

# LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 01 September 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 D Hopkins (Ward Councillor)  
 A Kemp (Parish Clerk)

**In attendance:**

L Mawer (Resident)  
 L Lewis (Resident)  
 G Bailey (Resident)  
 C Till (Resident)  
 R Avery (Resident)  
 S Avery (Resident)  
 D Priestley (Resident)  
 N Baker (Resident)  
 S Flowerdew (Resident)

<p><b>1. Apologies for Absence:</b></p> <p>Ward Cllr V Hopkins.</p>	
<p><b>2. To co-opt a new Parish Councillor:</b></p> <p>Shaun Flowerdew was welcomed to the meeting, and all present supported the co-option onto the Parish Council with immediate effect.</p> <p>Paperwork was signed and the Clerk will notify MKCC accordingly.</p>	Clerk
<p><b>3. Public Open Session:</b></p> <p><b>3.1</b> – Clerk confirmed that a resident had contacted him to express concerns over electric scooters being left abandoned in Little Brickhill and electric bikes abandoned in other areas in Milton Keynes.</p> <p>Clerk advised that MKCC are working with bike and scooter operators, Dott and Lime to expand dedicated geofenced parking bays across Milton Keynes. <u>Ongoing.</u></p> <p><b>3.2</b> – A resident raised a concern about the bus stop indicating that it requires a repair. <u>It was noted that the Parish Council has placed an order to have the bus stop repaired as soon as possible by the contractor.</u></p>	
<p><b>4. Declaration of Interest:</b></p> <p>None.</p>	
<p><b>5. Approval of the Minutes of Meeting held on 9 June 2025 and 7 July 2025: 3582</b></p> <p>Approval of the minutes of the meetings held on the 9 June 2025 and 7 July 2025 were signed and approved.</p>	
<p><b>6. Progress on matters from last Minutes: 3583</b></p> <p><b>6.1</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. 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) again (21/08/2025) requesting a date for completion. <u>Ongoing.</u></p>	Clerk

**6.2** - (item **2.3** of minutes 03/06/24) - **Pot hole on Great Brickhill Lane near Springfield Farm.** Clerk reported this problem again to MKCC on the 3 July 2025 under reference number FS728252149.

The following response was received from MKCC on the 17 July 2025.

- Our highways inspector has checked the defect you reported to us and assessed it based on our criteria that categorises defects into low, medium or high risk. This defect you reported has been assessed as LOW RISK, which means it will not be repaired unless it gets worse. We will continue to monitor the road on our regular safety inspections.

**6.3** - (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.

Clerk has emailed (14/08/2025) details to all Parish Councillors, waiting for two Councillors to confirm the change of email address, before publication of the new email accounts.

**6.4** - (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.

No change on this issue, Parish Council Clerk has contacted the Clerk of the Charity again since the last Parish Council meeting. Ongoing.

**6.5** – (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. 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.

It was noted that MKCC had completed the repair. Item closed.

**6.6** – (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. 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 has emailed (03/07/2025) our tree contractor requesting for a quick survey of the overhanging trees at Watsons Field before completing this action.

Our tree contractor confirmed that no other work is required in the immediate future. Clerk applied for permission from MKCC under reference number PP-14250518 and has been asked to provide further information by the 10 September 2025.

Clerk

**6.7** – (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.

**6.8 – (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.

MKCC have now repaired this bin, however the Clerk is monitoring as the bin does not always close.

Clerk

**6.9 – (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 to chase MKCC for a date when this will be pruned.



Clerk

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.



**The following response has been received from MKCC.**

- We have inspected the location that you have referred to but have not identified any council owned shrubs or hedges causing obstruction.

**6.10 – (item 16.3 of minutes 09/06/25)** – Cllr Lewis suggested that we should agree 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 have 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) – Work to commence on the 29 September 2025 for 4 weeks.
- Identify and implement additional measures to discourage fly tipping and other antisocial behaviour within the village. Ongoing.
- Implement traffic calming measures within the village (those proposed by Keith and discussed with the Highways officer last year). Plans completed by MKCC, waiting for date of implementation.
- Solicit opinion from villagers on future housing requirements within the village, including potential proposals from Milton Keynes Council on Levante Gate. To be completed.
- Solicit opinions from villagers on what to do with Roundacre. To be completed.

**6.11 – (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.

Clerk has emailed for an update from TVP to check if PCSO Butler who is the PCSO for the area has investigated the location to see if they can identify any ASB in the area.

