CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **NEW BRADWELL PARISH COUNCIL**

County Area (local councils and parish meetings only): **BUCKINGHAMSHIRE**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on TUESDAY **3RD JUNE 2025**

and ending on MONDAY **14TH JULY 2025**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only and not Bank Holidays) inclusive and must include the first 10 working days of July 2025 (i.e. Tuesday 1 July – Monday 14 July). The period should not commence before the approval of the AGAR.

We have suggested the following dates: Tuesday 3 June – Monday 14 July 2025 The latest possible dates that comply with the statutory requirements are Tuesday 1 July – Monday 11 August 2025.)

Signed: _____

Role: CLERK/RFO

Explanation of variances – pro forma

Name of smaller authority: **New Bradwell Parish Council**

County area (local councils an: Buckinghamshire

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

• variances of more than 15% between totals for individual boxes (except variances of less than £200);

• **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	184,811	219,443				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	81,265	80,212	-1,053	1.30%	NO		
3 Total Other Receipts	65,660	99,219	33,559	51.11%	YES		Other receipts increased by £33,559 (51.11%) due to the following: Community Centre hire and sales increased from approx. £25,279 to £27,744 (+£2,465)Stripe and other online payments rose from £245 to an estimated £1,500 (+£1,255) VAT refund from HMRC increased from £2,759 to £5,319.52 (+£2,560) Allotment plot rents and deposits totalled £6,115.51 across DHA and CRA sites (Account Codes 424 and 425) Recharges, credit notes, and refunds added a further £1,000+
4 Staff Costs	37,529	45,075	7,546	20.11%	YES		Staff costs increased due to the recruitment of a part-time office administrator assistant in mid-2024. This role was introduced to support the council's increased workload for bookings and day to day admin of the community centre compliance and easing the office admin workload.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	74,764	54,144	-20,620	27.58%	YES		Other payments decreased by £20,620 (−27.58%) compared to the prior year. This was primarily due to the conclusion of one-off or exceptional projects carried out in 2023/24, such as major Community Centre maintenance and upgrades. In 2024/25, spending returned to regular levels. Breakdown of 2024/25 expenditure includes: - Community Centre Expenses: £27,340 – running costs, maintenance, cleaning - Community Budget Projects: £16,680 – (Sect 137 grant) incl match grant funding for play area improvements at The Rec & New Bradwell Park. - Community Events: £6,124 – Brad Fest, coach trips, MKPA (children's summer activities) - Biodiversity Spend: £1,589 – aligned to NBPC's Biodiversity Policy (Project "Edible Avenue)
7 Balances Carried Forward	219,443	184,739				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	219,442	184,739				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	42,532	44,952	2,420	5.69%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Joe Woolf
13 North Street
New Bradwell
MILTON KEYNES
MK13 0EE

Grass Cutting Invoice

28/05/2025.

New Bradwell Community Centre
Church Street
New Bradwell
Milton Keynes
MK13 0DA

Work carried out

-cut grass round side and front of community centre
-cut grass along footpath at rear of building
-put all cuttings in green bin

Labour: £40.00

Invoice for work completed on 10/05/2025

Bank details

Sort code: 20-57-40

Account number: 13682943

Joe Woolf 07511 614467
joe.woolf@hotmail.co.uk

Joe Woolf
13 North Street
New Bradwell
MILTON KEYNES
MK13 0EE

Grass Cutting Invoice

28/05/2025.

New Bradwell Community Centre
Church Street
New Bradwell
Milton Keynes
MK13 0DA

Work carried out

-cut grass round side and front of community centre
-cut grass along footpath at rear of building
-put all cuttings in green bin

Labour: £40.00

Invoice for work completed on 24/05/2025

Bank details

Sort code: 20-57-40

Account number: 13682943

Joe Woolf 07511 614467
joe.woolf@hotmail.co.uk

Internal Audit Report:

- An independent review of the council's financial controls, procedures, and governance to ensure they meet legal requirements and best practices
- Highlights any areas for improvement or concerns that need addressing
- Must be reviewed and any recommendations considered for implementation
- Forms part of your annual governance obligations

AGAR (Annual Governance and Accountability Return):

- The council's annual financial and governance statement that must be submitted to the external auditor by 30th June
- Section 1 (Annual Governance Statement) - confirms the council has proper governance arrangements, financial controls, and has followed legal requirements
- Section 2 (Accounting Statements) - summarises the council's financial position including income, expenditure, balances, and assets
- Both sections require formal approval and must be signed by the Chair and Clerk
- Once approved, it goes to the external auditor and must be published on your website
- Represents the council's public accountability for how it has managed taxpayers' money

Supporting Documents (included with your agenda papers):

- **AGAR Form Part 3** - external audit requirements and submission details
- **Bank Reconciliation** - proves the council's bank statements match the accounting records
- **Explanation of Variances** - details any significant changes in income/expenditure compared to the previous year
- **Notice of Public Rights** - informs residents of their right to inspect the accounts during the public inspection period

What Councillors Need to Approve:

- Accept the Internal Audit Report and agree to implement any recommendations
- Approve the Annual Governance Statement (Section 1) - confirming good governance practices
- Approve the Accounting Statements (Section 2) - confirming the financial figures are accurate
- Authorise the Chair and Clerk to sign the AGAR forms
- Approve the Notice of Public Rights for publication

Key Message: This is standard annual housekeeping that demonstrates the council manages public money responsibly and transparently - you're simply confirming the accounts are accurate and proper procedures have been followed.

New Bradwell Parish Council
Complaints Procedure
Adopted on *02/12/2024.*

1. New Bradwell Parish Council is committed to providing a quality service for the benefit of the people who live or work in the area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this Complaints Procedure setsout how you may complain to the council and how we shall try to resolve your complaint.

2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

3. This Complaints Procedure does not apply to complaints by one council employee against another council employee, or between a council employee and the council employer. These matters are dealt with under the council's disciplinary and grievance procedures.
   3.1. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on *6th June 2023* and, if a complaint against a Councillor is received by the council, it will be referred to the Standards Committee of Milton Keynes City Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Milton Keynes City Council.

4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.

6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.

7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.

