

LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 07 July 2025 at 7.45pm in the Community Centre, Little Brickhill, Milton Keynes.

It was decided to proceed with this meeting, but no decisions were taken as we did not have a quorum.

Present:

Cllr K Morgan - Chair
Cllr E Priestley
Cllr D Hopkins (Ward Councillor)
A Kemp (Parish Clerk)

In attendance:

R Avery (Resident)
S Avery (Resident)
D Priestley (Resident)
D Williams (Resident)
A Motson (Resident)
S Flowerdew (Resident)
N Baker (Resident)

<p>1. Apologies for Absence:</p> <p>Cllr's D Lewis & L Walker, Ward Cllr's T Bailey & V Hopkins.</p>	
<p>2. Public Open Session:</p> <p>2.1 – Overhanging Trees / Hedgerows on Woburn Road – A resident highlighted this problem and asked if the Parish Council would raise this issue with either MKCC or Woburn Estates.</p>	Clerk
<p>3. Declaration of Interest:</p> <p>None.</p>	
<p>4. Approval of the Minutes of Meeting held on 9 June 2025: 3569</p> <p>Approval of the minutes of the meeting of 9 June 2025 was deferred to the next meeting on the 1 September 2025, as tonight's meeting was not quorate.</p>	
<p>5. Progress on matters from last Minutes: 3570</p> <p>5.0 – Parish Council Vacancy</p> <p><u>It was noted there is now one person that expressed an interest in joining the Parish Council and efforts will be made for a short interview to be completed, with a target for co-option at the September 2025 Parish Council meeting.</u></p> <p>5.1 - (item 2.3 of minutes 06/03/23) - Street Lighting – A resident asked if consideration could be given to installing some more street lighting on Watling Street near the George / Community Centre. MKCC have agreed to this request to install one additional street light at the front of the George.</p> <p>Clerk has emailed MKCC (Street Lighting Team) 02/07/2025 requesting a date for completion. <u>Ongoing.</u></p> <p>5.2 - (item 2.3 of minutes 03/06/24) - Pot hole on Great Brickhill Lane near Springfield Farm.</p> <p><u>Clerk has reported this problem again to MKCC on the 3 July 2025 under reference number FS728252149.</u></p> <p>5.3 - (item 6.1 of minutes 03/06/24) - Recommendation from BALC received 10/04/24 for moving to Gov.UK Domains for websites and Email for better security. <u>Our web provider has completed the changeover for the Clerk and Website and all is working correctly.</u></p>	Clerk

<p><u>Clerk has emailed (03/07/2025) our website provider and ordered the new email accounts for our current 4 Parish Councillors.</u></p> <p>5.4 - (item 15.2 of minutes 04/11/24) – Coals Charity – 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.</p> <p>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.</p>	Clerk
<p><u>No change on this issue, it was noted that the Parish Council Clerk will contact the Clerk of the Charity again.</u></p> <p>5.5 – (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. <u>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.</u></p> <p><u>Notification received from MKCC that the work should be completed in July 2025.</u></p> <p>5.6 – (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.</p> <p>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.</p>	Clerk
<p><u>Clerk has emailed (03/07/2025) our tree contractor requesting for a quick survey of the overhanging trees at Watsons Field before completing this action.</u></p> <p>5.7 – (item 7.6 of minutes 03/03/25) – Hall Honour Boards displayed in the Community Centre – These require updating.</p> <p><u>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.</u></p> <p><u>No change.</u></p> <p>5.8 – (item 2.3 of minutes 09/06/25) – Waste Bin Issue – 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>MKCC have now repaired this bin. <u>Item closed.</u></p>	Clerk

5.9 – (item **16.1** of minutes 09/06/25) – 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. Clerk to investigate.

Clerk has reported this to MKCC (03/07/2025) under reference number MKCC728304371.



Clerk has emailed MKCC (03/07/2025) to ask who is responsible for maintaining this area on the junction of Wyness Avenue / Great Brickhill Lane.



5.10 – (item **16.3** of minutes 09/06/25) – Cllr Lewis suggested that we should agreed each year 3 – 5 priority actions to try and complete. 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.

