on the 8 June 2025 under reference number FS721319663.</p> <p><b>7.7 – White Lines</b> - Clerk advised that he had requested that the white lines be repainted on the roundabout (near Watsons Field) to MKCC on the 25 May 2025 under reference number FS717426127.</p>	
<p><b>8. Unitary Councillors' Report: 3560</b></p> <p>A copy of the Ward Councillor's reports to Little Brickhill Parish Council for June 2025 <u>are available to view on the Parish Council website and are appended to these minutes.</u></p> <p><u>Cllr T Bailey gave an update on the Ward Boundary and Councillor changes, highlighted the forthcoming Art in the Park event on the 21 June 2025 at Campbell Park and a Mid-Summer Festival on the 22 June 2025 on Midsummer Boulevard East.</u></p>	
<p><b>9. Planning: 3561</b></p> <p><b>9.1 - PLN/2025/0475</b> - The reduction in height from 28ft to 15ft and the lateral reduction by up to 3 metres all-around of T1 (Holly), the trimming by approximately 1 metre all-around of T2 (Cypress) approximately 6ft tall at 1 Brickhill Manor Court, Little Brickhill.</p> <p><u>No issues were raised.</u></p> <p><b>9.2 - PLN/2025/0458</b> – The removal of a Conifer at Fir Tree Cottage, Watling Street, Little Brickhill.</p> <p><u>Notification received from MKCC 24/04/2025 that consent for tree works were approved.</u></p> <p><b>9.3 - PLN/2025/0533</b> – The removal to ground level of Portuguese Laurel (T1) and Ash tree (T2), and reduction all round by 7m of Sycamore tree (T3) at The Old Rectory, Woburn Road, Little Brickhill.</p> <p><u>Notification received from MKCC 28/04/2025 that consent for tree works were approved.</u></p> <p><b>9.4 – 24/00086/ENF</b> - Planning Enforcement Case at the Laurels, Watling Street, Little Brickhill.</p> <p>Further to undertaking our investigation in line with the <u>Local Enforcement Plan (LEP)</u>, I write to inform you that we closed the case on 06/05/2025 for the following reason:</p> <p>A site visit was conducted, to document the alleged unauthorised development that was reported to Planning Enforcement. The site development has been carried out in accordance with the approved planning application 20/00102/FUL, which was permitted for the construction of single-storey front and single and two-storey rear extensions. This application was granted permission on 28th February 2020. On the site visit, it was observed that the ground levels at the site appeared to have been altered, with some areas experiencing an increase and others a decrease in elevation.</p> <p>The property owner confirmed these changes, asserting that the adjustments were within the limits permitted by development regulations. Subsequent correspondence from the owner included a detailed plan of the garden and photographs taken prior to the commencement of the works. This documentation confirmed that the ground levels had been modified to create a flat surface, as the garden was previously sloping. The report specified that the ground levels had been adjusted by approximately 150mm to 250mm across the site.</p> <p>The development work on the site align with the approved planning application, and the ground level adjustments have been carried out within the permissible limits of the GPDO as the increase in ground level is not more than 300mm.</p>	



