

LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 06 October 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 S Flowerdew
 Cllr D Hopkins (Ward Councillor)
 Cllr T Bailey (Ward Councillor)
 A Kemp (Parish Clerk)

In attendance:

L Lewis (Resident)
 G Bailey (Resident)
 C Till (Resident)
 D Priestley (Resident)
 D Williams (Resident)

<p>1. Apologies for Absence:</p> <p>Ward Cllr V Hopkins.</p>	
<p>2. Public Open Session:</p> <p>2.1 – Levante Gate Site – A resident asked for clarification on a map of the site that had been displayed on the Village Facebook page. An explanation was given by Ward Councillor, D Hopkins. More information is included in the Unitary Reports – Minute item 9.</p>	
<p>3. Declaration of Interest:</p> <p>None.</p>	
<p>4. Approval of the Minutes of Meeting held on 1 September 2025: 3593</p> <p>Approval of the minutes of the meeting held on the 1 September 2025 were signed and approved.</p>	
<p>5. Progress on matters from last Minutes: 3594</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><u>Clerk has received confirmation (04/10/25) from MKCC that they have obtained a quotation for the work and are waiting for financial approval to proceed.</u></p>	Clerk
<p>5.2 - (item 2.3 of minutes 03/06/24) - Pot hole on Great Brickhill Lane near Springfield Farm. <u>Clerk reported this problem again to MKCC on the 3 July 2025 under reference number FS728252149.</u></p> <p>The following response was received from MKCC on the 17 July 2025.</p> <ul style="list-style-type: none"> 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. <p><u>Clerk will report this to MKCC in October 2025 to ask if they will reassess this for a repair.</u></p>	Clerk

<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>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.</u></p> <p>Post meeting note – all emails set up. <u>Item closed.</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>No change on this issue, Parish Council Clerk has contacted the Clerk of the Charity again since the last Parish Council meeting. <u>Ongoing.</u></p>	
<p>5.5 – (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.</p> <p>Clerk applied for permission from MKCC under reference number PP-14250518 and has been asked to provide further information by the 10 September 2025.</p> <p>MKCC have raised several queries during the month of September 2025 and the Clerk confirmed that he had responded to MKCC. Now waiting for confirmation from MKCC that they have accepted the application.</p>	
<p>5.6 – (item 7.6 of minutes 03/03/25) – Hall Honour Boards displayed in the Community Centre – These require updating.</p> <p>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.</p> <p><u>No change.</u></p>	
<p>5.7 – (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. <u>MKCC have now repaired this bin, however the Clerk is monitoring as the bin does not always close.</u></p> <p><u>Clerk will report this to MKCC during week commencing 6 October 2025.</u></p>	Clerk
<p>5.8 – (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. <u>Clerk to investigate.</u></p> <p><u>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.</u></p> 	Clerk

<p>5.9 – (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.</p> <p>Things that we have already identified are:</p> <ul style="list-style-type: none"> • 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) – <u>Work to commence on the 29 September 2025 for 4 weeks.</u> • Identify and implement additional measures to discourage fly tipping and other antisocial behaviour within the village. <u>Ongoing.</u> • Implement traffic calming measures within the village (those proposed by Keith and discussed with the Highways officer last year). <u>Plans completed by MKCC, waiting for date of implementation.</u> • Solicit opinion from villagers on future housing requirements within the village, including potential proposals from Milton Keynes Council on Levante Gate. <u>To be completed.</u> • Solicit opinions from villagers on how to best use Roundacre field on Great Brickhill Lane. <u>To be completed.</u> 	
<p>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. <u>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.</u></p> <p>Following discussion at the Parish Council meeting 06/10/25) it was decided that no further actions are required, with any new issues being raised and actioned accordingly. <u>Item closed.</u></p>	
<p>5.11 – (item 2.1 of minutes 09/06/25) – Football Parking</p> <p>It was acknowledged that the football club has made great improvements since the start of the new season.</p>	
<p>5.12 – (item 2.1 of minutes 07/07/25) – 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> <p><u>Clerk will report this to MKCC during week commencing 6 October 2025.</u></p>	Clerk
<p>5.14 – (item 3.1 of minutes 01/09/25) – 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.</p> <p>There have been no further occurrences. <u>Item closed.</u></p>	
<p>5.15 – (item 7.1 of minutes 01/09/25) – 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.</p> <p><u>It was noted that the Residents Association are looking into how to use the funding with a suggestion to open the Community Centre for residents to meet with refreshments included.</u></p>	

