FULL PLANNING PERMISSION REFUSED

Olesea Morozan
Maplin Engineering
Us&Co Stratford
11 Burford Road
London
E15 2ST

Applicant: Mr Daniel Cirnu

Application ref: 24/01666/FUL

Proposal: Change of Use of a single garage from a dwelling (Use Class C3) to facilitate a car detailing business (Use Class E) including a single storey side extension and internal alterations **at** 6 Rowlandson Way, New Bradwell, Milton Keynes, MK13 0FA

Valid on: 12 August 2024

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 **refuses permission** for the following reason(s):

Refusal(s) (1)

1 Due to the level of noise that would be generated by the use as a car detailing business, and the lack of details relating to proposed soundproofing and ventilation measures (to demonstrate that the use can operate with all doors closed), the proposal would result in an intensified use of the dwelling as a home-based business within a quiet residential area. The proposal would therefore cause unmitigated harm to the amenity of adjoining or other neighbouring residents, and therefore conflicts with Policies D5, NE6 and ER4 of Plan:MK (2019).

Your attention is drawn to the following (1)

Date of decision: 22 April 2025

Jon Palmer, Head of Planning

1 For the avoidance of doubt, the documents subject to this refusal are plans/drawings ref. Location Plan, MS15902 Proposed Plan and Elevations.

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.

Right of appeal

If you are aggrieved by the decision of the local planning authority to refuse permission for your proposal, then you can appeal to the Secretary of State. There are timescales associated with an appeal. In certain circumstances this can be as little as 28 days. Please contact the Planning Inspectorate for details of how to appeal.

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.

If you intend to submit an appeal that you would like examined by inquiry, then you must notify the local planning authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) no less than 10 working days before submitting the appeal. Further details can be found online at www.gov.uk/planning-inspectorate.

Purchase notices

If permission is refused, 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.

HOUSEHOLDER PLANNING PERMISSION APPROVED

MTB Architecture - Mark Bly
20 MILTON KEYNES BUSINESS CENTRE, LINFORD
WOOD, MILTON KEYNES, MK14 6GD

Applicant: Owner / Occupier

Application ref: PLN/2024/2400

Proposal: The erection of detached double garage **at** 13 Bradwell Road, New Bradwell, Milton Keynes, MK13 0EN

Valid on: 6 November 2024

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 (7)

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

Received on 06/11/2024:

001 - Site Location Plan

010 - Block Plan

201 - Proposed Elevations

Date of decision: 29 April 2025

Jon Palmer, Head of Planning

202 - Canalside Elevation Proposed

200 - Lower & Ground Floor Plan Proposed

V1 - Tree Constraints Plan

001285-1-NE.101 V1 - Biodiversity Enhancement Plan

V1 - Arboricultural Impact Assessment

V1 - Ecological Impact Appraisal

V1 - Tree Survey

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.

2 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).

3 Other than where specified on the approved plans/drawings, all external materials used in the development shall match those used in the existing building in colour, coursing and texture unless, prior to their incorporation into the development hereby approved, alternative details are first submitted to and approved in writing by the Local Planning Authority pursuant to an application made in that regard, whereafter the approved alternative details shall be incorporated into the development.

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

4 Within 1 month of the date of this permission, a detailed Arboricultural Method Statement in accordance with BS 5837:2012 and including a review of the recent damage to the trees, their stability, a health and safety assessment of them and proposals for any necessary mitigating works shall be submitted for approval and approved in writing by the Local Planning Authority.

If tree removal is necessary full details of new tree planting in accordance with BS 8545: 2014 to be submitted for approval as part of a general landscaping scheme where appropriate, and which should include full details of tree sizes, species, and planting locations. The tree planting plan shall include the locations of all infrastructure elements and the routes of drains and other services each in its own colour for legibility to demonstrate the avoidance of conflict between new trees and infrastructure.

Reason: To ensure the longevity and stability of existing mature trees on site which contribute to the character of the local area.

5 Prior to the substantial completion of the development hereby approved, a Construction Environmental Management Plan shall be submitted to and approved in writing by the Local Planning Authority with any mitigation measures carried out in full hereafter.

The CEMP shall include details such as how the canal has been protected from air and water-borne pollution during the course of the building works, the impact of foundations and building works on the canal walls including their structural stability. Where the water environment has been affected by air or water-borne pollutants, or the report details instability of the canal walls, mitigation measures identified by the CEMP shall be carried out in full.

Reason: To ensure the canal environment is not irreversibly damaged or impacted by the works.