8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a

result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

Contacts

The Clerk of New Bradwell Parish Council
Address: Unit 10, New Bradwell Workspace
St James Street
New Bradwell
Milton Keynes
MK13 0BL

Telephone: 01908-313602
Email: clerk@newbradwell-pc.gov.uk

The Chairman of New Bradwell Parish Council Address:
Address: Unit 10, New Bradwell Workspace
St James Street
New Bradwell
Milton Keynes
MK13 0BL

Telephone: N/A
Email: simon.clawson@newbradwell-pc.gov.uk

D & L Environmental

"Creating a cleaner environment "

Invoice: NBPC00323
Date: 1/06//2025
Email: dlenvironmental168@gmail.com
Tel: 07909520793

Week beginning	5th May	2025	5hrs	@ £17.50 = £87.50
Week beginning	12th May	2025	5hrs	@ £17.50 = £87.50
Week beginning	19th May	2025	5hrs	@ £17.50 = £87.50
Week beginning	26th May	2025	5hrs	@ £17.50 = £87.50

Total costs £350

Payment details
Natwest Bank
Account number: 85655996
Sort code: 60-04-09

Financial Summary

New Bradwell Parish Council
For the period 12 May 2025 to 2 June 2025

	12 MAY-2 JUN 2025	20 APR-11 MAY 2025
Turnover		
Community Centre Sales	515.00	2,092.00
Total Turnover	**515.00**	**2,092.00**
Cost of Sales		
Community Budget	332.50	-
DHA	-	(110.00)
Newsletter	(60.00)	(20.00)
Office	34.00	169.40
Wages	-	47.25
Total Cost of Sales	**306.50**	**86.65**
Gross Profit	**208.50**	**2,005.35**
Administrative Costs		
Bank Fees	7.95	30.22
IT Software and Consumables	442.50	-
Light, Power, Heating	367.39	45.99
Salaries	-	4,134.29
Telephone & Internet	51.97	57.49
Community Centre Expenses	363.00	1,166.38
Total Administrative Costs	**1,232.81**	**5,434.37**
Operating Profit	**(1,024.31)**	**(3,429.02)**
Other Income		
Community Centre Income	-	5.00
Total Other Income	**-**	**5.00**
Profit on Ordinary Activities Before Taxation	**(1,024.31)**	**(3,424.02)**
Profit after Taxation	**(1,024.31)**	**(3,424.02)**

INVOICE

New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St James Street, New Bradwell
New Bradwell
Milton Keynes
MK13 0BL

Invoice Date
1 Jun 2025

Invoice Number
INV-22208

Reference
Proposal #HAS2133

VAT Number
284665071

Hippey Accountancy Services Limited
13 Swanwick Walk
Broughton
Milton Keynes
MK10 9LJ

Description	Amount GBP
Payroll: Variable Salary Employees	32.25
Paying Staff Salaries & Expenses	15.00
Subtotal	47.25
TOTAL VAT 20%	9.45
TOTAL GBP	**56.70**

Due Date: 8 Jun 2025
Payment by BACs Welcome :-
Sort Code 40-33-33
Account No. 52617846
Please use your Company Name and Invoice number as reference

Thank you for your business

View and pay online now

Invoice Copy

Bill's Minibus and Coach Hire

1 Hollin Lane
Stacey Bushes
Milton Keynes
MK12 6HT

Tel No: 01908 613000

E-mail: info@billscoachhire.co.uk
Website: billscoachhire.co.uk

VAT No: GB 919 3481 04
Company No: 8241271

Invoice No	17098
Invoice Date	21/05/2025
Terms of Trade	Payment Upfront
Client ID	NBC001

Germaine Newnham
New Bradwell Parish Council
Unit 10, New Bradwell
Workspace,
St James street
Milton Keynes
MK13 0BL

Private Hire ID	Pick-up Date/Time	First Pick-up	Destination	Client Ref 1	Client Ref 2
8076/15028	07/08/2025 07:30	newbradwell community centre	Great Yarmouth		

Quantity	Seats	Description	Unit Price	Price	VAT %	VAT	Total
1	53	Executive Coach	£995.00	£995.00	0	£0.00	£995.00
1		Coach Parking	£25.00	£25.00	0	£0.00	£25.00
Invoice Totals				£1,020.00		£0.00	£1,020.00

Lloyds Bank
Account number:57874560

Sort code:301553

IBAN:GB67LOYD30155357874560

PLEASE STATE INVOICE NUMBER WHEN MAKING PAYMENT VIA BACS
Please state invoice number on all payments.

SWIFT:LOYDGB21052

Milton Keynes City Council

20 May 2025

Dear all Parish, Town and Community Councils,

Standing with Our Parishes – Constitutional Changes in MKCC

I wanted to write to you personally following the Full Council meeting on Wednesday 14th May —where, regrettably, the administration pushed through constitutional changes that take away the right of parish councils to independently call in executive decisions.

An amendment was added late in the evening stating that parishes can no longer raise a call-in themselves, but can formally support one led by a councillor, and will then be allowed to speak at the scrutiny meeting.

Let's be honest—this is still a step backwards.

As a Conservative Group, we fought hard to stop this. We moved a motion to defer the decision to give you time—to meet, to consult, and to speak as councils. That request was refused.

We're deeply concerned about the message this sends. This is not just about procedure—it's about respect, and trust. Last night's decision undermines the partnership we're supposed to have with our parish councils.

We understand the pressure you are under. We understand the role you play, the responsibilities you carry, and the communities you serve—often with little thanks and even fewer resources. And we want you to know this: you still have allies on this council.

We are a small group—just nine councillors covering four wards—but where we can, we will help you. If there's a call-in you feel is necessary—and it's something we can support—we will do everything we can to help make it happen. We want you to feel you can come to us.

Please feel free to email us on conservativegroup@milton-keynes.gov.uk if you ever need to raise anything and we will revert back as quickly as possible.

I've included a list of our councillors, their wards and email addresses below in case that's useful.

Conservative Group
conservativegroup@milton-keynes.gov.uk

Civic, 1 Saxon Gate East, Milton Keynes MK9 3EJ

This wasn't the outcome we wanted, and I'm truly sorry that despite your effort, your attendance, and your arguments, it ended the way it did.

Please feel free to share this letter with your Chair and fellow parish councillors. I hope it reassures you that we remain committed to working with you, not against you—and we are always happy to help in any way we can.

Warm regards,
On behalf of the Conservative Group



Cllr Shazna Muzammil
Leader of the Conservative Group
Milton Keynes City Council

Conservative Councillors List

1. Cllr Shazna Muzammil – Leader and Councillor for Tattenhoe Ward –
   Email shazna.muzammil@milton-keynes.gov.uk
2. Cllr Peter Geary - Deputy Leader and Councillor for Olney Ward -
   Email: petergeary70@yahoo.co.uk
3. Cllr Keith McLean- Councillor for Olney Ward-
   Email: keith_mclean@btopenworld.com
4. Cllr David Hopkins – Councillor for Danesborough and Walton Ward –
   Email: david.hopkins@milton-keynes.gov.uk
5. Cllr Victoria Hopkins – Councillor for Danesborough and Walton Ward –
   Email: victoria.hopkins@milton-keynes.gov.uk
6. Cllr Manish Verma – Councillor for Tattenhoe Ward-
   Email: manish.verma@milton-keynes.gov.uk
7. Cllr Alison Andrew- Councillor for Newport Pagnell North and Hanslope-
   Email: alison.andrew@milton-keynes.gov.uk
8. Cllr Chris Wardle- Councillor for Newport Pagnell North and Hanslope-
   Email: chris.wardle@milton-keynes.gov.uk
9. Cllr Liam Andrews- Councillor for Newport Pagnell North and Hanslope-
   Email: liam.andrews@milton-keynes.gov.uk

MANKO CLEANING SERVICES

5 Milburn avenue,Oldbrook
MK6 2NL
MILTON KEYNES
Phone: 07500946734

INVOICE

Invoice #: MAN087

Bill To: New Bradwell Parish Cour
FAO: Germaine Newnham

Invoice Date: 29/5/25

Item #	Description	Hour	Rate	Amount
	Cleaning services	15	£ 20	300.00
			TOTAL	300.00

BANK TRANSFER.
BANK: NATIONWIDE.
SHORT CODE : 07-02-46. ACCOUNT No. 43872497
PAYMENT TERM: IMMEDIATE

Thank you for business with us..

