

# LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 03 November 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 Lewis (Resident)  
G Bailey (Resident)  
C Till (Resident)  
D Priestley (Resident)  
D Williams (Resident)  
J Hannah  
L Golson  
S Avery  
R Avery  
N Baker  
L Mawer  
A Motson

<p><b>1. Apologies for Absence:</b></p> <p>Cllr S Flowerdew, Ward Cllr T Bailey and Ward Cllr V Hopkins</p>	
<p><b>2. Public Open Session:</b></p> <p><b>2.1 – Littering / Fly Tipping</b> - A resident highlighted that there was considerable fly tipping of a fridge freezer and multiple bags of bottles / cans near Battlehills farm that Cllr Lee Walker had to extract and arrange for MKCC to collect the item. It was suggested that we need some more No Fly Tipping signs in the hotspots. <u>MKCC to be contacted to ask for more signage.</u></p>	<p>Clerk / Cllr D Hopkins</p>
<p><b>3. Declaration of Interest:</b></p> <p>Cllr D Lewis declared an interest in minutes item <b>11.1</b> and did not take part in any discussions on this item.</p>	
<p><b>4. Approval of the Minutes of Meeting held on 6 October 2025: 3606</b></p> <p>Approval of the minutes of the meeting were signed and approved.</p>	
<p><b>5. To discuss and progress priority actions: 3607</b></p> <p><b>2025/2026 Priority Actions.</b></p> <ul style="list-style-type: none"> <li>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>Completed October 2025.</u></li> <li>Identify and implement additional measures to discourage fly tipping and other antisocial behaviour within the village. <u>Ongoing.</u></li> <li>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></li> <li>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></li> <li>Solicit opinions from villagers on how to best use Roundacre field on Great Brickhill Lane. <u>To be completed.</u></li> </ul> <p><u>This will be completed every subsequent year as part of the budget process.</u></p>	

<p><b>6. Progress on matters from last Minutes: 3608</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><u>Confirmation received from MKCC (Streetlighting Team) that the work to install the new column will be completed this budget year. They will raise the necessary paperwork and provide an actual completion date but will try to keep the Parish Council updated as much as possible.</u></p>	
<p><b>6.2</b> - (item <b>2.3</b> of minutes 03/06/24) - <b>Pot hole on Great Brickhill Lane near Springfield Farm.</b></p> <p><u>Clerk has reported this problem again to MKCC on the 26 October 2025 under reference number FS760048609.</u></p> <p><u>There is also a large pot hole that the Clerk has reported to MKCC on the 26 October 2025 under reference number FS760050621.</u></p>	
<p><b>6.3</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.</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>No change.</u></p>	
<p><b>6.4</b> – (item <b>7.6</b> of minutes 03/03/25) – <b>Hall Honour Boards displayed in the Community Centre</b> – 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. <u>No change.</u></p>	
<p><b>6.5</b> – (item <b>2.3</b> of minutes 09/06/25) – <b>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>Clerk has reported this problem again to MKCC on the 26 October 2025 under reference number FS760052870.</u></p>	
<p><b>6.6</b> – (item <b>16.1</b> 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.</p> <p><u>Clerk has reported this problem again to MKCC on the 26 October 2025 under reference number FS760055016.</u></p> <p><u>MKCC responded on the 31 October 2025 to confirm that they will carry out this work during their winter pruning schedule.</u></p>	
<p><b>6.7</b> – (item <b>2.1</b> of minutes 07/07/25) – <b>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 has reported this problem again to MKCC on the 26 October 2025 under reference number FS760064597.</u></p>	