Things that we've already identified are:

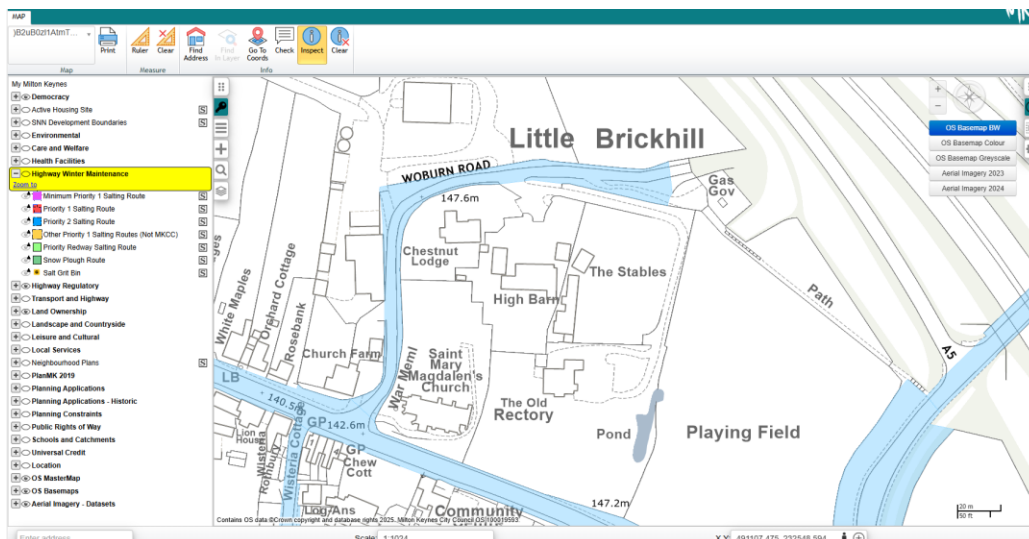
- Finalise and implement the road layout and other measures on the A5 southbound junction (both to reduce likelihood of drivers going the wrong way down and also overrunning the T-junction when coming off)
- Identify and implement additional measures to discourage fly tipping and other antisocial behaviour within the village.
- Implement traffic calming measures within the village (those proposed by Keith and discussed with the Highways officer last year)
- Solicit opinion from villagers on future housing requirements within the village, including potential proposals from Milton Keynes Council on Levante Gate
- Solicit opinions from villagers on what to do with Roundacre.

Progress at PC meetings.

5.11 – (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.



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

Update – Clerk approached TVP and invited them to attend our July 2025 Parish Council meeting and received the following response.

I do apologise for the delayed response. We will be unable to attend the meeting Monday however if you would like to forward me the minutes I will take a look.

I have CC'd PCSO Butler who is the PCSO for the area who will have a look at the location to see if they can identify any ASB in the area.

Any questions or issues please let me know.

Thank you.

Matthew Phillips | PC 8022 | South Neighbourhood Team

5.12 – (item 2.1 of minutes 09/06/25) – Football Parking - 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.

As this was a continuing issue, it was suggested that the Clerk arrange a meeting with the football club and Parish Councillors by the end of July / Early August 2025.

Clerk

6. Correspondence: 3571

6.1 - Notice received 17/6/25 from Bedford Group of Drainage **Boards** advising of the **Watercourse Maintenance programme for 2025/2026.**

This was noted, no actions are required.

6.2 - Notice received 23/06/25 from **MKCC** advising of **Community Governance Review 2025 closing on the 11 September 2025.** To view details of the consultation. <https://www.milton-keynes.gov.uk/consultations/community-governance-review-2025>

This was noted, no actions are required as this does not have any impact on Little Brickhill.

6.3 - Email received 24/06/25 from **MKCC** that they are looking to fill a vacancy for a **Co-opted Parish representative to join the MKCC Standards Committee with a closing date for applications of the 7 July 2025.**

This was noted, no actions are required.

<p>6.4 – Letter received 30/06/25 from Great Brickhill Parish Council informing and inviting comments on their Pre-Submission on the Great Brickhill Neighbourhood Plan by the 22 August 2025. The draft plan and supporting documents can be accessed at: https://greatbrickhillpc.com/neighbourhood-plan/.</p> <p><i>This was noted, no actions are required.</i></p>	
<p>7. Clerks Report / Local Issues: 3572</p> <p>7.1 – Newsletter – Next Edition planned for delivery mid-September 2025.</p> <p><i>Clerk will ask for content for the next issue by the 20 August 2025.</i></p> <p><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></p> <p><i>Clerk to provide as much information in the next issue.</i></p> <p>7.2 – Procedures / Policies.</p> <ul style="list-style-type: none"> • Biodiversity Policy – <i>Still to be completed by the Clerk.</i> • Standing Orders – <i>Updated by the Clerk to reflect changes to section 14 (Code of Conduct & Complaints) and section 18 (Financial Controls and Procurement). Section 18 are updated to reflect procurement changes. Clerk emailed a copy to all Parish Councillors before the Parish Council meeting and has updated the website - http://www.littlebrickhillparishcouncil.gov.uk/Policies_and_Procedures_23078.aspx</i> <p>7.3 – Damaged Metal Cover – 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"> • 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. <p><i>As this has still not been repaired, Clerk contacted Anglian Water to report this issue on the 4 July 2025 under reference number 27753177. They attended on the 5 July 2025 and confirmed that it was a Rain Water Catch Pit and that it was the responsibility of the Landlord to arrange repairs. Clerk to report this again to MKCC.</i></p> <p>7.4 - Issues following Risk Assessment Review / Maintenance Review.</p> <ul style="list-style-type: none"> • 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. <i>Clerk was given authority to proceed at the Parish Council meeting and to seek permission from MKCC to proceed. Clerk to action when the query has been resolved under item 5.4.</i> • Bus Shelter needs a repair and could do with re-staining. <i>Thanks to Cllr K Morgan for obtaining this quotation for repair at £660 + VAT. Expenditure agreed prior to the meeting.</i> • The three benches on Watsons Field require staining. <i>Thanks to Cllr K Morgan for obtaining this quotation for repair at £370 + VAT. Expenditure agreed prior to the meeting.</i> • Watsons Field Boundary Fence - Minor damage to be repaired. <i>Thanks to Cllr K Morgan for obtaining this quotation for repair at £290 + VAT. Expenditure agreed prior to the meeting.</i> • There is an old bench in Wyness Avenue that could do with replacing. <i>Thanks to Cllr K Morgan for obtaining this quotation for repair at £550 + VAT. Expenditure agreed prior to the meeting.</i> • Highway issues – <i>To be monitored monthly.</i> • Wall north of the Clock house – <i>Clerk has again reported this to Woburn Estates.</i> 	<p>Clerk</p> <p>Clerk</p>