Microsoft

Billing Summary

Microsoft Limited
Microsoft Campus
Thames Valley Park
Reading Berkshire RG6 1WG
UK
VAT Reg. No. GB724594615

Sold To
New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St James Street
Milton Keynes
BUCKINGHAMSHIRE
MK13 0BL
GB

Bill To
New Bradwell Parish Council
Unit 10 New Bradwell Workspace
St James St
Milton Keynes
MK13 0BJ
GB

Summary

Billing Profile	New Bradwell Parish Council
Billing Number	G093154223
Document Date	21/05/2025

Total Amount GBP 41.47
Due on 21/05/2025

Questions on your bill? Visit https://aka.ms/invoice-billing

Invoice for activity on 20/05/2025

This invoice is for any subscription purchases, renewals, and recurring charges on the date indicated. The service period you are paying for is listed with each subscription below. Find more details about your bill at https://admin.microsoft.com/Adminportal/Home#/billoverview/invoice-list/G093154223

Billing Summary

Charges	34.56
Subtotal	34.56
Tax	6.91
Total (including Tax)	GBP 41.47

Payment Instructions:

Your account has a credit card on file and there is no action for you to take. The card you have on file will be charged.

Microsoft

Invoice

Microsoft Limited
Microsoft Campus
Thames Valley Park
Reading Berkshire RG6 1WG
UK
VAT Reg. No. GB724594615

Billing Profile	New Bradwell Parish Council
Tax Invoice Number	GB-TI2501925419
Tax Invoice Date	21/05/2025

Sold To
New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St James Street
Milton Keynes
BUCKINGHAMSHIRE
MK13 0BL
GB

Bill To
New Bradwell Parish Council
Unit 10 New Bradwell Workspace
St James St
Milton Keynes
MK13 0BJ
GB

Invoice for activity on 20/05/2025

Section Summary

Section Name	Charges (GBP)	Total (GBP)
New Bradwell Parish Council	34.56	**34.56**
Total (excluding Tax)		**34.56**
Tax Amount		**6.91**
Total (including Tax)		**41.47**

Billing Details By Product

New Bradwell Parish Council

Microsoft 365 Business Standard - One-Month commitment for monthly billing

Purchases Charge Start Date - Charge End Date	Unit Price (GBP)	Qty	Charges/ Credits (GBP)	Tax Rate	Total (excluding Tax) (GBP)	Tax Line Indicator
20/05/2025-19/06/2025	11.52	3	34.56	20.00%	**34.56**	A

Tax Description	Sub-Total Amount (GBP)	Tax Amount (GBP)	Total (including Tax) (GBP)	Tax Line Indicator
Tax 20.00%	**34.56**	**6.91**	**41.47**	**A**

Subtotal	34.56
Azure Credit	0

Tax	6.91
Total	GBP 41.47

Microsoft

Payment Instructions:

Your account has a credit card on file and there is no action for you to take. The card you have on file will be charged.

NEW BRADWELL PARISH COUNCIL FINANCIAL REGULATIONS

Contents

1. General 2
2. Risk management and internal control 3
3. Accounts and audit 3
4. Budget and precept 5
5. Procurement 5
6. Banking and payments 7
7. Electronic payments 8
8. Cheque payments 9
9. Payment cards 10
10. Petty Cash 10
11. Payment of salaries and allowances 10
12. Loans and investments 10
13. Income 11
14. Payments under contracts for building or other construction works 11
15. Stores and equipment 12
16. Assets, properties and estates 12
17. Insurance 12
18. [Charities] 13
19. Suspension and revision of Financial Regulations 13

Appendix 1 - Tender process 14

These Financial Regulations were adopted by the council at its meeting held on 1st July 2024

General

These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

Wilful breach of these regulations by an employee may result in disciplinary proceedings.

In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

Risk management and internal control

The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

The Clerk shall prepare, for approval by NEW BRADWELL PARISH COUNCIL, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

When considering any new activity, Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

The accounting control systems determined by Clerk must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

Accounts and audit

All accounting procedures and financial records of the council shall be determined by Clerk in accordance with the Accounts and Audit Regulations.

The accounting records determined by Clerk must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.

The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, Clerk shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

The internal auditor shall be appointed by **NEW BRADWELL PARISH COUNCIL** and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

Budget and precept

Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

Budgets for salaries and wages, including employer contributions shall be reviewed by **NEW BRADWELL PARISH COUNCIL** at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council

No later than October each year, Clerk and Chair shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.

The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the full council.

Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.

The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

Procurement

Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"),

must be followed in respect of the tendering, award and notification of that contract.

Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

For contracts estimated to exceed £60,000 including VAT, the Clerk shall {seek formal tenders from at least three suppliers agreed by NEW BRADWELL PARISH COUNCIL OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

For smaller purchases, the clerk shall seek to achieve value for money.

Contracts must not be split into smaller lots to avoid compliance with these rules.

The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

The council shall not be obliged to accept the lowest or any tender, quote or estimate.

Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council for any items below £2,000 excluding VAT.
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
- the council for all items over [£5,000];

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to NEW BRADWELL PARISH COUNCIL as soon as practicable thereafter.

No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless NEW BRADWELL PARISH COUNCIL is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

Any ordering system can be misused and access to them shall be controlled by [the RFO].

Banking and payments

The council's banking arrangements, including the bank mandate, shall be made by Clerk and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Metro Bank The arrangements shall be reviewed [annually] for security and efficiency.

The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council’s bank.

All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by Clerk that all invoices listed have been ‘examined, verified and certified’ by the RFO}.

Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

All payments shall be made by [online banking/cheque], in accordance with a resolution of the council or a delegated decision by an officer, unless NEW BRADWELL PARISH COUNCIL resolves to use a different payment method.

For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year}.

A list of such payments shall be reported to the next appropriate meeting of the council for information only.

The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:

i. {any payments of up to [£500] excluding VAT, within an agreed budget}.

ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of NEW BRADWELL PARISH COUNCIL, where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.

iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council.

The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

Electronic payments

Where internet banking arrangements are made with any bank, Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

All authorised signatories shall have access to view the council's bank accounts online.

No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.

Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.

A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.

With the approval of NEW BRADWELL PARISH COUNCIL in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by NEW BRADWELL PARISH COUNCIL at least every two years.

Payment may be made by BACS or CHAPS by resolution of NEW BRADWELL PARISH COUNCIL provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to NEW BRADWELL PARISH COUNCIL at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by NEW BRADWELL PARISH COUNCIL at least every two years.

Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

Cheque payments

Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.

A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

{Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

Payment cards

Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

A pre-paid debit card may be issued to employees with varying limits. These limits will be set by NEW BRADWELL PARISH COUNCIL. Transactions and purchases made will be reported to NEW BRADWELL PARISH COUNCIL and authority for topping-up shall be at the discretion of NEW BRADWELL PARISH COUNCIL.

Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} and any balance shall be paid in full each month.