<p><b>6.8 – (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.</b></p> <p><i>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.</i></p> <p><i>Clerk advised that we must provide an interim report to MKCC on how the grant will be used in January 2026.</i></p>	
<p><b>7. To discuss and consider our response to the forthcoming Draft MKCC Transport Plan (date of start of consultation in early November 2025) and the MK City Plan (date of start of consultation early November 2025). 3609</b></p> <p><b>7.1 – MK City Plan Regulation 19 consultation</b> - It was noted that Cllr D Lewis would be attending the briefing by MKCC on the final draft of the MKCP and its consultation on the 5 November 2025.</p> <p><u>The consultation will commence later this week, closing on the 22 December 2025. To be discussion in more detail at the next Parish Council meeting on the 1 December 2025.</u></p> <p><u>It was noted that Ward Cllr D Hopkins gave a brief explanation of the progress and how residents and the Parish Council can respond to this consultation.</u></p> <p><b>7.2 – MKCC Transport Plan</b> - <u>Consultation start date has been delayed.</u></p> <p><b>7.3 - South East MK Stakeholder Group</b> - <u>The next meeting of the South East MK Stakeholder Group Meeting will be held on the 12 November 2025 at the Wavendon Heights Community Hub (off Dankworth Way) in Wavendon commencing at 7.00 pm. Representatives from Little Brickhill Parish Council are invited to attend.</u></p>	
<p><b>8. Correspondence: 3610</b></p> <p><b>8.1 – Email received 01/11/25 from the Chair of the Milton Keynes Christmas Party for the Elderly</b> advising that they are back this year running the party, please find attached an information letter. Please if you know someone in your parish aged over 60 with no family or will be alone on Christmas Day then please point them our way.</p> <p><u>This was noted. Clerk to publicise this on the website.</u></p>	
<p><b>9. Clerks Report / Local Issues: 3611</b></p> <p><b>9.1 – Newsletter</b> – <u>Clerk will ask for content for the next issue for distribution by the end of February 2026 by the 30 January 2026.</u></p> <p><b>9.2 – Damaged Metal Cover</b> – Clerk confirmed that he had reported a damaged manhole cover outside the flats on Great Brickhill Lane.</p> <p>A new manhole cover has been installed. <u>Item closed.</u></p> <p><b>9.3 - Issues following Risk Assessment Review / Maintenance Review from September 2025.</b></p> <ul style="list-style-type: none"> <li><b>Road Condition – Watling Street near the Church</b> – <u>Reported to MKCC 26/10/25 under reference FS760061024.</u></li> <li><b>Road Condition – Watling Street from Fox Farm to the A5 exit.</b> <u>Reported to MKCC 26/10/25 under reference FS760062717.</u></li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Landscaping – Overhanging Hedges on Watling Street from Fox Farm (on both sides of the pavement.</b> <i>Reported to MKCC 26/10/25 under reference FS760059578. MKCC responded on the 31 October 2025 to confirm that they will carry out this work during their winter pruning schedule.</i></li> <li>• <b>Overhanging Tree at Roundacre Field –</b> <i>Approval to proceed received from MKCC.</i></li> <li>• <b>Wall north of the Clock house –</b> <i>See latest Risk Assessment.</i></li> </ul> <p><b>9.4 – Blocked Drain</b> – 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 under reference number FS756994802. <i>Ongoing.</i></p> <p><b>9.5 - Biodiversity Policy</b> – Following adoption of this policy at the Parish Council meeting on the 6 October 2025 it was noted that the Clerk had published this on the Parish Council website – <a href="https://v6-6-admin.visionict.com/Sites/2542/UserFiles/Files/Documents/LBPC-Biodiversity-Policy-October2025.pdf">https://v6-6-admin.visionict.com/Sites/2542/UserFiles/Files/Documents/LBPC-Biodiversity-Policy-October2025.pdf</a></p> <p><b>9.6 – Street Lighting</b> – 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 from MKCC that both issues had been completed. <i>Item closed.</i></p>	
<p><b>10 .Unitary Councillors’ Report: 3612</b></p> <p>A copy of the Ward Councillor’s reports to Little Brickhill Parish Council for November 2025 <u>are available to view on the Parish Council website and are appended to these minutes.</u></p>	
<p><b>11. Planning: 3613</b></p> <p><b>11.1 - PLN/2025/1836</b> - The removal of a conifer at Home Farm, Watling Street, Little Brickhill.</p> <p>It was noted that Cllr D Lewis did not participate in any discussion regarding this planning application.</p> <p><i>No issues were raised.</i></p> <p><b>11.2 – PLN/2025/1831</b> - 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><i>Notification received from MKCC 15/10/2025 that consent for tree works were approved.</i></p> <p><b>11.3 - PLN/2025/1684</b> - 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><i>Notification received from MKCC 28/10/2025 that consent for tree works were approved.</i></p> <p><i>Clerk will contact our tree contractor to arrange a suitable date for the work to take place.</i></p> <p><b>11.4 – PLN/2025/1682</b> – 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><i>Waiting for MKCC to approve this request. MKCC Tree Officer have not raised any objections.</i></p>	