<p><b>6.12 – (item 2.1 of minutes 09/06/25) – 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><u>The Parish Council and the football club had purchased some more no parking cones and that the football club had purchased a directional sign indicating where the designated parking area is located.</u></p> <p><u>There was a parking complaint raised by a resident on the 31 August 2025 that the Clerk has asked the football club for comments.</u></p> <p><u>The football club have responded asking for more information but have indicated that they do not feel welcome and are considering their options because of limited resources and cost.</u></p> <p><u>Clerk will contact the football club again.</u></p> <p><b>6.13 – (item 2.1 of minutes 07/07/25) – Overhanging Trees / Hedgerows on Woburn Road</b> – A resident highlighted this problem and asked if the Parish Council would raise this issue with either MKCC or Woburn Estates.</p> <p><u>Clerk to report this to MKCC and Woburn Estates.</u></p> <p><b>6.14 – (item 13 of minutes 07/07/25) – To discuss whether to apply for a Community Infrastructure Funding Grant for 2026/2027 by the 31 August 2025:</b></p> <p>No projects were identified. <u>Item closed.</u></p>	<p>Clerk</p> <p>Clerk</p>
<p><b>7. Correspondence: 3584</b></p> <p><b>7.1 - Letter received 08/08/25 from MKCC regarding the Household Support Fund with a grant offer of £500 to help low-income and vulnerable households.</b></p> <p><u>It was noted that discussions will be held with the Residents Association on how to use the funding. Ongoing.</u></p> <p><b>7.2 - Email received 12/08/25 from MKCC advising of Public Consultation ending on the 27 October 2025 on extending action against dangerous car cruising.</b></p> <p><u>Clerk confirmed that he had pull the poster on our notice Boards and would include this in the next edition of the Newsletter.</u></p> <p><b>7.3 - Email received 12/08/25 from MKCC giving advance notification of a Consultation into its Draft Transport Plan commencing in early September 2025 for 12 weeks.</b></p> <p><u>Ward Councillors gave a brief update of this and urged the Parish Council to respond to the consultation. Some suggestions were given by the Chair, and further discussion will be held over the next two months.</u></p> <p><b>7.4 – Email received 15/08/25 from MKCC inviting two representatives from LBPC to attend a session on the final draft of the MKCP and its consultation on the 5 November 2025. Further details will be provided nearer to the date.</b></p> <p><u>Time confirmed at 6.30 pm for a start at 7.00 pm at Civic Offices, Cllr D Lewis agreed represent LBPC.</u></p>	<p>Clerk</p>
<p><b>8. Clerks Report / Local Issues: 3585</b></p> <p><b>8.1 – Newsletter</b> – Next Edition planned for delivery end September 2025.</p> <p><u>Clerk will ask for content for the next issue by the 12 September 2025.</u></p>	<p>Clerk</p>

<p><u>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.</u></p> <p><u>Clerk to provide as much information in the next issue.</u></p> <p><b>8.2 – 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>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. <b>Update</b> – Clerk has reported this again to MKCC who still have responded as noted below.</p> <ul style="list-style-type: none"> <li>• <u>The issue you have reported to us is on unadopted highway. The Highways service is responsible for maintaining the adopted (public) highway only using public money. We are not legally obliged to carry out works on any area that is not adopted highway. You should contact the landowner to report the issue to them. You can find out which areas are adopted or unadopted highway using the My MK Mapping tool on the MKCC website.</u></li> </ul>	Clerk
<p><u>Clerk to continue to pursue this issue.</u></p> <p><b>8.3 - 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>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 6.6. Our tree contractor confirmed that no other work is required in the immediate future. Clerk applied for permission from MKCC under reference number PLN/2025/1684 and has been asked to provide further information by the 15 September 2025.</u></li> <li>• Bus Shelter needs a repair and could do with re-staining. <u>Thanks to Cllr K Morgan for obtaining this quotation for repair at £660 + VAT. Expenditure agreed prior to the meeting. Order placed, waiting for the contractor to complete the work.</u></li> <li>• The three benches on Watsons Field require staining. <u>Thanks to Cllr K Morgan for obtaining this quotation for repair at £370 + VAT. Expenditure agreed prior to the meeting. Order placed, waiting for the contractor to complete the work.</u></li> <li>• Watsons Field Boundary Fence - Minor damage to be repaired. <u>Thanks to Cllr K Morgan for obtaining this quotation for repair at £290 + VAT. Expenditure agreed prior to the meeting. Order placed, waiting for the contractor to complete the work.</u></li> <li>• There is an old bench in Wyness Avenue that could do with replacing. <u>Thanks to Cllr K Morgan for obtaining this quotation for repair at £550 + VAT. Expenditure agreed prior to the meeting. Order placed, waiting for the contractor to complete the work.</u></li> <li>• Highway issues – <u>To be monitored monthly.</u></li> <li>• Wall north of the Clock house – <u>Clerk has again reported this to Woburn Estates.</u></li> </ul>	Clerk
<p><b>8.4 – 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>Work completed by MKCC. <u>Item closed.</u></p>	

**8.5 - Footpath on Fox Farm Road** – Clerk reported damage to this footpath on the 10 August 2025 as received the following commitment from MKCC (Rights of Way Team).