<p>7.5 – Street Light Out - 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>MKCC have now repaired this street light <u>Item closed</u>.</p> <p>7.6 – White Lines - 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>Update received from MKCC.</p> <ul style="list-style-type: none"> A job has also been raised for some lining works on Watling Street however there is no set date for this yet. Lining works are compiled in a lot and given to the crew to carry out when they have capacity and the weather conditions are dry. If a road closure is required they'll also need to get a permit but it will go on <u>Causeway one.network</u> 	
<p>8. Unitary Councillors' Report: 3573</p> <p>A copy of the Ward Councillor's reports to Little Brickhill Parish Council for July 2025 <u>are available to view on the Parish Council website and are appended to these minutes.</u></p>	
<p>9. Planning: 3574</p> <p>9.1 - PLN/2025/1151 - The removal of Cherry tree (T1) approximately 7m in height and Spruce tree (T2) approximately 3.5m in height at Mulberry Cottage, Watling Street, Little Brickhill. <u>MKCC Tree Officer has no objections and recommends approval.</u></p> <p><u>No objections were raised.</u></p> <p>9.2 - PLN/2025/0475 - 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>Notification received from MKCC 30/06/2025 that consent for tree works were approved.</u></p> <p>9.3 – PLN/2025/1384 - Non-material amendment seeking to change the colour of cladding (relating to permission ref. 24/00740/FUL for (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 and Country Club, Bow Brickhill to Little Brickhill Road, Little Brickhill.</p> <p><u>No objections were raised.</u></p>	
<p>10. To discuss any Highway issues: 3575</p> <p>10.1 – Highways Projects.</p> <ul style="list-style-type: none"> New LADS sign - <u>PRIORITY 1</u> - 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.' Visibility issue as you exit Great Brickhill Lane onto Watling Street - <u>PRIORITY 1</u> - 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. Install new SID on Gt Brickhill Lane - <u>PRIORITY 2</u> - It was agreed that a new SID as vehicles enter the village from Gt Brickhill Lane would be of benefit. 	

- **Speeding issue as vehicles exit the village - *PRIORITY 2*** - 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.
- **Improve existing gateway feature as you enter the village from the A5 northbound *PRIORITY 3*** - 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.
- **Informal crossing point opposite playground - *PRIORITY 3*** - 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.
- **New gateway feature and speed count - *PRIORITY 4*** - 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.

Response received from MKCC – 03/07/2025.

Approval to progress with the attached design – details of scheme given below. I will let you know when the scheme is likely to be installed at a later date.

- New SID on Gt Brickhill Lane
- New gateway signs
- New Local Advanced direction sign
- Removal of national speed limit sign

No guard railing at the junction of Gt Brickhill Lane / Watling Street was possible due to the number of utilities in the footway. I also don't think that even if we had installed the railing this would have left enough width on the footway for pedestrians.

Cllr K Morgan confirmed that he had reviewed the update from MKCC and made the following suggestion.

- Fully understand about the Watling Steet Great Brickhill Lane junction disappointed but it is what it is.
- However, would it be possible in detail 1 to install 30 mph repeater signs down from The Grange to Model Farm, as there are no street lights so it meets the criteria and rather than abandon the national highway speed sign reposition them close to Model Farm where the road becomes single carriageway and cars are joining the A5
- Also detail 2 could the gateway on Great Brickhill Lane be moved further out of the village possibly between what I still call Devereux Farm and Springfield Farm to give drivers longer to slow down and it won't interfere with Roundacre who's future is still not clear.
- Also, could that be deferred until we decide if we want to make a feature of it.