<p><b>9.5 – PLN/2025/2565</b> – To remove existing chain link fence and replace with approx. 1.3m wooden post and rail fence at 18 Great Brickhill Lane, Little Brickhill.</p> <p><u>Notification received from MKCC 21/05/2025 that householder planning permission had been granted.</u></p> <p><b>9.6 - PLN/2025/0794</b> - Non-material amendment seeking to change Condition BNG1 to the wording in Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 (as amended) and add a new pre-commencement condition requiring submission and approval of a Habitat Management and Monitoring Plan (HMMP) (relating to permission ref. 24/00740/FUL for the erection of a new maintenance building with mezzanine levels to provide a building of 876sqm within the existing maintenance yard along with associated car parking) at Maintenance Yard, Woburn Golf Club, Church Road, Milton Keynes.</p> <p><u>Notification received from MKCC 12/05/2025 that non-material amendment had been approved.</u></p>	
<p><b>10. To discuss any Highway issues: 3562</b></p> <p><b>10.1</b> - Clerk confirmed that he notified MKCC of our priorities on the 21 March 2025 and received confirmation from them on the 2 April 2025 that they have a new starter starting within the next couple of weeks who will be leading this project and will get in touch with you soon about your list.</p> <p><b>Update received 20 May 2025 from MKCC (Highways Team)</b></p> <ul style="list-style-type: none"> <li>I am emailing just to give you an update on the issues in Little Brickhill that you sent across in March. I am hoping to receive a cost from our contractor for the works and then I will check with Murray what we can afford.</li> </ul> <p><u>Clerk to contact MKCC later this month for a progress update.</u></p> <ul style="list-style-type: none"> <li><b>New LADS sign - <u>PRIORITY 1</u></b> - Proposed change: signage to state, 'Access to village centre and Great Brickhill only STRAIGHT ON' and 'Woburn, Milton Keynes and all other routes TURN RIGHT.'</li> <li><b>Visibility issue as you exit Great Brickhill Lane onto Watling Street - <u>PRIORITY 1</u></b> - With parked cars on Watling Street, it does provide limited visibility when motorists look to their left. Possible waiting restrictions (DYL's) would help improve visibility, but there would be a high number of objections to this from residents. There is no history of collisions at this junction. Installation of safety railings on the footpath in front of Chew Cottages and Wisteria House to discourage this practice. Looks like there are services in the footway, which might be an issue. I will look into this prior to making a decision on what is the best course of action.</li> <li><b>Install new SID on Gt Brickhill Lane - <u>PRIORITY 2</u></b> - It was agreed that a new SID as vehicles enter the village from Gt Brickhill Lane would be of benefit.</li> <li><b>Speeding issue as vehicles exit the village - <u>PRIORITY 2</u></b> - MKCC to look at relocating the existing national speed limit sign, which might deter speeding. MKCC also advised the PC to reduce the trigger speeds for both existing SID's.</li> <li><b>Improve existing gateway feature as you enter the village from the A5 northbound <u>PRIORITY 3</u></b> - new signs potentially depending on budget availability. No red coloured surfacing will be installed due to the cost and ongoing maintenance cost to the Council.</li> <li><b>Informal crossing point opposite playground - <u>PRIORITY 3</u></b> - MKCC explained that it was not possible to upgrade this to a zebra, due to the significant cost and how the numbers crossing would not meet the requirement for a zebra. Additional warning signs have already been put in place advising motorists of the crossing point.</li> </ul>	Clerk