**Thank you for your e-mail, this relates to Little Brickhill Footpath 14.**

- This part of the footpath is an old track and given it has some form of hard surface in the broader perspective it is already better than many other suitable routes recorded on the Definitive Map (our legal record of PRow). The surface is generally what you might expect of a route of this nature. The standard of appropriate maintenance for a route of this character is obviously very different to something like a pavement. In scenarios such as this one (where a footpath/private drive co-exist) there is often a mismatch between what is acceptable for vehicular usage (private rights) and pedestrians (public rights).
- However, you have flagged up a specific issue with accessibility concerns for individuals with impaired mobility using a section of this route. Therefore, on this basis we will take a look and where required could arrange to put some stone down to fill in any areas where access across the width of the route could be compromised to allow free passage for these users.
- The ruts down this section of the route might have been caused by private vehicular traffic rather than by pedestrian wear and tear. If it was deemed the ruts in places posed a significant pedestrian hazard, we could take action against any person(s) who were deemed to have disturbed the surface and potentially created the issue, but the route is not at that level of required intervention currently.

**8.6 – Blocked Drain** – A resident has reported a blocked drain outside the White House to MKCC and received a reply that it does not meet the criteria for a repair.

Clerk will report this again to MKCC with photo evidence.

## **9. Unitary Councillors' Report: 3586**

A copy of the Ward Councillor's reports to Little Brickhill Parish Council for September 2025 are available to view on the Parish Council website and are appended to these minutes.

Cllr T Bailey stated that she was pleased that a start date for the A5 junction Safety improvements had been confirmed and highlighted the forthcoming events, Tour of Britain event through Woburn Sands and the Heritage open day on the 21 September 2025.

## **10. Planning: 3587**

**10.1 - 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.

Notification received from MKCC 14/07/2025 that consent for tree works were approved.

**10.2 – 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.

Notification received from MKCC 29/07/2025 that non-material amendment had been approved.

**10.3 – ENF/2024/0463** - Land North of The Clock House, Watling Street, Little Brickhill, Milton Keynes, MK17 9NR.

Notification received from MKCC to confirm that they closed the case on 10/07/2025 for the following reason:

- *Following initial investigations, the matter was referred to Milton Keynes City Council (MKCC) Environmental Health for further assessment due to concerns that asbestos may have been present on the site. The safe removal of asbestos requires specialist equipment and appropriate personal protective equipment (PPE).*
- *MKCC Environmental Health requested specific details regarding the location of the development and any associated planning applications. However, no further information has been provided to date.*
- *The initial investigation conducted by Planning Enforcement has concluded that there is no breach of planning control at the site. Based on these findings, it is recommended that the case be closed.*

**10.4 - ENF/2024/0490** - D Moseley and Son, George Farm Close, Little Brickhill, Milton Keynes, MK17 9LT

Notification received from MKCC to confirm that they closed the case on 10/07/2025 for the following reason:

- *On the basis of the outcome of the investigation, the alleged unauthorised operational development is not considered permitted development. The development is the erection of a small stable building on open countryside on private land.*
- *The size, function and appearance of the development are acceptable. The development is considered to comply with planning policies Policy DS5: Open Countryside, Policy NE5: Conserving and Enhancing Landscape Character, and Policy L5: Horse related Development.*
- *It would therefore not be considered expedient to pursue formal enforcement action.*

## **11. To discuss any Highway issues: 3588**

### **11.1 – Highways Projects.**

Approval to proceed with the following scheme received from MKCC. Date anticipated to be completed in Autumn 2025.

- 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 do not think that even if we had installed the railing this would have left enough width on the footway for pedestrians.

Discuss again at a future Parish Council meeting as this is still an issue.

**11.2 - November 2023 Incident at the A5 slip road.**

**Update provided by National Highways on the 26 August 2025.**

- Please accept my apologies for the lack of updates recently.
- I can now provide a final layout of the intended works at the southbound off-slip, as per the attached drawings.
- Our planned start of works will be 29<sup>th</sup> September and will take approximately 4 weeks to complete. Any questions regarding the delivery of the works, including traffic management and closures, please contact [@Mohammed Rahman](#).