As the meeting was not quorate, discussion on this will be conducted outside this meeting through email correspondence with all Parish Councillors.

10.2 - November 2023 Incident at the A5 slip road – National Highways have provided MKCC with an initial design showing proposed improvements to the junction and MKCC have provided feedback on this option.

Highways England are still waiting for final funding approval, likely start date in September 2025).

It was noted that Cllr K Morgan raised a concern over visibility as you cannot see the barrier as you enter the slip road early enough and that the Clerk had brought this to the attention of MKCC who thought that the planned improvements should make a difference.

<p>10.3 - Damaged / Missing Road Sign as you exit the A5 to Woburn and Little Brickhill / Great Brickhill.</p> <p><u>Update - Highways England / MKCC have confirmed that the signs behind the barrier will be replaced as part of the project.</u></p> <p>10.4 – (item 16.2 of minutes 06/03/23) - Great Brickhill Lane Pot Holes - 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><i>It was noted that Ward Cllr D Hopkins has received the following response from the Leader of Bucks CC on the 2 March 2025.</i></u></p> <ul style="list-style-type: none"> <u><i>Yes, happy to forward this to our Head of Highways and ask the Local Area Technician to inspect and arrange a repair.</i></u> <u><i>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.</i></u> <p><u><i>Ongoing.</i></u></p>	
<p>11 – To discuss the Future of Roundacre Field: 3576</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>The following advice has been obtained from a planning consultant.</p> <ul style="list-style-type: none"> Please find attached our initial site investigation for Little Brickhill and my initial thoughts below. 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. 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. 	

<p>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. <u>Clerk to investigate how much a Housing need Survey will cost.</u></p> <p>Have any other Councils undertaken any similar housing schemes that we could seek advice and guidance from?</p> <p>Concerns were raised on how the dwellings could be retained for locals from a legal point of view.</p> <p>What happens if the Levante Gate development ever does get planning approval? This would provide enough affordable housing to the village.</p> <p><u>It was agreed to seek advice from residents on this and try and include a survey in the next edition of the newsletter.</u></p>										
<p>12. Financial: 3577</p> <p>12.1 - Cheques presented for payment:</p> <table><tr><td>S/O</td><td>£204.00</td><td>Alan Kemp – Salary July 2025</td></tr><tr><td>101048</td><td>£136.00</td><td>HMRC – Tax for Clerk – July 2025</td></tr><tr><td>101050</td><td>£1,026.00</td><td>Rose Tree Surgeons – Grass Cutting</td></tr></table> <p>This expenditure was proposed, seconded, and carried unanimously.</p> <p>12.2 – Payments received:</p> <p>HMRC (VAT Refund) - £1.190.72</p> <p>12.3 - It was noted that the Bank Balance following the payments made tonight (£340.00) and cheques not cashed (£642.80) was <u>£36,396.80.</u></p> <p>12.4 - Bank Mandate:</p> <p>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>12.5 - Budget Review 2025/2026:</p> <p><u>Budget / Forecast review emailed to Parish Councillors with this report.</u></p> <p>12.6 - (item 5.6 of minutes 07/10/24) – Play Equipment – 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>Expenditure to be reviewed.</u></p>	S/O	£204.00	Alan Kemp – Salary July 2025	101048	£136.00	HMRC – Tax for Clerk – July 2025	101050	£1,026.00	Rose Tree Surgeons – Grass Cutting	
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<p>13. To discuss whether to apply for a Community Infrastructure Funding Grant for 2026/2027 by the 31 August 2025: 3578</p> <p><u>Cllrs were asked to make recommendations for any projects that we should consider applying for funding.</u></p>										
<p>14. To discuss the Clerks Position: 3579</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">• Need to prepare Job Specification, agreed hours and pay, purchase Laptop and Office Software for a new Clerk. <p><u>Clerk will prepare a comprehensive list of actions required for discussion at the September 2025 Parish Council meeting.</u></p>	Clerk									

15. To receive reports on the Community Centre: 3580 <u>No issues were raised.</u>	
16. Councillors Report: 3581 <u>No issues were raised.</u>	
17. Items for the next / future agendas. <ul style="list-style-type: none"> • Risk Assessment Review – September 2025. • Climate Change Review TBA. 	
18. Date of Next Meeting: Future dates are noted below: <ul style="list-style-type: none"> • Monday 1 September 2025 • Monday 6 October 2025 <u>There being no further business the meeting closed at 8.37 pm.</u> <p>.....</p> Chair for Little Brickhill Parish Council	