6 Prior to any external lighting being installed on the development hereby approved, details of the lighting to include plans showing their location and colour temperature shall be submitted to and approved in writing by the Local Planning Authority. The lighting shall be installed as per the approved plans.

Reason: In order to safeguard the water environment, protected and/or priority species from undue disturbance and impacts.

7 Notwithstanding the biodiversity enhancement measures proposed within the Biodiversity Enhancement Plan (dated: 30th July 2024), a biodiversity enhancement scheme shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall include any enhancements that are to be permanently integrated within the development hereby approved, in accordance with the Biodiversity SPD and any biodiversity enhancement opportunities as set out in the Ecological Impact Appraisal (dated: July 2024).

Reason: In order to safeguard and enhance habitat on or adjacent to the site in order to secure an overall biodiversity net gain.

Your attention is drawn to the following (1)

1 The applicant should comply with the Canal & River Trust's 'Code of Practice for Works affecting the Canal & River Trust', details of which can be found at https://canalrivertrust.org.uk/business-and-trade/undertaking-works-on-our-property-and-our-code-of-practice

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 .

Broderick Tree Care
9 Rhuddlan close
Shenley church end
Milton Keynes
Buckinghamshire
MK5 6EL

Telephone 01908 503386

Email broderick449@btinternet.com

QUOTE

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

Quote # 0000072

Quote Date 07/05/2025

Item	Description	Unit Price	Quantity	Amount
Service	To fell and remove 2 x Aspen poplars in front car park that are damaging the wall and slowly lifting the root plate under the car park surface because of the trees leaning towards the houses opposite. All chip and logs to be removed off site Stumps to be Treated with herbicide to prevent regrowth.	3000.00	1.00	3,000.00

NOTES: Thanks for your enquiry. if you would like to go ahead or have any further questions please let us know as soon as possible
Many thanks
Gary Broderick

Subtotal	3,000.00
Total	3,000.00
Amount Paid	0.00
Quote	£3,000.00

Quotation

Quote No:	1894
Date:	30/04/2025
For:	New Bradwell Community Centre, clerk@newbradwell-pc.gov.uk Church Street New Bradwell MK13 0BJ

29 Holland Way
Newport Pagnel
MK16 0LL
01908 612322
info@claytonbrothers.co.uk
www.claytonbrothers.co.uk
VAT Reg N°: 377517365

Description	Amount
Due to one tree being a bit closer than the other then it could be possible to buy a few years before this tree is completely removed and just pollarded this time. Tree A is the worst causing obvious damage to the wall tree B not so much yet. Section dismantle tree A to ground level and treat stump with herbicide plugs to inhibit growth. Pollard tree B back to previous. All waste processed and removed from the property leaving the work areas safe and tidy	£1,800.00

Subtotal	£1,800.00
VAT 20%	£360.00
Total	£2,160.00
Total	**£2,160.00**

Notes

All work will be carried out by our NPTC City and Guilds qualified professional tree surgeons to the British Standard BS 3998 2010. Estimate will stand for four weeks unless discussed otherwise.

Photo 1



Photo 2



Quote No:	1893
Date:	30/04/2025
For:	New Bradwell Community Centre, clerk@newbradwell-pc.gov.uk Church Street New Bradwell MK13 0BJ

Quotation

29 Holland Way
Newport Pagnel
MK16 0LL
01908 612322
info@claytonbrothers.co.uk
www.claytonbrothers.co.uk
VAT Reg N°: 377517365

Description	Amount
Due to the close proximity of both trees to the wall and car park surfaces we strongly recommend both trees are removed to prevent them damaging the foundations. Section dismantle two large poplar trees and treat stumps with herbicide eco plugs to inhibit new growth. All waste processed and removed from the property leaving all work areas tidy	£2,200.00

Subtotal	£2,200.00
VAT 20%	£440.00
Total	£2,640.00
Total	**£2,640.00**

Notes

All work will be carried out by our NPTC City and Guilds qualified professional tree surgeons to the British Standard BS 3998 2010. Estimate will stand for four weeks unless discussed otherwise.

New Bradwell Parish Council

NEW BRADWELL PARISH COUNCIL – COMPLAINTS PROCEDURE

1. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred to the Council, or relevant Committee, as appropriate, for consideration.

2. This procedure does not cover complaints about the conduct of a Member of the Parish Council.

3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.

4. The complainant will be asked to put the complaint in writing to the Clerk to the Council at Unit 10 New Bradwell Workspace, New Bradwell, Milton Keynes, MK13 0BJ. The complaint will be dealt with within 21 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.

5. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example,) he or she should be advised to write to the Chair.

6. (a) On receipt of a written complaint, the Clerk to the Council (except where the complainant is about his or her own actions) or Chair of Council (if the complaint relates to the Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.

   (b) Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chair of Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.

7. The Clerk to the Council (or Chair) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.

8. The Clerk to the Council (or Chair) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered, and the complainant will be offered an opportunity to explain the complaint to the Council orally.

9.

10. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.

The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.

11. The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.

12. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.

13. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.

Document Control

Organisation	New Bradwell Parish Council
Title	Complaints Procedure
Creator	SLCC/G.Newnham Clerk
Distribution	Public
Filename	Complaints Procedure
Owner	New Bradwell Parish Council
Subject	Complaints Procedure
Date Adopted	15.05.2023
Minute reference	18/23
Review date	Annually

New Bradwell Parish Council

Document review.

Review Date	Minute reference	Chairperson signature
12.05.2025		

D & L Environmental

"Creating a cleaner environment "

Invoice: NBPC00319 Email: dlenvironmental168@gmail.com
Date: 6/05//2025 Tel: 07909520793

Week beginning	31st March	2025	5hrs	@ £17.50 = £87.50
Week beginning	7th April	2025	5hrs	@ £17.50 = £87.50
Week beginning	14th April	2025	0hrs	@ £17.50 = £00.00
Week beginning	21st April	2025	4hrs	@ £17.50 = £70
Week beginning	28th April	2025	5hrs	@ £17.50 = £87.50

Total costs £332.50

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

New Bradwell Parish Council

Retention and Disposal Policy

The table below gives guidance on the retention of documents. Sections 1 & 2 are based on recommendations from the National Audit Office. Section 3 is specific to New Bradwell Parish Council.

To support our records management requirements and Freedom of Information we have expanded our records retention and disposal schedule. The schedule applies to both paper and electronic documents. Any documents with sensitive or personal information will be disposed of securely. If you have any queries, please contact the Parish Clerk on 01908-313602

Document	Minimum retention period	Reason for retention
Section 1 – Recommendations from the National Audit Office		
Audit Records	6 years	Audit
Bank paying-in books	6 years	Audit
Bank statements, including deposit/savings accounts	6 years	Audit
Cheque book stubs	6 years	Audit
Contractual records;		Limitation Act 1980/NAO
Draft specification	Destroy when specification agreed	NAO
Agreed specification	6 years from end of contract	NAO
Evaluation criteria	6 years from end of contract	NAO
Invitation to tender	6 years from end of contract	NAO
Unsuccessful tender documents	1 year after date of meeting decision made at	NAO
Successful tender document	6 years from award of contract	NAO
Signed contract	6 years from end of contract	NAO
Contract operation and monitoring	2 years from end of contract	NAO
Reports from contractors	2 years from end of contract	NAO
Schedules of works	2 years from end of contract	NAO
Bills of quantity	16 years	NAO
Records of complaints	6 years from end of contract	NAO
Payment e.g. dispute over payments and final accounts	6 years from end of contract	NAO
Changes to requirements	6 years from end of contract	NAO
Declaration of Acceptance of Office	Indefinite, *archive locally held records after 5 years	Archive
Employers Liability Insurance Certificate	Forty Years	Legal requirement
Freedom of Information &		

GDPR		
Document's on Parish Council's FOI/GDPR policy	Indefinite	Audit/Management
FOI/GDPR Requests: Individual transaction records and consideration of possible exemptions, not subject to an appeal. Information retained should include; record of correspondence; who handled the request; how the request was researched; how the request was resolved; was the information released or withheld	6 years	NAO (ICO no prescribed length of time)
Documents on the Council's FOI and GDPR policies	Indefinite	Management
Procedures for handling FOI Requests	Destroy when superseded	NAO
Records of complaints and appeals:	6 years	NAO (ICO no prescribed length of time)
Insurance policies	Indefinite	Management
Investments	Indefinite	Audit/management
Minute books	Indefinite, archive locally held records after 5 years	Archive/public inspection,
Paid invoices	6 years	VAT
Parish Historic Documents	Indefinite, Archive locally held records after 5 years	Management
Petty cash/postage books	6 years	Tax, VAT, Limitation Act
Project Records:		
Project Proposals	- Approved - Rejected	10 years after completion of project 5 years after completion of project
Project Initiation Documents including business cases	10 years after completion of project then check with Archives if they would like to retain, if not dispose	NAO
Feasibility studies		NAO
Reports	10 years after issue	NAO
Draft reports and working papers	2 years after date of last paper	NAO
correspondence	5 years after date of last meeting. Note: Records relating to major projects may be kept for 25 years	NAO
Maps, Plans & Drawings	10 years after completion of project	NAO
Receipt books of all kinds	6 years	VAT
Receipt/payment accounts	6 Years	Archive
Register/file of members' allowances	6 years	Income Tax, Limitation Act
Scales of fees/charges	5 years	Management
Staff employment records	Until age 100	NAO
Timesheets	Last completed audit year	Audit

