MINUTES

Annual Meeting of New Bradwell Parish Council on 11th May 2026 at 7pm. Venue: New Bradwell Parish Council office, Unit 10 St James St, New Bradwell, Milton Keynes, MK13 OBJ

Present: Chairperson S. Clawson, Vice chairperson T. Strutton and Cllrs A. Francis, H Clawson, S.Sutcliffe, S.Barby, N.Coxon, Clerk G.Newnham, Office assistant T.Campbell

18/26	**Election of Chair of the council for 2026/27** *(Local Govt Act 1972, S15(2)* ***proposed by: Cllr T Strutton, seconded by: Cllr S Sutcliffe, The Council RESOLVED unanimously to elect Cllr Simon Clawson*** *and the completion of the Declaration of Acceptance of Office Local Government Act 1972 s 83 (4)* ***Cllr S Clawson signed declaration of office.***
19/26	**Election of Vice Chair of the council for 2026/27** *(Local Govt Act 1972, s15 (6)* ***proposed by: Cllr S.Sutcliffe seconded by: Cllr S.Barby, The Council RESOLVED unanimously to elect Cllr T Strutton*** *and the completion of the Declaration of Acceptance of Office Local Government Act 1972 s 83 (4)* ***Cllr T Strutton signed declaration of office.***
20/26	**Apologies for absence:** *Schedule 12 of the LGA 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the LGA, members present must decide whether the reason(s) for a member's absence are accepted.* ***None received.***
21/26	**To receive any declarations of interest from Members (Disclosable Pecuniary Interests) Regulation 2012 (SI 2012/1464) (NB this does not preclude any later declarations)** ***None received***
22/26	**Declaration of interest:** in any matter on the agenda. *Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act,* members must declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting. Members are reminded to send the clerk updated Declarations of Interest if these need to be amended. ***None received***

23/26	**Public participation:** *Public Bodies (Admission to Meetings) Act 1960* Public participation at a meeting in accordance with standing order 3(e) shall not exceed 5 minutes unless directed by the chair of the meeting. Each member of the public shall not speak for more than 5 minutes in accordance with standing order 3(f) ***None present***
24/26	**Minutes:** Approve the minutes of the Meeting of the New Bradwell Parish Council held on 13th and 23rd April 2026, *LGA 1972 Sch 12 para 41(1)* ***Resolved to approve***
25/26	**Assertion 10:** - **To receive and to note** report regarding updates in web site accessibility & compliance. **Noted**
26/26	**To review and accept following:** - Staff Disciplinary & Grievance procedures/policy. **Resolved to approve** - Document retention & Disposal Policy **Resolved to approve** - Privacy Policy **Resolved to approve**
27/26	**Finance:** **-**Approve BACS payments summary and card payments. **Resolved to approve** **-**Financial Summary & spend to date. **Noted** **Internal Audit Report 2025/26** **To receive** and note the Annual Internal Audit Report for the financial year ended 31 March 2025. **To consider** any recommendations or findings raised by the Internal Auditor. Annual Governance and Accountability Return (AGAR) 2025/26. **Resolved** that the report was noted and following issue identified: - All minute pages to be initialled, not just the last page **Noted.** - Debit Card Policy to be drafted and put in place **Resolved** that the Clerk will draft a Debit Card Policy for presentation and approval at the meeting of 1 June. - Business Continuity Plan to be prepared **Resolved** that the Chairman and Clerk will work together on a draft Business Continuity Plan. - Additional data backup beyond laptop/OneDrive **Resolved** that the Chairperson will review available options and report back to the Council. - Allotment risk assessment to be carried out annually **Noted**. - Annual risk assessment on all assets **Noted**. - Agreed budget to be published online for transparency — **Resolved** that this will be actioned. - Pension Discretionary Policy **Noted**. The Clerk to contact Buckinghamshire Council for guidance. - Clerk's annual appraisal overdue (also raised in the previous year's audit) **Resolved** that appraisals for both the Clerk and Office Administrator will be arranged at a mutually convenient time. - Public rights dates to be recorded explicitly within the minutes **Noted**. - Bank reconciliation should not be signed by a bank signatory or the Chairperson —