<p>6. To discuss and consider our response to the forthcoming Draft MKCC Transport Plan (date of start of consultation in early October 2025) and the MK City Plan (date of start of consultation to be advised).</p> <p><u>See draft response from Cllr D Lewis of issues for Little Brickhill for discussion. To be discussed at the next PC meeting.</u></p> <p>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. Time confirmed at 6.30 pm for a start at 7.00 pm at Civic Offices, Cllr D Lewis agreed represent LBPC.</p> <p><u>Clerk confirmed that he could not reserve any places and that MKCC will be providing more details nearer to the event.</u></p>	Clerk
<p>7. Correspondence: 3595</p> <p>7.1 – Notification received from MKCC of the Dog Fouling Public Spaces Protection Order Renewal Consultation.</p> <p><u>This was noted; no actions are required.</u></p>	
<p>8. Clerks Report / Local Issues: 3596</p> <p>8.1 – Newsletter – <u>September 2025 issue completed and delivered to Little Brickhill on the 2 October 2025.</u></p> <p>8.2 – Damaged Metal Cover – Clerk confirmed that he had reported a damaged manhole cover outside the flats on Great Brickhill Lane</p> <p>Clerk received confirmation from MKCC Housing Department that they are now accepting responsibility for this repair. <u>Ongoing.</u></p> <p>8.3 - Issues following Risk Assessment Review / Maintenance Review from March 2025.</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. <u>Clerk was given authority to proceed. Waiting for permission to proceed from MKCC. See item 10.1.</u> • Bus Shelter needs a repair and could do with re-staining. Thanks to Cllr K Morgan for obtaining this quotation for repair at £660 + VAT. <u>All completed and an excellent job completed by the contractor.</u> • The two benches on Watsons Field require staining. Thanks to Cllr K Morgan for obtaining this quotation for repair at £370 + VAT. <u>All completed and an excellent job completed by the contractor.</u> • Watsons Field Boundary Fence - Minor damage to be repaired. Thanks to Cllr K Morgan for obtaining this quotation for repair at £290 + VAT. <u>All completed and an excellent job completed by the contractor.</u> • There is an old bench on Watsons Field that could do with replacing. Thanks to Cllr K Morgan for obtaining this quotation for repair at £550 + VAT. <u>All completed and an excellent job completed by the contractor.</u> • Highway issues – <u>See latest Risk Assessment.</u> • Wall north of the Clock house – <u>See latest Risk Assessment.</u> <p>8.4 – 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.</p> <p>Clerk has reported this to MKCC on the 17 September 2025 with photo evidence and followed this up on the 29 September 2025 to confirm that it had been logged. <u>Ongoing.</u></p>	