Personal credit or debit cards of members or staff shall not be used except for expenses of up to [£250] including VAT, incurred in accordance with council policy.

Petty Cash

{The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly

Payment of salaries and allowances

As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.

Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

Before employing interim staff, the council must consider a full business case.

Loans and investments

Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by

the full council, following a written report on the value for money of the proposed transaction.

The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

All investment of money under the control of the council shall be in the name of the council.

All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

Income

The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.

Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as Clerk considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

Personal cheques shall not be cashed out of money held on behalf of the council.

{The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted form the software by the due date.

{Where significant sums of cash are regularly received by the council, Clerk shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

{Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

Payments under contracts for building or other construction works

Where contracts provide for payment by instalments Clerk shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

Stores and equipment

{[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

{Stocks shall be kept at the minimum levels consistent with operational requirements.}

{The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

Assets, properties and estates

The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

Insurance

The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to NEW BRADWELL PARISH COUNCIL at the next available meeting. Clerk shall negotiate all claims on the council's insurers {in consultation with the Clerk}.

All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

[Charities]

Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

Suspension and revision of Financial Regulations

The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Document Control

Organisation	New Bradwell Parish Council
Title	MODEL FINANCIAL REGULATIONS 2024
Creator	NALC
Distribution	Public
Filename	Model Financial regulations 2024
Owner	New Bradwell Parish Council
Subject	Model Financial regulations NBPC
Date Adopted	01.07.2024
Minute reference	41/24
Next Review date	May 2025

Revision No.	Originator of change	Date of change	Change Description

Signed *S. Chawson*

Position: Chairperson

Outlook

Notification of application PLN/2025/0954

From Planning <planning@be.milton-keynes.gov.uk>
via b49hmpczqditcwbz.5fy7lgte73nlo6k6.egsd8.qh-ll4h2ag.gbr58.bnc.salesforce.com
Date Mon 19/05/2025 09:39
To Germaine Newnham <clerk@newbradwell-pc.gov.uk>



Application Ref:	PLN/2025/0954
Proposal:	The erection of a single storey side and rear extension **at** 4 QUEEN ANNE STREET, NEW BRADWELL, MILTON KEYNES, MK13 0BA
Make any comments by:	16/06/2025

I am writing to inform you of this application which is in or affects your area.

The application can be viewed on our online planning register via this link: https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lQH00000317H3 or by searching under the above reference number at www.milton-keynes.gov.uk/planning-register

Getting involved

Any comments you wish to make should be submitted through the planning register. Any comments or concerns must be material planning considerations

Further guidance on how applications are handled and what can be considered under specific types of application is available at the above website. If you need to clarify any matters around this process, please contact the case officer by replying to this email. The email address you reply to is bespoke to this case and will take the following format: 'planning@[bespoke case code]apex.salesforce.com'. Please be assured this email is genuine and has been sent from Milton Keynes City Council.

All comments should be received by the date specified above to ensure they are considered.

Should you wish for the application to be referred to the Planning Committee/Panel for a decision, an explicit request must be made in line with our Scheme of Delegation .

Keeping up to date

The case officer will make an assessment of the proposal which will be published alongside the decision notice on our online planning register. A weekly list of applications decided is also available at www.milton-keynes.gov.uk/planning-register .

Hannah Hayward
Planning Services

[ref:a0lQH00000317H3YAI;b41a3f364e17b954199c5e43e97579e7:ref]

Planning Inspectorate

Appeal Decision

Site visit made on 6 May 2025

by A Edgington BSc (Hons) MA CMLI

an Inspector appointed by the Secretary of State

Decision date: 21 May 2025

Appeal Ref: APP/Y0435/W/24/3350220
New Inn, 2 Bradwell Road, New Bradwell, Milton Keynes MK13 0EN

- The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission.
- The appeal is made by Charles Wells Limited against the decision of Milton Keynes Council.
- The application Ref is 24/00270/FUL.
- The development proposed is Erection of three bed terraced dwellings (use class C3) on land adjacent to The New Inn public house utilising new access off Bradwell Road, with associated parking and landscaping, including reconfiguration of beer garden and car park of the public house.

Decision

1. The appeal is dismissed.

Preliminary Matters

2. The Council has raised concerns that additional reports have been submitted at appeal. However, these reports appear to provide additional information rather than evolving the scheme. Moreover, it is clear that the Council has assessed those reports. As appeal documents are generally in the public domain I see no reason why interested parties could not have reviewed that evidence and have had an opportunity to comment.

Main Issues

3. The main issues are the effect of the development on:

    - The setting of the Grade II listed New Inn;
    - The character and appearance of the area;
    - Landscape and ecology;
    - Highway safety with particular regard to parking stress; and,
    - Noise and disturbance.

Reasons

Setting of listed building

4. The New Inn is a plain but substantial two storey, rubble stone and brick structure. Two early 19th century stone ranges are arranged gable end to the road, with the principal elevation facing the canal. A later brick range has been added across the full depth of the original structure to the rear. The stone structure has brick dressings around the sash windows, and brick chimney stacks. The utilitarian side

elevation is a strong and striking architectural feature in the street scene, and appears to be more completely intact compared to the principal elevation which has had its ground floor sash windows replaced with bays.

5. The original building was built to service the canal's bargees and formed part of a larger layout including a yard area, wharf, brewhouse, pigsties, granaries, coke house and stables. To the rear the Ordnance Survey (OS) maps show a large garden which was retained after the demolition of the ancillary buildings in the 20th century.

6. The rear garden's mature vegetation frames views of the New Inn when approaching from the north, and also provides the impression of a verdant setting to the south. The garden also provides a buffer between the New Inn and the building pattern of Nightingale Crescent. Moreover, the openness to the front and rear of the New Inn, and the lack of nearby buildings reinforces appreciation of the New Inn's spatial relationship with the canal and the full extent of the plot to the rear. This openness contributes to the New Inn's setting.

7. There is architectural and historic value arising from the New Inn's overall scale, form and design which demonstrates the solid vernacular design and craftmanship of the period, as well as communal and societal value arising from its association with the canal. The loss of the ancillary buildings has diminished its contribution to an understanding of the canal's economy, but nonetheless the OS maps show that even when there were ancillary buildings around the New Inn, its principal elevation had a direct visual relationship with the canal across the yard.

8. As such, the New Inn's significance is derived from its overall form and historic fabric, and its spatial relationship with the canal, Bradwell Road and the wider building pattern, which has retained a spaciousness which forms a buffer around the New Inn itself.

9. The development would be a short terrace of three modest dwellings with an active road frontage. The dwellings would be seen in the same visual envelope as the New Inn but would have a generic and fussy cottage design. The typology of curved window heads, dormers and pitched roof porch canopies would fail to reflect or relate to the overall form, scale and detailing of the New Inn. Whilst there are extensive housing estates nearby, which present with unremarkable 20th century design and which may have similar features, these are some distance away.

10. The dwellings would be separated from the New Inn by an access to a new parking area located alongside Plot 3. As such the New Inn would sit between two vehicular entrances and from Bradwell Road would appear completely surrounded by tarmac. The openness and the buffer between the New Inn and the surrounding building pattern would be removed, contributing to the urbanisation of this section of the road. The hardstanding in front of the New Inn would also be extended to create an additional line of parking, which would further erode the New Inn's contextual and visual relationship with the canal. That there is already hardstanding to the front and side of the New Inn does not justify further extensions. It is unclear how an increase in hardstanding could be considered as a benefit, as posed in the heritage statement.