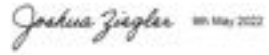
Title deeds, leases, agreements,	Indefinite electronic & paper copy	Audit/management
VAT records	6 years	VAT
Salary records	6 years – *Employee pay histories NB the last 3 years records must be kept for leavers, in either the personnel or finance records system for the calculation of pension entitlement*	Superannuation
Section 2 - Recommendations specific to New Bradwell Parish Council		
Correspondence received by the Parish Council	Twelve Months	Reference
Allotments: Personal Information pertaining to allotment holders	Retain whilst still a tenant, then dispose	Management (GDPR)
Invoices relating to assets	For the life of the asset	Reference
New Bradwell Parish Council Newsletter	Indefinite and copy to be held at Archives	Reference
Other newsletters	Twelve months	Reference
Planning Applications	Twelve months	Reference

Note: References above to the Limitation Act are to the Limitation Act 1980 (as amended). The 1980 Act sets down time limits within which court action for breach of contract, to recover damages for tortious actions and to recover land (these are the main types of action covered by the Act which are likely to be of relevance to local councils) must be started. If not started within the relevant time limit (or during any extension the court might in its discretion grant), legal action is barred.

Document Control

Organisation	New Bradwell Parish Council
Title	DOCUMENT RETENTION AND DISPOSAL POLICY
Creator	G.Newnham Clerk
Distribution	Public
Filename	Document Retention and Disposal Policy
Owner	New Bradwell Parish Council
Subject	DOCUMENT RETENTION AND DISPOSAL POLICY

Document review.

Review Date	Minute reference	Chairperson signature
09.05.22	33/23	
08.05.24	19/24	
12.05.25		

Freedom of Information Act Policy
POLICY

NEW BRADWELL PARISH COUNCIL will make available upon request any published information it holds, or the applicant will be told how to access the information where the information is already reasonably accessible.

PROCEDURES

All requests for information under the Freedom of Information Act 2000 ["the Act"] will be dealt with the Clerk. The Clerk will first determine if a request for information might be subject to an absolute or qualified exemption.
Provided the information is not subject to an exemption, the applicant will be told how to access the information, where the information is already reasonably accessible, or it will be provided to the applicant by the Clerk within 20 working days of the request being received. Charges for copying are as per the schedule.

If the Clerk believes that a request is subject to an exemption, the request will be referred for consideration to next meeting of NEW BRADWELL PARISH COUNCIL, who will decide whether the exemption should apply or, in the case of a qualified exemption, the information should
be disclosed. The applicant will be informed that a referral to NEW BRADWELL PARISH COUNCIL has been made.

DEFINITIONS

1. Absolute exemptions
• Information will not be disclosed by NEW BRADWELL PARISH COUNCIL and the following absolute
exemptions under "the Act" will be made by NEW BRADWELL PARISH COUNCIL if the information
requested: -
• Forms part of a court record.
• Has been provided in confidence.
• Such disclosure would be prohibited by law.
• It is incompatible with any European Community obligation.
• If the request is for personal information held by NEW BRADWELL PARISH COUNCIL about the applicant
or a third-party. In this case the request will be processed as a request made
under the Data Protection Act 1998.
• Relates to the personal lives of Councillors.
• Relates to the personal lives of employees of NEW BRADWELL PARISH COUNCIL including home
addresses, disciplinary matters and actual salary.
2. Qualified exemptions
• If the information requested is subject to one of the qualified exemptions

under the “the Act”,
• NEW BRADWELL PARISH COUNCIL will determine if it would best serve the public interest to disclose or
withhold the information. Qualified exemptions would include: -
• Health and Safety issues which might directly affect an individual’s safety, physical or mental health.
• Legal professional privilege.
• Information prejudicial to a trade secret or the commercial interest of any party.
• Any other qualified exemption within the “the Act”.