<p>8.5 - Biodiversity Policy – Clerk emailed a draft policy before the Parish Council meeting and all present agreed to adopt the policy. <u>Therefore, the Clerk was authorised to publish the policy on the Parish Council website.</u></p> <p>8.6 – Street Lighting – Clerk has reported problems with two lights on Watling Street to MKCC in September 2025. 14WS (not working) outside Watsons Field and 12WS (not visible because of tree growth) near the Community Centre.</p> <p>Confirmation received 4 October 2025 from MKCC that both issues had been logged for actioning. <u>Ongoing.</u></p>	Clerk
<p>9 .Unitary Councillors’ Report: 3597</p> <p>A copy of the Ward Councillor’s reports to Little Brickhill Parish Council for October 2025 are available to view on the <u>Parish Council website</u> and <u>are appended to these minutes.</u></p> <p><u>Cllr T Bailey advised that she contacted Highways England to asked for ‘Business open as usual’ signs be installed now that work on the safety improvements had started at the A5 junction.</u></p>	
<p>10. Planning: 3598</p> <p>10.1 - PLN/2025/1684 - The reduction by up to 4m of NE bough over road, the reduction by 2m of lower over-extended bough to E, the removal of deadwood and severing ivy of Mature Ash at Roundacre, Great Brickhill Lane, Little Brickhill.</p> <p><u>No actions are required as the Parish Council submitted this application.</u></p> <p>10.2 – PLN/2025/1831 - The removal of deadwood and the reduction of the over-extended lower front branches by 10ft of Ash Tree (T1) at High Acres, Fox Farm Road, Little Brickhill.</p> <p><u>No issues were raised.</u></p> <p>10.3 – PLN/2025/1682 – The reduction of branches to give 1m clearance of street lamp to suitable lateral growth by approximately 1m to a height of 8m of Norway Maple at Land at Watson’s Field, Watling Street, Little Brickhill.</p> <p><u>No actions are required as the Parish Council submitted this application.</u></p>	
<p>11. To discuss any Highway issues: 3599</p> <p>11.1 – Highways Projects.</p> <p>Approval to proceed with the following scheme received from MKCC. Date anticipated to be completed in Autumn 2025.</p> <ul style="list-style-type: none"> • New SID on Gt Brickhill Lane • New gateway signs • New Local Advanced direction sign • Removal of national speed limit sign <p><u>Waiting dates from MKCC when the work will commence.</u></p> <p>11.2- November 2023 Incident at the A5 slip road.</p> <p>Work started on the 29 September 2025 and will take approximately 4 weeks to complete.</p> <p>11.3 - Damaged / Missing Road Sign as you exit the A5 to Woburn and Little Brickhill / Great Brickhill.</p> <p><u>Highways England / MKCC have confirmed that the signs behind the barrier will be replaced as part of the project.</u></p>	