11. The argument is advanced by the appellant that the development would better reveal the New Inn's rear elevation, but although this has some period interest, it is the north facing front elevation that was designed to be public facing. In any case,

visibility from the public realm is not necessarily determinative when considering the benefits of development. Moreover, it would further reveal the incongruity of the development's scale and typology when compared to the scale and austere design of the New Inn, as well as revealing the increased extent of hardstanding.

12. Although the building pattern has changed over the last two centuries, the later residential development has retained a spatial buffer, which reinforces the New Inn's social and economic prominence and its relationship with the canal. The development would intrude into that buffer and the New Inn would become incorporated into a spreading building pattern. This would diminish its setting and reduce significance. This would amount to less than substantial harm.

13. Whether local residents are patrons of the development or not does not affect its visual distinctiveness. I acknowledge that the dwellings would step down towards the New Inn, but this does not alter my reasoning with regard to the development's scale and overall design.

14. The appeal statement contains an image of the street scene. However, I do not find this image compelling as it appears to show a greater setback between Plot 1 and Plots 2 and 3 when compared to the layout plan.

15. Paragraph 215 of the Framework sets out that where a development proposal will lead to less than substantial harm, this harm should be weighed against the public benefits of the proposals. The development would provide three dwellings which would have a minor local benefit. Nonetheless, I conclude that the harm arising from the development would not be outweighed by those public benefits.

16. As such the development would have an adverse effect on the setting of the new Inn. It would be contrary to S66 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (the Act), and Policy HE1 of the Local Plan (LP) which are concerned with the safeguarding of designated heritage assets, including setting. It would also fail to accord with Section 16 of the National Planning Policy Framework (the Framework), which is also concerned with heritage assets.

Character and appearance

17. The New Inn sits on a fairly narrow section of Bradwell Road, between the canal and railway bridges. Although the wider area contains extensive 20th century housing development, this is set back from the road. This section of the street scene has a high degree of local distinctiveness as a consequence of topography, the canal and railway bridges, and the visual prominence of the New Inn. The road frontages for a considerable distance in each direction comprise brick walls, detached houses set back from the road, and mature vegetation. Although there are two nearby residential estates, it appears that care has been taken to retain a buffer between that development, Bradwell Road and the New Inn. This has given this section of road a semi-rural feel. Moreover, notwithstanding its car parking areas, the New Inn's overall form, scale and typology gives it a uniqueness and distinctiveness within the building pattern.

18. The development would be a short terrace with an active road frontage. As there is no comparable building form in the vicinity along Bradwell Road, it would introduce a new building form and typology, and at a higher building density. The development would require the removal of most of the mature vegetation forming the appeal site's road frontage and framing the New Inn when viewed from the

north. It would therefore intrude into the existing visual buffer and introduce urbanisation.

19. As set out above with regard to heritage issues, the scale and detailing of the dwellings would be out of keeping with the scale and typology of the New Inn. This would have a localised adverse effect on the semi-rural character and appearance of the street scene, and consequently, its distinctiveness.

20. The appellant argues that the boundary vegetation could be retained as a hedge but given the species composition and condition, together with the small size of the front gardens, it seems to me to be unlikely that the elm trees would form a manageable hedge or that future homeowners would retain it as such. In any case, even if the elms could be managed as a hedge, it would not mitigate the development's intrusion into the building pattern or its incongruity.

21. I appreciate that the Council's consultee had no concerns with regard to character and appearance, but this does not alter my reasoning, which broadly accords with concerns set out in the officer's report.

22. As such, the development would fail to accord with LP Policy D1 which requires development to respond appropriately to the site and surrounding context, and LP Policy D2 which is concerned with local distinctiveness.

Landscape and Ecology

23. The development's footprint would cover the small enclosed lawn and paved area that comprise the New Inn's rear garden. The existing habitats drawing does not show all the hedges I saw at my visit, and the arboricultural assessment omits that same hedge, as well as a line of conifers parallel to the elms in Group G3.

24. There are two sycamores close to the site's southern boundary which would be retained. The arboricultural assessment indicates that T1 is within the site and T2 is on adjacent land. At my visit these trees were casting considerable shade over the area that would be the rear gardens of Plots 1 and 2. They would also, at other times of day, cast shade across the rear of those dwellings. It seems highly likely that at least the tree that is within the appeal site would come under pressure for removal once the dwellings were occupied.

25. The appellant suggests that the existing vegetation, G3, along the front boundary could be retained as a hedge. However, this comprises mainly what appears to be self-seeded and diseased elm trees. Even if reduced in height, and if their stems did not conflict with path access points, it is unlikely that they would form a serviceable hedge. However, I acknowledge that in the event that the appeal was allowed a condition could require new hedge planting along the road frontage.

26. The application is not required to meet targets with regards to Biodiversity Net Gain (BNG). Nonetheless, the ecological appraisal sets out that there would be an 11.84 per cent increase in habitat units. This appears to be derived largely from the planting of 20 trees, 18 of which would be around the periphery of the beer garden. However, the trees are shown on plan as having a diameter of about 1.5 metres and in some cases are planted 2 - 3 metres apart. Moreover, most native trees will, over time, have crown diameters that are substantially larger than shown, and trees planted in those locations will also cast considerable shade over the beer garden. As such, the landscape plan with regard to tree planting is unrealistic.

27. It is also suggested that there would be a significant increase in hedgerow units. However, those shown are alongside the boundaries of what would be quite narrow gardens, alongside vehicular turning areas, or are annotated as low hedges. Given the spatial restrictions and proximity to circulation areas it is highly unlikely that these hedges would be allowed to establish or to reach a size and maturity commensurate with attracting local fauna. Moreover, given my comments with regard to the omission of some hedges it seems likely that the baseline figure for the BNG calculation is understated. Taking the above into account I find the BNG significantly overstated.

28. The development would include surface mounted bird and bat boxes which could enhance local biodiversity. However, these would be within the domestic curtilage of the dwellings and their small gardens, and likely to be subject to noise and disturbance which are not always conducive to use by local fauna.

29. The Council has suggested that a detailed landscape plan could be secured by condition. However, given the narrowness of the gardens, and their orientation, it seems highly unlikely that tree planting within those small gardens would survive to have any meaningful impact on the local landscape as they would cast significant shade. There would be a loss of existing biodiversity and insufficient space to replace lost tree cover.

30. The ecological appraisal indicates that tree T1 has a low potential for roosting bats. The Council noted that the appraisal used an out of date edition of the bat survey good practice guide and that further surveys are required to search for further evidence. However, the current edition of the good practice guide[1] appears to state that further surveys are not always needed for situations where there is low roosting potential, subject to context. In the absence of more detailed information, I am unable to conclude that further surveys should have been carried out.