<ul style="list-style-type: none"> <li>• <b>New gateway feature and speed count - <i>PRIORITY 4</i></b> - At the meeting, a new gateway feature similar to the one shown below in Sherington was mentioned as an option. MKCC will also arrange for a speed count on Gt Brickhill Lane in the new year to get an idea of current speeds.</li> </ul> <p><b>10.2 - November 2023 Incident at the A5 slip road</b> – National Highways have provided MKCC with an initial design showing proposed improvements to the junction and MKCC have provided feedback on this option. It was noted that there are still instances of vehicles entering the A5 the wrong way.</p> <p>This update was provided in this month's Unitary Reports. Attached to this report in a compressed file are the designs MKCC received from National Highways in May, and we understand NH hope to do the works in July, subject to street works permit. Sorry for all the drawings, but the first one in the list has all the details LBPC members are likely to want to check. The signage is certainly improved, but it does not go as far as MKCC Highways Officers would like – although they have already made this point to NH, they have regrettably failed in managing to convince them otherwise.</p> <p>Cllr Morgan stated that there should be some count down markers as visibility is poor and drivers are not aware of the barrier earlier enough. <u>Clerk to contact MKCC on this suggestion.</u></p> <p><b>10.3 - Damaged / Missing Road Sign as you exit the A5 to Woburn and Little Brickhill / Great Brickhill.</b></p> <p><u>MKCC have now confirmed that it is the responsibility of Highways England to replace these signs and will consult with them to make sure that the job is completed when the exit junction safety repairs are undertaken. Clerk to contact MKCC to obtain confirmation that they will be replaced as part of the junction improvements.</u></p> <p><b>10.4 – (item 16.2 of minutes 06/03/23) - Great Brickhill Lane Pot Holes</b> - Bucks CC have confirmed the road is inspected on a regular basis. Cllr D Hopkins has reported this problem to Bucks CC again, but the same response has been received that it does not still meet the criteria yet.</p> <p><u>It was noted that Ward Cllr D Hopkins has received the following response from the Leader of Bucks CC on the 2 March 2025.</u></p> <ul style="list-style-type: none"> <li>• <u>Yes, happy to forward this to our Head of Highways and ask the Local Area Technician to inspect and arrange a repair.</u></li> <li>• <u>The recent very wet and cold weather has yet again this year done enormous damage to our more rural roads. We are making safe where necessary with more permanent repairs planned for when the weather improves sufficiently.</u></li> </ul> <p><u>Ongoing.</u></p>	<p>Clerk</p> <p>Clerk</p>
<p><b>11 – To discuss the Future of Roundacre Field: 3563</b></p> <p>It was noted that Cllr K Morgan suggestion for consideration of building affordable houses for residents on Roundacre Field at the Parish Council meeting on the 3 February 2025.</p> <p><b>The following advice has been obtained from a planning consultant.</b></p> <ul style="list-style-type: none"> <li>• Please find attached our initial site investigation for Little Brickhill and my initial thoughts below.</li> <li>• As you are aware, the main issue with the development of the site would be to justify this as a rural exception site, for which a housing need survey would be required. However, in addition to this, the site is currently designated in Plan:MK as Amenity Open Space where policies L2 and L3 apply. On the Land Registry details you provided, the site is described as 'Roundacre, Children's Playground.' Historic Google imagery shows that there was previously play equipment on the site, but this disappeared somewhere between 2007 and 2017.</li> </ul>	



There is another play park in the village on Watling Street which seemingly replaced it.

- The site is assessed as a play area in the 2018 Open Space Assessment but not in the 2023 version produced as part of the Evidence Base for the New City Local Plan. The map published with the Reg 18 NCLP does not show Amenity Open Space designations although there is an emerging policy - CEA8 Provision and Protection of Accessible Open Space.
- Therefore, as well as the need to meet the Policy HN10 (rural exception) requirements, the potential loss of the site as amenity/public open space will be a key consideration. Other considerations would be heritage as the site is in the conservation area, highways as the site access is just within the derestriction zone where the road then bends and impact on trees and ecology.
- It is not a straightforward site for development and would require justification (rural exception/housing needs support as well as requirement to show the play space was no longer required) as well as support from the Parish Council to ensure that any planning application would succeed.
- If you did want to take this forward, the next step would be a pre-app with MKCC.
- I hope that helps but happy to talk through on the phone if that would be easier.

It was agreed that we need to undertake more research (housing needs survey) on this as it was felt that villages would prefer the field to stay as open space for residents to use and improvements made as per the application for lottery funding that was not successful last year. Clerk to investigate how much a Housing need Survey will cost.

Have any other Councils undertaken any similar housing schemes that we could seek advice and guidance from?

Concerns were raised on how the dwellings could be retained for locals from a legal point of view.

What happens if the Levante Gate development ever does get planning approval? This would provide enough affordable housing to the village.

It was agreed to seek advice from residents on this and try and include a survey in the next edition of the newsletter.

Clerk

12. Financial: 3564

12.1 - Cheques presented for payment:

101043	£80.08	BALC – Annual Membership Renewal
S/O	£204.00	Alan Kemp – Salary May 2025
101044	£136.00	HMRC – Tax for Clerk – May 2025
S/O	£204.00	Alan Kemp – Salary June 2025
101045	£72.72	Alan Kemp – 16 x 2 <sup>nd</sup> Class Stamps, Inject Cartridge & £50 online donation to South Ambulance for completing the CPR Training
101046	£136.00	HMRC – Tax for Clerk – June 2025
101047	£354.00	Auditing Solutions Ltd – Internal Audit.
D/D	£47.00	Data Protection Annual Fee

This expenditure was proposed, seconded, and carried unanimously.