<p>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.</p> <p>It was noted that Ward Cllr D Hopkins has received the following response from the Leader of Bucks CC on the 2 March 2025.</p> <ul style="list-style-type: none">• 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. <p><u>Cllr S Flowerdew agreed to take some photos of the locations to enable the Clerk to report this again to Bucks CC.</u></p>																																	
<p>12. To discuss the use / improvements of Roundacre Field: 3600</p> <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.</p> <p>It was noted that there are other opportunities for grant funding and it was agreed to start the process of obtaining quotations in improving the facility for consideration.</p>		Clerk																															
<p>13. Financial: 3601</p> <p>13.1 - Cheques presented for payment:</p> <table><tr><td rowspan="4">101055</td><td>£792.00</td><td>Steve's Handyman – Bus Shelter Repair – See Note</td></tr><tr><td>£444.00</td><td>Steve's Handyman – Restore 2 x Benches - See Note</td></tr><tr><td>£348.00</td><td>Steve's Handyman – Repair Boundary Fencing - See Note</td></tr><tr><td>£660.00</td><td>Steve's Handyman – Restore 1 x Bench - See Note</td></tr><tr><td>S/O</td><td>£204.00</td><td>Alan Kemp – Salary October 2025</td></tr><tr><td>101056</td><td>£140.00</td><td>HMRC – Tax for Clerk – October 2025</td></tr><tr><td rowspan="3">101057</td><td>£6.00</td><td>Alan Kemp – Salary Arrears for October 2025</td></tr><tr><td>-£1.00</td><td>Alan Kemp – Over charge</td></tr><tr><td>£20.93</td><td>Alan Kemp – Admin (Folders)</td></tr><tr><td>101058</td><td>£288.00</td><td>J Darlow – Pest Control</td></tr><tr><td>101059</td><td>£26.00</td><td>Vision ICT Ltd – 1 x Email account</td></tr><tr><td>101060</td><td>£484.00</td><td>XL Circondare - Newsletter</td></tr></table> <p>This expenditure was proposed, seconded, and carried unanimously.</p> <p>Note – As this contractor does not accept payment by cheques, the Clerk was authorised to pay these invoices from his own funds and claim the monies back from the Parish Council.</p> <p>13.2 – Payments received:</p> <p>None</p> <p>13.3 - It was noted that the Bank Balance following the payments made tonight was <u>£34,724.35.</u></p> <p>13.4 - 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.</p> <p><u>Clerk has still to contact Barclays Bank (with a former Parish Councillor).</u></p>		101055	£792.00	Steve's Handyman – Bus Shelter Repair – See Note	£444.00	Steve's Handyman – Restore 2 x Benches - See Note	£348.00	Steve's Handyman – Repair Boundary Fencing - See Note	£660.00	Steve's Handyman – Restore 1 x Bench - See Note	S/O	£204.00	Alan Kemp – Salary October 2025	101056	£140.00	HMRC – Tax for Clerk – October 2025	101057	£6.00	Alan Kemp – Salary Arrears for October 2025	-£1.00	Alan Kemp – Over charge	£20.93	Alan Kemp – Admin (Folders)	101058	£288.00	J Darlow – Pest Control	101059	£26.00	Vision ICT Ltd – 1 x Email account	101060	£484.00	XL Circondare - Newsletter	
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<p>13.6 - Budget Review 2025/2026: <u>Budget / Forecast review emailed to Parish Councillors prior to the Parish Council meeting.</u></p> <p>13.7 - (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> <p>13.8 – Access to 1 High View: Payment not yet received for last budget year - Clerk has sent the invoice again on the 8 August 2025 requesting payment. <u>No change.</u></p> <p>13.9 – Assertion 10 AGAR new regulations for Annual Returns 2025/2026 – Clerk attended a free training course on the 19 September 2025 to understand what the changes are.</p> <p><u>Clerk will document requirements for review at a further Parish Council meeting.</u></p>	
<p>14. To conduct a Risk Assessment Review: 3602</p> <p>Clerk presented an updated copy of the Risk Assessment (issue 21) for the Parish Council which was reviewed and accepted by all present.</p>	
<p>15. To discuss the Clerks Position: 3603</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 number of hours, pay and conditions and working from home allowance. • Purchase Laptop and Office Software for a new Clerk – cost estimated up to £500. • Agree and place an advert on notices boards / website, MKCC website and BALC website. • Who will interview for the position. <p><u>Ongoing.</u></p>	
<p>16. To receive reports on the Community Centre: 3604</p> <p><u>No issues were raised.</u></p>	
<p>17. Councillors Report: 3605</p> <p><u>Cllr L Walker highlighted the following topic to Parish Councillors via email on the 30 September 2025.</u></p> <p>This is an email to see if you are aware of the Grand Union Canal Transfer- a project planned for 2030 which is in the consultation stages. The current outlined route will affect the village in some way with a treatment plant placed nearby Great Brickhill and then tunnelling under the A5 to place the pipework.</p> <p>I've attached the link to the scoping document.</p> <p>WA0210001-000017-Grand Union Canal Transfer Scoping Opinion.pdf</p>	
<p>18. Items for the next / future agendas.</p> <ul style="list-style-type: none"> • Budget / Precept Setting - November & December 2025. • Priority Actions -see minute item 5.9 to be included as a separate action from November 2025. • Risk Assessment Review – March 2026. • Climate Change Review including development of a Biodiversity Policy - TBA. 	

<p>19. Date of Next Meeting:</p> <p>Future dates are noted below:</p> <ul style="list-style-type: none"> • Monday 3 November 2025 • Monday 1 December 2025 <p><u>There being no further business the meeting closed at 9.11 pm.</u></p> <p>.....</p> <p>Chair for Little Brickhill Parish Council</p>	
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