31. The Council has raised a concern around Great Crested Newts and a pond some 80 metres from the site. However, this is not mentioned in the ecological appraisal or by the Council's internal consultee. In the absence of further details, I give this no weight and conclude that there is nothing before me to suggest that there would be an adverse impact on protected species or priority habitats.

32. However, given my concerns in relation to the accuracy of the BNG calculations, and the likely removal of existing trees I am unable to conclude that there would not be an adverse effect on landscape and ecology. As such the development would be contrary to LP Policy D1 which is concerned with landscape works to provide high quality places, and LP Policies NE3 and NE4 which require development to maintain biodiversity and to enhance and strengthen green infrastructure, amongst other considerations. There would be no conflict with LP Policy NE2 which is concerned with priority habitats and protected species.

Highway safety

33. LP Policy CT10 states that development should meet the Council's full parking standards but also that on-site parking should not be reduced below the Council's expectations if this would result in additional pressure for off-site parking that could not be resolved by parking controls.

[1] Table 6.3, Bat Surveys for Professional Ecologists, 4th edition

34. There would be an overall loss of parking bays for the New Inn. In addition, the parking provided for the dwellings would fail to meet the parking standards set out in the SPD, as there would not be parking for visitors.

35. However, the appellant has submitted a parking survey which indicates that at peak times there would be shortage of three spaces at the New Inn, and a parking survey indicates that there is capacity for on-street parking nearby which could accommodate this additional demand. There is nothing before me to suggest otherwise. The Council has noted that overflow vehicles might park close to the appeal site, and that this section of road is a blind spot. However, there did not appear to be any parking restrictions along this stretch of road and it has not been raised as a concern by the highway authority.

36. The Council has also raised a concern in relation to the relation to the visibility splay. The appeal statement notes that Dwg. 23.3497.101 Rev P3 shows an amendment to Plot 3's frontage to accommodate the visibility splay. I am unable to confirm that this drawing does show visibility splays but in the event that the appeal was allowed a condition could require the visibility splays to be free of obstructions.

37. Consequently, I conclude that there would be no conflict with LP Policies CT2 and CT10 or Paragraph 115 of the Framework insofar as these are concerned with highway safety and parking provision.

Noise and disturbance

38. A noise survey was undertaken over a 48 period on a May weekend in 2024. This indicates that noise associated with the road traffic, the New Inn's beer garden or the relocated car park will not have an adverse effect on the proposed dwellings provided the necessary mitigation is installed. The report accepts that there will be times when having windows open might result in noise levels being above the standard thresholds. This could have an adverse effect on the living conditions of future occupiers. However, the residential development to the west of the New Inn's car park and beer garden is closer to those noise sources than what is proposed. As such, I conclude that in this context, the proposed mitigation would be reasonable and could be imposed as a condition should the appeal be allowed.

39. There is nothing in the evidence to indicate that the noise and disturbance arising from the development's own parking area, sited directly alongside Plot 3, has been taken into account. However, as I have found harm in relation to other issues it is not necessary for me to consider this further, and it has not been determinative.

40. With regard to noise arising from the road, and the continued operation of the New Inn, I find that there would no conflict with LP Policy NE6 which is concerned with noise and the amenity of buildings and outdoor space.

Other matters

41. One of the Council's concerns at application stage concerned surface water drainage. The appellant has submitted a Surface Water drainage strategy during the appeal and although the Council notes that this should not be accepted, it is clear that the Council has assessed that information and considers that a condition would be an appropriate mechanism to secure appropriate appropriate drainage, should the appeal be allowed. On the basis of what is before me I see no reason to

disagree. There would be no conflict with LP Policies FR1 and FR2 which are concerned with flood risk management.

42. The Council has raised concerns in relation to the bin and cycle stores but these are not mentioned in the reasons for refusal and I have not considered this further.

Conclusion

43. The development would provide three dwellings in what appears to be a sustainable location, which would be a small contribution to local housing supply. Nonetheless, the development would be contrary to the Act, the local development plan and national guidance. The benefits arising from the housing would not outweigh the harm identified above and there are no material considerations of such weight to lead me to conclude otherwise. The appeal is dismissed.

A Edgington

INSPECTOR

HOUSEHOLDER PLANNING PERMISSION APPROVED

Mr David Addison
Unit 12A, Top Barn Business Centre Ltd, Holt Heath,
Worcester, WR6 6NH

Applicant: Mrs H Currall

Application ref: PLN/2025/0688

Proposal: The erection of a detached garage outbuilding with home office **at** The Willows, 4 Willow Bank, New Bradwell, Milton Keynes, MK13 0FD

Valid on: 31 March 2025

Decision: In accordance with your application for the above development, accepted on the date above, in exercise of its powers as the local planning authority under the Town and Country Planning Acts and related and subordinate legislation, Milton Keynes City Council hereby **approves permission subject to conditions** listed below.

Some conditions listed may require further details to be submitted for approval before any works or use may commence. If conditions are not complied with, formal action can be taken against the developer and/or landowner.

Conditions (4)

1 The development hereby approved shall be begun before the expiration of three years from the date of this permission.

Reason: To conform with Section 91 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

2 The development hereby permitted shall be carried out in accordance with plans/drawings ref.

Date of decision: 22 May 2025

Jon Palmer, Head of Planning

Received on 28/04/2025:

P-PL-02 Rev. D - Floor Plans and Roof

Received on 31/03/2025:

P-PL-01 Rev. A - Location and Site Plan

P-PL-03 Rev. C - Garage and Space above Elevations

Materials Schedule

unless as otherwise required by condition attached to this permission or pursuant to an approval of an application made under Section 96A of the Town and Country Planning Act 1990.

Reason: For the avoidance of doubt and in the interests of securing sustainable development.

3 Prior to commencement a tree protection plan and an Arboricultural Method Statement (AMS) all in accordance with BS 5837:2012 should be submitted for approval, it should include details of tree protection measures, construction and erection methods to avoid tree damage, protective fencing, ground protection, how significant roots encountered will be dealt with and all other matters pertinent to retention and protection of the existing trees. Thereafter the works should be carried out in accordance with the AMS.

Reason: In the interests of safeguarding existing habitat and the visual amenities of the area, recognising that initial preparatory works could bring about unacceptable impacts.

4 Notwithstanding the materials schedule submitted, prior to their incorporation in to the building(s) hereby approved, details of the colour and type of the facing materials (brickwork and cladding), roof, garage doors, doors and windows to be used shall be submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be constructed using the approved facing materials.

Reason: In the visual interest of the building(s) and the surrounding area.

Your attention is drawn to the following (1)

5 The applicant is encouraged to incorporate features within the development that would enhance the local biodiversity within the area and achieve net gains within the wildlife corridor such as the use of bat tiles, swift bricks, and bee bricks in appropriate and preferably permanent locations.

Standing informatives

Milton Keynes City Council takes a positive and proactive approach to development proposals, working with applicants or their representative in a positive and proactive manner by operating in line with its Customer Charter, offering a pre-application advice service, having clear policy on when amendments will or will not be

pursued or accepted, suggesting solutions to secure a successful outcome where appropriate and feasible, and informing applicants or their representative of any likely recommendation of refusal prior to a decision.

Unless expressly applied for and stated in the description above, this decision conveys no approval of an associated planning consent (such as listed building or advertisement consent).