**11.3 - Damaged / Missing Road Sign as you exit the A5 to Woburn and Little Brickhill / Great Brickhill.**

*Highways England / MKCC have confirmed that the signs behind the barrier will be replaced as part of the project.*

**11.4 – (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.

*It was noted that Ward Cllr D Hopkins has received the following response from the Leader of Bucks CC on the 2 March 2025.*

- *Yes, happy to forward this to our Head of Highways and ask the Local Area Technician to inspect and arrange a repair.*
- *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.*

*Cllr S Flowerdew agreed to take some photos of the locations to enable the Clerk to report this again to Bucks CC.*

Cllr S  
Flowerdew  
/ Clerk

**12. To discuss the use / improvements of Roundacre Field: 3589**

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.

It was noted that there are other opportunities for grant funding. To be discussed at the next meeting.

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

**13. Financial: 3590**

**13.1 - Cheques presented for payment:**

S/O	£204.00	Alan Kemp – Salary August 2025
101049	£136.00	HMRC – Tax for Clerk – August 2025
S/O	£204.00	Alan Kemp – Salary September 2025
101051	£160.00	HMRC – Tax for Clerk – September 2025
101052	£36.00	Alan Kemp – Salary Arrears from 01/04/2025
	£47.17	Alan Kemp – Repay K Morgan for Speed Signs
	£34.99	Alan Kemp – Admin – Printer Cartridges
	£169.00	Alan Kemp – Parking Cones
101053	£108.00	FAFS – Community Centre (Alarm Service)
101054	£24.00	Vision ICT Ltd – 4 x Email accounts for 3 Months
	£120.00	Vision ICT Ltd – Annual Website Hosting Service

This expenditure was proposed, seconded, and carried unanimously.

<p><b>13.2 – Payments received:</b></p> <p>None</p> <p><b>13.3 -</b> It was noted that the <b>Bank Balance</b> following the payments made tonight was <b><u>£35,136.28.</u></b></p> <p><b>13.4 - 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.</p> <p><u>Clerk has arranged to contact Barclays Bank (with a former Parish Councillor) on Wednesday 3 September 2025 to progress this topic.</u></p> <p><b>13.5 – Salary Scales:</b></p> <p>It was noted that new salary scales had been issued on the 24 July 2025 affected from the 1 April 2025. The increase for the Clerk in 2025/2026 is £0.53 per hour x 234 hours per year = £120.00.</p> <p>This makes the Clerk salary for budget year (2025/2026) will be £3,950.00 plus £250.00 for home working, making the total for the year of £ 4200.00.</p> <p><b>13.6 - Budget Review 2025/2026:</b> <u>Clerk will prepare a Budget / Forecast review for the October 2025 meeting.</u></p> <p><b>13.7 - (item 5.6 of minutes 07/10/24) – 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>Expenditure to be reviewed.</u></p> <p><b>13.8 – Access to 1 High View: Payment not yet received for last budget year</b> - Clerk has sent the invoice again on the 8 August 2025 requesting payment.</p> <p><b>13.9 – Assertion 10 AGAR new regulations for Annual Returns 2025/2026</b> – Clerk has booked a free training course on the 19 September 2025 to understand what the changes are.</p>	
<p><b>14. To discuss the Clerks Position: 3591</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</li> <li>• Agreed number of hours, pay and conditions and working from home allowance.</li> <li>• Purchase Laptop and Office Software for a new Clerk – cost estimated up to £500.</li> <li>• Agree and place an advert on notices boards / website, MKCC website and BALC website.</li> <li>• Who will interview for the position.</li> </ul> <p><u>Ongoing.</u></p>	
<p><b>15. To receive reports on the Community Centre: 3592</b></p> <p><u>Cllr E Priestley advised that the next meeting of the Community Centre Committee was scheduled for the 3 September 2025.</u></p>	
<p><b>16. Councillors Report: 3593</b></p> <p><u>No issues were raised.</u></p>	

<p><b>17. Items for the next / future agendas.</b></p> <ul style="list-style-type: none"> <li>• Risk Assessment Review – October 2025 (deferred from September 2025).</li> <li>• Climate Change Review including development of a Biodiversity Policy - TBA.</li> </ul>	
<p><b>18. Date of Next Meeting:</b></p> <p><b>Future dates are noted below:</b></p> <ul style="list-style-type: none"> <li>• Monday 6 October 2025</li> <li>• Monday 3 November 2025</li> </ul> <p><u>There being no further business the meeting closed at 8.37 pm.</u></p> <p>.....</p> <p>Chair for Little Brickhill Parish Council</p>	

DRAFT