12.2 – Payments received:

MKCC (Precept) - £10,150.00  
W&WFC - £450.00

<p><b>12.3</b> - It was noted that the <b>Bank Balance</b> following the payments made tonight (£813.72) and cheques not cashed (£216.08) was <b><u>£36,554.72.</u></b></p> <p><b>12.4 - Bank Mandate:</b> Clerk confirmed that he had contacted Barclays Bank and that he would have to ring back with a current signatory to arrange for a new mandate to be generated to add other signatories. It was agreed that all Parish Councillors should become signatories. <u>No change.</u></p> <p><b>12.5</b> - (item <b>5.6</b> of minutes 07/10/24) – <b>Play Equipment</b> – Clerk to ask MKCC if they can clean all the play equipment on Watsons Field. <u>Clerk confirmed that the cost for MKCC to clean all the play equipment is £300 for two men at £75 per hour.</u></p> <p><u>Clerk to arrange for this to be completed in June / July 2025.</u></p>	
<p><b>13. To sign off the Annual Financial Return for 2024/2025: 3565</b></p> <p><b>13.1</b> – It was confirmed that the <b>Internal Audit</b> was concluded by Auditing Solutions Limited in May 2025 and that there were no issues raised. A copy of the report was emailed to all Parish Councillors on the 8 June 2025. It was noted that a copy of the internal audit report will be available to view on the Parish Council website.</p> <p><b>13.2</b> – The <b>Annual Return</b> for financial year 2024/2025 was examined in detail and it was confirmed that all procedures are being correctly followed. <b>The Motion:</b> That Little Brickhill Parish Council accepts the Audited Accounts, was proposed, seconded, and carried unanimously.</p> <p>The <b>Annual Return</b> was accordingly signed off by the <b>Chair</b> and <b>Clerk</b> will be forwarded to the External Auditor by the Clerk. Clerk will display all the required documents and notifications on the notice boards and website.</p>	Clerk
<p><b>14. To discuss the Clerks Position: 3566</b></p> <p>Clerk advised that it was time for him to step down as Clerk and start the process of recruiting a replacement. The following actions are required.</p> <ul style="list-style-type: none"> <li>• Need to prepare Job Specification, agreed hours and pay. Purchase Laptop and Office Software for a new Clerk.</li> </ul> <p><u>Clerk will prepare a comprehensive list of actions required for discussion at the July 2025 Parish Council meeting.</u></p>	
<p><b>15. To receive reports on the Community Centre: 3567</b></p> <p>Cllr Priestley advised that a resident had agreed to take on the role of managing the hall booking processes.</p>	
<p><b>16. Councillors Report: 3568</b></p> <p><b>16.1</b> – Cllr Morgan raised a concern with a tree on the junction of Wyness Avenue / Great Brickhill Lane and who is responsible for undertaking any requested maintenance. <u>Clerk to investigate.</u></p> <p><b>16.2</b> – Cllr Lewis suggested that we should agreed each year 3 – 5 priority actions to try and complete. <u>All agreed to this suggestion and a list will be produced for discussion and agreement at a future Parish Council meeting for the year ending 31 March 2026. This will be completed every subsequent year as part of the budget process.</u></p>	Clerk  Parish Councillors / Clerk
<p><b>17. Items for the next / future agendas.</b></p> <ul style="list-style-type: none"> <li>• Risk Assessment Review – September 2025.</li> <li>• Climate Change Review TBA.</li> </ul>	

**18. Date of Next Meeting:**

**Future dates are noted below:**

- Monday 7 July 2025
- Monday 1 September 2025

There being no further business the meeting closed at 8.30 pm.

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Chair for Little Brickhill Parish Council