Any deviation from the approved plans/drawings and/or details should be discussed with the local planning authority in advance. This includes circumstances where the applicant/developer subsequently identifies inaccuracies with the approved documents or conflict with other regulatory requirements. A formal application to secure a revised permission is likely to be necessary. Failure to secure necessary approval may result in the commencement of enforcement proceedings.

Right of appeal

If you are aggrieved by the decision of the local planning authority to grant permission for your proposal subject to conditions, then you can appeal to the Secretary of State.

Appeals must be made using a form available from the Planning Inspectorate at www.gov.uk/planning-inspectorate . The Secretary of State need not consider an appeal if it seems to them that the local planning authority could not have granted permission for the proposal or could not have granted it without the conditions they imposed, having regard to statutory requirements.

Purchase notices

If permission is granted subject to an unacceptable condition, and the owner of the property claims that the property has consequently become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by the carrying out of any development/work which has been or would be permitted, the owner may serve on the Council a purchase notice requiring that Council to purchase their interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.

Other regulatory matters

This is a decision under planning legislation only. It does not convey a decision under, or override, supersede or negate, any other legislation or the need to comply with restrictive covenants under civil law.

You can get further information on the need for Building Control approval at www.milton-keynes.gov.uk/planning-and-building/building-control.

The applicant and/or developer is reminded of the need for separate consent to carry out any works in the adopted highway. Further information is available at www.milton-keynes.gov.uk/highways.

Anyone intending to carry out work described in the Party Wall Act 1996 must give adjoining owners at least 2 months' notice in writing of their intentions. You can find out more at www.gov.uk/party-walls-building-works .

PM Auditing Solutions

07834 614537

New Bradwell Parish Council

Unit 10 New Bradwell Workspace

St James Street

New Bradwell

Milton Keynes, MK13 0BL

Audit Completed: 8TH May 2025

Invoice Date: 8th May 2025

Invoice Number: 1001

End of year internal audit 2024 – 2025	
Produce year-end report for Council	£200.00
TOTAL DUE	£200.00

Please make payment to:

Unity Trust Bank

Paula Milford

Sort Code: 60-84-07

Account Number: 16830246

Milton Keynes City Council

16 May 2025

To all Parish, Town and Community Councils
Sent via email

Dear Colleagues

Re: Changes to the City Council Constitution

It's a genuine pleasure to be contacting you with parishes back in my portfolio until Councillor McQuillan returns from maternity leave. I don't think the importance of what parishes bring to our city should be underestimated or taken for granted.

Firstly, thank you for your continued engagement with the council. Thank you to those of you who attended the briefing session on 13 May about the recent changes to the Milton Keynes City Council Constitution. Despite its urgency, your engagement and feedback during the session were really appreciated and your voices have had a direct impact. I firstly want to take this opportunity to reassure you again that these changes do **not** affect your ability to request that planning applications are decided at Planning Committee. I would also like to share with you the details of an amendment that was adopted by full council on Wednesday night.

In response to feedback during and following the briefing, the Labour Group moved an amendment which introduced a new formal role for Parish, Town, and Community Councils in the scrutiny process, to support a call-in and where they do so, to have dedicated speaking rights at any scrutiny sub-committee.

This provision will be reflected in revised documents that were before Council:

- Overview and Scrutiny Procedure Rules (Annex B)
- Call-in proforma (Annex E) (which will be amended to include this new right of support).

Although the power to initiate a call-in is changing, key routes for democratic engagement remain fully intact:

- Notification of key executive decisions through the Forward Plan (minimum 28 days' notice).
- Public rights to speak at executive, scrutiny, and subcommittee meetings (15 minutes' notice).
- The right to ask questions at Council and Cabinet (48 hours' notice).
- The ability to suggest items for scrutiny.

As set out by Councillor Townsend, we will work with officers to give improved notice of scrutiny work programmes and important executive decisions, so all parties have the opportunity to engage before decisions are taken. Clerks can register for updates via modern.gov, so they are notified when our agendas and decisions are published, and I know some of you have already been in contact with Democratic Services to set this up.

Cabinet office
Jennifer.wilson-marklew@milton-keynes.gov.uk
Civic, 1 Saxon Gate East, Milton Keynes MK9 3EJ
www.milton-keynes.gov.uk

These changes were made under time constraints, and driven by a corporate peer challenge, which recommended we consider how we can improve our scrutiny and call-in arrangements. Our priority was to ensure the constitutional framework was in place for the new Council year.

We fully recognise that this process may have felt rushed, and this has caused some frustration and concern, however, I would like to reassure you that Milton Keynes City Council is committed to working with all our Parish, Town, and Community Councils in the work we do together.

I look forward to working with you to build on the complimentary, but distinct, roles our organisations play serving our communities.

Kind regards

Councillor Jennifer Wilson-Marklew
Cabinet Member for Public Realm
Milton Keynes City Council

Milton Keynes City Council

Spring 2025 Update
Flood and Water Management Team.

Prepared by	Sabina Kupczyk
Date	16 May 2025
Purpose	Cllr News Quarterly update from Flood and Water Management Team

Introduction

Welcome to the Flood and Water Management Team Spring update. Managing flood risk and increasing community resilience in Milton Keynes is our priority. This Spring edition provides you with information on funding opportunities, latest on national flood mapping updates and some advice on how gardens can help in reducing flooding. On projects side we give you an update on Coffee Hall SuDS and the usual enforcement and investigation update.

Funding Opportunities: Community Infrastructure Fund (CIF) 2026-2027

The Community Infrastructure Fund (CIF) is a competitive grant program aimed at supporting regional economic development through the enhancement of public infrastructure. This fund can be used by communities to acquire flood response equipment as part of community betterment. For more detailed guidance and criteria on CIF 2026-2027 please see: Working with parish councils | Milton Keynes City Council.

Key Details:

- **Funding Range**: The funding range for the Community Infrastructure Fund (CIF) 2026-2027 is £20,000 per parish (£40,000 total project value).
- **Eligibility**: Open to town and parish councils, non-profits, and community organizations. Project should be for investment in public realm assets, adhere to MKCC design principles and must provide a permanent benefit to the parish/town.
- **Application Process**: Please see the following application form: Application Form CIF 26-27. Up to three applications can be submitted per parish.
- **Application Deadline**: Applications for CIF 2026-2027 must be submitted by **31 August 2025**.

Additional Funding Sources: Further resources on funding can be found online. Useful resources include:

- https://nationalfloodforum.org.uk/ - Provide general guidance on flood issues and community funding.
- https://www.tnlcommunityfund.org.uk/ - National Lottery – funding for community groups.
- https://www.avivacommunityfund.co.uk/ - Aviva – funding for climate resilience and community safety.

- https://communityactionmk.org/ - Milton Keynes CVS – local support on funding streams and bidding.

New National Flood Mapping Update

As of March 2025, the Environment Agency (EA) have published new national risk information for flooding and coastal erosion, including future scenarios accounting for climate change. This includes updated flood zones, as well as a new National Flood Risk Assessment (NaFRA) and National Coastal Erosion Risk Map (NCERM). You may have seen previous references to this update informally referring to it as 'NaFRA2'.