<p><b>11.5 - ENF/2025/0411</b> – Breach of condition 1 (approved plans) application reference 20/00193/FUL in relation to size of window in apex of roof on the South West Elevation at 1 The Clock House, Watling Street, Little Brickhill, Milton Keynes, MK17 9NR.</p> <p><u>Notification received 03/11/25 alleging a breach of planning control at the above address, a case has been logged for investigation.</u></p>	
<p><b>12 To discuss any Highway issues: 3614</b></p> <p><b>12.1 – Highways Projects.</b></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"> <li>• New SID on Gt Brickhill Lane</li> <li>• New gateway signs</li> <li>• New Local Advanced direction sign</li> <li>• Removal of national speed limit sign</li> </ul> <p><u>MKCC have issued a reference number FS762045394. Clerk has email MKCC on the 29 October 2025 requesting a date when the work will commence.</u></p> <p><b>12.2- November 2023 Incident at the A5 slip road.</b></p> <p>Work started on the 29 September 2025 and was completed at the end of October 2025. <u>Item closed.</u></p> <p><b>12.3 - Damaged / Missing Road Sign as you exit the A5 to Woburn and Little Brickhill / Great Brickhill.</b></p> <p>Work started on the 29 September 2025 and was completed at the end of October 2025 with the signs replaced. <u>Item closed.</u></p> <p><b>11.4 – (item 16.2 of minutes 06/03/23) - Great Brickhill Lane Pot Holes - Bucks CC</b> 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"> <li>• Yes, happy to forward this to our Head of Highways and ask the Local Area Technician to inspect and arrange a repair.</li> <li>• 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.</li> </ul> <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><b>13. To discuss the use / improvements of Roundacre Field: 3615</b></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. 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> <p>Agree scope of work required to enable quotations to be obtained and grant applications to be submitted. Tree and Shrub clearance, type of replacements boundary fences on all four sides, new benches etc.</p> <p><u>Clerk to draft a plan for consideration at a future meeting.</u></p>	Clerk

#### 14. Financial: 3616

##### 14.1 - Cheques presented for payment:

S/O	£204.00	Alan Kemp – Salary November 2025
101061	£140.00	HMRC – Tax for Clerk – November 2025
101062	£6.00	Alan Kemp – Salary Arrears for November 2025
	£6.96	Alan Kemp – 8 x 2 <sup>nd</sup> Class Stamps

This expenditure was proposed, seconded, and carried unanimously.

##### 14.2 – Payments received:

£500.00 – MKCC (Household Support Fund)

£150.00 – Mr N Payne (Access for I High View for 2024/2025)

£10,150.00 – MKCC (Precept)

**14.3** - It was noted that the **Bank Balance** following the payments made tonight (£356.96) and Cheques not cashed (£798.00) was **£42,167.39.**

##### 14.4 - Bank Mandate:

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.

Clerk has still to contact Barclays Bank (with a former Parish Councillor).

**14.5** - (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. Clerk confirmed that the cost for MKCC to clean all the play equipment is £300 for two men at £75 per hour.

Quotation being sought.

**14.6 – 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. Now paid.

**14.7 – 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.

Clerk will draft a policy for review at a future Parish Council meeting. We will also have to pay for an audit of the website to confirm that we are compliant at a cost of £140.00.

**14.8 – Bench in Wyness Avenue** – This could do with repairing / replacing.

Quotation being sought.

#### 15 To discuss draft Budget and Precept Proposals for 2026/2027: 3617

Clerk has emailed the following documents for discussion at the PC meeting.

- Draft Precept options for 2026/2027.
- Draft Budget 2026/2027, 2027/2028 & 2028/2029.

It was agreed that a discussion will be held before the Parish Council meeting on the 1 December 2025 to discuss the budget commencing at 7.15 pm.

<p><b>16. To discuss the Clerks Position: 3618</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>Clerk has emailed BALC to ask how many hours Little Brickhill Parish Council should be paying for the Clerk, waiting response. Target date to advertise for a new Clerk to be agreed at the next Parish Council meeting on the 1 December 2025. Exiting Clerk will stay in post until a replacement has been found.</u></p>	
<p><b>17. To receive reports on the Community Centre: 3619</b></p> <p><u>No issues were raised.</u></p>	
<p><b>18. Councillors Report: 3620</b></p> <p>Cllr E Priestly stated that a resident had raised concerns over the lighting near an Amazon drop off / pick up point in the public house car park.</p> <p><u>To be monitored over the next month.</u></p>	
<p><b>19. Items for the next / future agendas.</b></p> <ul style="list-style-type: none"> <li>• Budget / Precept Setting - December 2025.</li> <li>• Risk Assessment Review – March 2026.</li> <li>• Climate Change Review - TBA.</li> </ul>	
<p><b>20. Date of Next Meeting:</b></p> <p><b>Future dates are noted below:</b></p> <ul style="list-style-type: none"> <li>• Monday 1 December 2025</li> <li>• Monday 2 February 2026</li> <li>• Monday 2 March 2026</li> </ul> <p><u>There being no further business the meeting closed at 8.35 pm.</u></p> <p>.....</p> <p>Chair for Little Brickhill Parish Council</p>	