TO ALL MEMBERS OF THE COUNCIL
You are hereby summonsed to attend the meeting of New Bradwell Parish Council on **Monday 20th May 2019 at 7.30 pm** for the purpose of transacting the business as set out below.

Janette Chapman, Parish Clerk for New Bradwell Parish Council Signature

AGENDA

43/20 Election of Chairperson
-

44/20 Election of Vice Chair
-

45/20 Annual Returns to be adopted
-Annual Governance Statement
-Financial Risks
-Standing Orders
-Risk Assessments

46/20 Public Participation
-None

47/20 Apologies
-None

48/20 Minutes of the Last Meeting
-Read and duly accepted as a true record of the meeting held on 29th April 2019

49/20- Disclosure of Interest
-Josh and Danny have shares in Metro Bank

50/20 Parish Office/Staff
-None

51/20- Finance
-To decide if we want to go ahead with the authorization on Bank Account.
-To discuss the Metro Bank Account and whether we should move our money elsewhere.
-To note Financial Summary
-To note Spend to date

Invoices to be agreed
-Bmalk - £428.38 – Annual subscription
-ICO - £40.00 – Data protection
-NB Community Centre - £20/00 – Boxing Club
-NB Community Centre - £64.00 – Over 50's

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- R Kemp - £100.00 – Allotments

Payments to be authorized
-£22.49 – Cartridges for HP Printer

52/20 Planning and Licensing applications
-None

53/20 Allotments
-To note letter from Wave re allotment meter.

54/20 Parks and Landscapes
-None

55/20 Highways/Parking Review
-To note email to Patrick Connoly regarding installation of bollards
-To note reply from MK Council regarding 20 mph zone
-To note Germaine's request for Parking restrictions on Newport Road by the crossing to the Rec.

56/20 Children and Young People
-None

57/20 Reports from Sub-Committees
-None

58/20 Ward Matters
- To decide our representative(s) on the Parishes Forum
-To note the VE Day 75 Celebrations
- To note Service Level agreement between NBPC and WGTC regarding Weed Tech machine.

59/20 Devolution
-To decide on a date to visit Stantonbury Parish Council.

60/20 Reports from meetings attended
-

Next meeting will be 3rd June 2019 in Parish Office at 7.30 pm

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Minutes of the Meeting held on Monday 20th May 2019 in Unit 10 New Bradwell Workspace (inc. Annual Parish Council Meeting)

Present: J. Ziegler; D. Ziegler; T. Strutton; G. Coddington; R. LaHaye; A. Francis; N. Coxon; B. Anandji; J. Chapman (Clerk); G. Newnham (Project manager).

43/20 Election of Chairperson
-Tina nominated Josh and Danny seconded. All PC in agreement Tina thanked Josh for his hard work throughout the year. Therefore Josh is elected Chair.

44/20 Election of Vice Chair
-Josh nominated Tina and Gill seconded. Therefore Tina is Vice Chair

45/20 Internal Audit
-The internal audit was noted and was signed by Josh.

46/20 – Annual Accounts
-The Annual Governance statement was duly accepted and signed.

47/20 Documents to be approved
- The Annual accounting statement was approved and signed.
- Financial Risk, Standing Orders and Risk Assessment were approved by council and signed by Josh.

48/20 Public Participation
-None

49/20 Apologies
-None

50/20 Minutes of the Last Meeting
-Duly accepted as a true record of the minutes of the meeting on 29th April 2019 and signed.

51/20- Disclosure of Interest
-Josh and Danny have shares in Metro Bank

52/20 Parish Office/Staff

-Lone office working was discussed. To minimise risk Josh. Tina. Janette and Germaine will meet to see if we can come up with anything.
-Germaine is signing up for Cilca training.
-Alan said that we should look to see about filling the vacancy for Parish Councillor. It will be included in the next newsletter.
-Deadline for newsletter is 14th June to be agreed at the meeting of 19th June.

53/20- Finance

-Bank Statement as at 30th April 2019 - £80,738.85
-The two-step authorization was discussed. It was decided to have Germaine, Josh and Tina as second authorisers. Janette to fill in forms.
-We are protected up to £85,000, so it was decided to leave the money in Metro Bank and to make sure we keep it under that amount.
-Financial Summary and spend to date were approved

Invoices to be agreed

-BMALK - £438.38 - Subs
-ICO - £40.00 – GDPR
-NBCC - £20.00 – Boxing
-NBCC – £64.00 - Over 50's
-R. Kemp - £100.00 – Allotments

Payment authorisation

-Cartridge people - £22.49 – Printer

54/20 Planning and Licensing applications

-The email from Wendy Choi regarding the planning application for 97 Newport Road was noted. We are still in contact with Highways because of the parking issues. We are waiting for their response. Germaine has emailed Highways regarding the installation of bollards at this junction. We are awaiting their response.

55/20 Allotments

-The letter from Wave was noted as was the £20 credit to our account. It was also stated that a new meter was installed. This has to be checked.

56/20 Parks and Landscapes

-Alan said a fallen tree was blocking the path at the back of the pond in the park. Germaine has reported this but it is classed as non-urgent.

57/20 Highways/Parking Review

-The request to MK Council regarding the 20 mph zone has been acknowledged.

58/20 Children and Young People

-It was decided to make it clear to MKDons that we need to know how many children are using their play facility. We need the information to make sure that we are spending our budget wisely.

59/20 Reports from Sub-Committees

-Janette to arrange the meeting with Stantonbury regarding the sharing of services. Alan, Tina and Nicola to attend.

-Events committee met. Bradfest is well on the way to being organized. A price for the Coach trip was agreed. The organization of the film has started and we will finalise things nearer the time.

60/20 Ward Matters

-The quote for hanging baskets was discussed. The quote was for £847.00 + Vat. It was decided to go ahead with this.

-Our Parish Forum representatives are Alan and Josh.

-The VE celebrations in 2020 were noted and that we would discuss this nearer the time. Send email to school and British Legion asking if they are doing anything to commemorate this and to perhaps to join up. Also ask Living Archives if they are doing anything in New Bradwell in 2020.

- The service level agreement with WGTC was noted and signed.

-Alan said that he had heard that the Laurels were going to be turned into three houses. There has been some work started on clearing the gardens this week.

61/20 Devolution

-None

62/20 Reports from meetings attended

-None

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