What does this mean for Council services?

For the first time, additional layers showing surface water, rivers and sea flood risk have been published alongside the flood zones. The Flood Map for Planning allows for better consideration of the location and design of development. The new data supports developers to meet the requirements of national planning policy and guidance. The Local Planning Authority can now use this mapping to identify development compatibility, and trigger when to consult or apply standing advice to applications. The information can also be used to inform strategic flood risk assessments carried out by the Council.

In some locations the supporting mapping layers currently show inconsistent results. Improvements and updates are planned later in 2025/26, which will help to resolve many of these issues.

What does this mean for residents and businesses?

Local people can check the flood risk in their neighbourhood using the Check Your Long-Term Flood Risk service. The new mapping is not suitable for specific property-level assessment but provides an estimate of flood risk for an area. The updated mapping shows a greater number of properties at risk from flooding than previously, though this is mainly due to improved data and modelling techniques rather than a real-world increase in flood risk**.**

Further Information:

- Government Report: National assessment of flood and coastal erosion risk in England 2024 - GOV.UK
- EA Summary: New national flood and coastal erosion risk information - GOV.UK

Reducing flooding – how your garden can help

Gardens can help manage the risk of flooding. Spring is upon us and there is lots that garden owners can consider that can provide smaller flood risk improvements. Simple Sustainable Drainage System solutions such as water butts or even planting trees and shrubs can help with the risk of surface water flooding. When considering that next garden project why not review avialable guidance from

the Flood Hub on 'How your garden can help manage flood risk' which can be found by visiting the folloiwng link: How Your Garden Can Help Manage Flood Risk | The Flood Hub.

Project update- Coffee Hall SuDS Pilot

We are pleased to update you that we have succesfully delivered two rainagrdens which were part of the Coffee Hall Sustainable Drainage System (SuDS) Pilot. In addtion to the recently installed raingardens we have previoulsy installed SuDS planters in the area in 2024. This project also included design and installation of tree pits on MKCC owned land managed by Highways, Landscaping and Housing teams and plantation of trees in previous years. The delivered components will intercept flow routes that currently flood properties, provide temporary attenuation for excess flows, and slow the rate of water entering the public sewer network.



Photo 1. One of the raingardens delivered in Coffee Hall

Enforcement and Investigation Cases update

Milton Keynes City Council as the Lead Local Flood Authority has powers under Section 21, 24 and 25 of the Act as amended by the Flood and Water Management Act 2010 to serve notice on individuals who have caused contraventions in relation to ordinary watercourse (which are watercourses that do not form part of a main river), surface runoff flooding and groundwater flooding outside of the Internal Drainage Boards (IDBs) area.

Officers in Flood and Water Management Team take a risk-based approach to managing flooding. This approach ensures that our response to any contravention of the legislation will be proportionate to the flood risk issues faced at the location. Table below shows some quick statistics on reporting cases:

Reporting period	**1st January 2024 – 1st April 2025**
Number of Reported Cases	117
Number of Cases Closed	97
Number of cases open (live)	20

No new section 25 notices under Land Drainage Act 1991 on the landowners which require works for maintaining the flow of watercourses have been issued since the Winter newsletter and we continue working proactively with landowners on cases where s25s have been issued.

The desired outcome of an enforcement action is always to ensure compliance through discussions and informal negotiations. The enforcement powers are permissive, meaning that it remains the decision of the authority as to whether it carries out enforcement action or not.

MKCC have discretionary powers to enforce remedial works on unapproved work within ordinary watercourses or those not undertaking their landowner (riparian) responsibilities. We are unable to pursue such powers where we are unable to identify the existence of a watercourse or lack satisfactory evidence that such works have been carried out.

Useful Weblinks

Report a blocked gully or damaged drain cover
Flooding - who to contact and when
Sandbag Policy
Riparian Responsibilities
Riparian Fact sheet
Prepare for flooding

The Flood and Water Management team

Sabina Kupczyk – Flood and Water Manager
Rachel Kilgallon – Principal Flood and Water Management Officer
Douglas Dube – Principal Flood and Water Management Officer
Adam Jones – Flood and Water Management Officer
Owen Grove – Flood and Water Management Officer
Rachel Larner – Flood Resilience and SuDS Officer
Maryam Daniyan – Flood Resilience and SuDS Officer

Need to contact us?

LLFA@milton-keynes.gov.uk
01908 691 691
Civic, 1 Saxon Gate East, Milton Keynes MK9 3EJ
www.milton-keynes.gov.uk

Toilets+ Ltd

01953 601345
accounts@toilets.co.uk
www.toilets.co.uk

Statement

TO
NEWB01 - NEW BRADWELL PARISH COUNCIL
NEW BRADWELL PARISH COUNCIL
UNIT 10 NEW BRADWELL WORK SPACE
ST JAMES STREET, NEW BRADWELL
MK13 0BJ MILTON KEYNES

STATEMENT NO. 54047
DATE 22/05/2025
TOTAL DUE £237.12
ENCLOSED

DATE	ACTIVITY	AMOUNT	OPEN AMOUNT
14/04/2025	Invoice No.448740: Due 12/05/2025.	118.56	118.56
12/05/2025	Invoice No.454061: Due 09/06/2025.	118.56	118.56

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
118.56	118.56	0.00	0.00	0.00	**£237.12**

Toilets+ Ltd

01953 601345
accounts@toilets.co.uk
www.toilets.co.uk

Statement

TO
NEWB01 - NEW BRADWELL PARISH COUNCIL
NEW BRADWELL PARISH COUNCIL
UNIT 10 NEW BRADWELL WORK SPACE
ST JAMES STREET, NEW BRADWELL
MK13 0BJ MILTON KEYNES

STATEMENT NO. 54437
DATE 31/05/2025
TOTAL DUE £237.12
ENCLOSED

DATE	ACTIVITY	AMOUNT	OPEN AMOUNT
14/04/2025	Invoice No.448740: Due 12/05/2025.	118.56	118.56
12/05/2025	Invoice No.454061: Due 09/06/2025.	118.56	118.56

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
118.56	118.56	0.00	0.00	0.00	**£237.12**

New Bradwell Workspace Limited

Unit Rental Cost Review

Unit Number	10

	Per Calendar Month	**Per Year**
Current	£ 169.00	£ 2,028.00

	Per Calendar Month	**Per Year**	**Increase PCM**
2025/26	£ 185.90	£ 2,230.80	£ 16.90

	Per Calendar Month	**Per Year**	**Increase PCM**
2026/27	£ 204.49	£ 2,453.88	£ 18.59

D & L Environmental

"Creating a cleaner environment "

Invoice: NBPC00323
Date: 1/06//2025
Email: dlenvironmental168@gmail.com
Tel: 07909520793

Week beginning	5th May	2025	5hrs	@ £17.50 = £87.50
Week beginning	12th May	2025	5hrs	@ £17.50 = £87.50
Week beginning	19th May	2025	5hrs	@ £17.50 = £87.50
Week beginning	26th May	2025	5hrs	@ £17.50 = £87.50

Total costs £350

Payment details
Natwest Bank
Account number: 85655996
Sort code: 60-04-09