	It was **noted** that the Clerk had brought to the Internal Auditor's attention that the Chairperson is not, in fact, a bank signatory; however, the Internal Audit Report had not been amended to reflect this correction. **Annual Governance Statement 2025/26(AGAR Section 1)** • **To consider** the council's responses to the Annual Governance Statement assertions. • **Resolution:** To approve the Annual Governance Statement (Section 1) for the 2025/26 financial year and authorise the Chair and Clerk to sign the document. **Resolved** to accept Section 1 of the AGAR (Annual Governance Statement) for 2025/26. Signed by S. Clawson (Chairperson) & G. Newnham (Clerk) in accordance with 0 • **Clerk noted** that following extensive review of Xero accounting system by external bookkeeper from 2022 up to 31st March 2026 it was found there were both Square payments & various metro payments that had duplicated. In addition, allotment invoices that were unpaid due to tenants not renewing and failing to notify the PC were also voided. Resulting in re-statement of the 2024/25 figures. **Noted** **Accounting Statements 2025/26(AGAR Section 2)** • **To consider** the Accounting Statements as certified by the Responsible Financial Officer (RFO). • **Resolution:** To approve the Accounting Statements (Section 2) for the 2025/26 financial year and authorise the Chair to sign the document. **Resolved** to approve Section 2 of the AGAR (Accounting Statements) for 2024/25. Signed by S. Clawson (Chairperson) **Confirm dates for the Public Rights Period**. In accordance with the Accounts and Audit Regulations 2015 (SI 2015/234). **CONFIRMED** - Public Rights Period dates established are the 3rd June to 14th July 2026.
28/26	**Agree the appointment of representatives for 2026/27 to the following external bodies**: - MKALC (Milton Keynes Association of Local Councils) R**esolved** to appoint Cllr A Francis - MKCC Parishes Forum **Resolved** to appoint Cllr A Francis & Cllr H.Clawson - East West Rail Meetings R**esolved** to appoint Cllr A Francis
29/26	**New Bradwell Community Centre:** - **To note** Cherry Blossom Trees: have been planted in the carpark. **Noted**

	- **Minute Reference 08/26 (13 April 2026):** To consider and resolve the designation of NBCC as an Emergency Safe Haven for TS Whaddon – Milton Keynes Sea and Royal Marine Cadets (previously noted only; formal resolution required) **Resolved to approve**
30/26	**Events:** - **To resolve: to approve** either coach trip to Brighton on 15th August 2026 for £995 or to Great Yarmouth on 29th August 2026 for £995. **Resolved to approve Brighton Coach trip.**
31/26	**Allotments:** **Drill Hall Allotment Trough Purchase & Installation** - **To resolve:** To approve the purchase of a trough and parts (£237 + delivery) and installation (£120 + VAT). **Resolved to approve** - **Note:** This project is funded by Section 106 contributions (£1,292.90) received from the development at, 82-84, Newport Road, New Bradwell, Milton Keynes, MK13 0AA, Planning Application Ref:17/00483/FUL **Noted** - **Note:** As this project is now externally funded, the original council budget of £1,100 for this item remains unspent and available for general allotment maintenance **Noted**
32/26	**Planning:** - **To note: Planning application At: 14 Nightingale Crescent, MK13 7UE, Application Ref: PLN/2026/0632 Proposal: The erection of a detached rear ancillary annex with roof lights. https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003zhpV Noted**

📄 **Prepared by:** Germaine Newnham, Parish Clerk.
📩 **Contact:** clerk@newbradwell-pc.gov.uk
🏛️ NEW BRADWELL PARISH COUNCIL

🧭 Meeting closed at 7.54pm

Signed _____Chair of Council

Date 01/06/2026

Next Meeting 1st June 2026 at 7pm


New Bradwell Parish Council