CONSULTATION WITH THIRD PARTIES

1. Where information has been supplied to NEW BRADWELL PARISH COUNCIL by Contractors or third parties [the parties] NEW BRADWELL PARISH COUNCIL will consult with the parties who will be asked for their views on disclosure where: -
a) There may be doubt about a likely breach of confidence, which may be subject to litigation by the parties.
b) Where a potential breach of confidentiality may occur between NEW BRADWELL PARISH COUNCIL and the parties if the information were to be released.
c) Where the information may be prejudicial to a trade secret or the commercial interest of the parties.

COMPLAINTS PROCEDURE

If an applicant is dissatisfied with manner in which a decision has been handled or made by the Clerk to a request for information under “the Act”, a complaint can be made to NEW BRADWELL PARISH COUNCIL who will respond within 28 working days of the complaint being received.

Organisation	New Bradwell Parish Council
Title	Freedom of Information Act
Creator	NALC/G.Newnham Clerk
Distribution	Public
Filename	Freedom of Information Act
Owner	New Bradwell Parish Council
Subject	FOI
Date Adopted	15.05.2023
Minute reference	17/23

New Bradwell Parish Council

Review	Annually

Document review.

Review Date	Minute reference	Chairperson signature
08.05.24	19/24	
12.05.25		

INVOICE

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

Invoice Date
1 May 2025

Invoice Number
INV-22136

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 May 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

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

Grass Cutting Invoice

08/05/2025.

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 12/04/2025

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

08/05/2025.

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 25/04/2025

Bank details

Sort code: 20-57-40

Account number: 13682943

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

20% Off Art & Craft with code ART20 - Terms & Conditions apply

Thank you for your purchase!

Order Complete #001054687

We will email you an order confirmation with details and tracking info

Order Summary

Basket Subtotal	£3.90
Shipping - Carriage Charge For Orders Under £20.00	£2.92
Vat	£1.36
Discount	£0.00
Order Total	**£8.18**

Delivery Method

Shipping - Carriage Charge For Orders Under £20.00

Delivery Address

Germaine Newnham, 52 Stratford road, Wolverton, Milton Keynes, Buckinghamshire, Milton Keynes, MK12 5LS, 01908313602

Payment Method

Credit / Debit card

Billing Address

Germaine Newnham, unit 10, St James St, New Bradwell Workspace Ltd, New Bradwell, Milton Keynes, MK13 0BJ, 01908313602

1 Item in order +

20% off Own Brand with code: KCSBRAND



KCS Glue Stick 40g Tray of 100

As low as
£39.99

Add to Basket



A4 KCS Laminating Pouches Glossy 75 Micron Pack of 100

As low as
£9.49

Add to Basket

About us +

Customer Support +

Shopping with us +

More from us +

KCS Education is a trading style of CSG Global Education Ltd. Company Registration No: 01702231 (England and Wales). VAT No: GB 408 8459 25.
Registered Address: 1 Abbey Wood Road, Kings Hill, West Malling, ME19 4YT

© 2025

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: 24/4/25

Item #	Description	Hour	Rate	Amount
	Cleaning services	12	£ 20	£240.0
			TOTAL	£ 240.0

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	G090481714
Document Date	07/05/2025

Total Amount GBP 26.04
Due on 07/05/2025

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

Invoice for activity on 06/05/2025

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/G090481714

Billing Summary

Charges	21.70
Subtotal	21.70
Tax	4.34
Total (including Tax)	GBP 26.04

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-TI2501704047
Tax Invoice Date	07/05/2025

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 06/05/2025

Section Summary

Section Name	Charges (GBP)	Total (GBP)
New Bradwell Parish Council	21.70	**21.70**
Total (excluding Tax)		**21.70**
Tax Amount		**4.34**
Total (including Tax)		**26.04**

Billing Details By Product

New Bradwell Parish Council

Exchange Online (Plan 1) - One-Year commitment for monthly/yearly billing

Purchases Charge Start Date - Charge End Date	Unit Price (GBP)	Qty	Charges/ Credits (GBP)	Tax Rate	Total (excluding Tax) (GBP)	Tax Line Indicator
06/05/2025-05/06/2025	3.10	7	21.70	20.00%	**21.70**	A

Tax Description	Sub-Total Amount (GBP)	Tax Amount (GBP)	Total (including Tax) (GBP)	Tax Line Indicator
Tax 20.00%	**21.70**	**4.34**	**26.04**	**A**

Subtotal	21.70
Azure Credit	0

Tax	4.34
Total	GBP 26.04

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.

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-TI2501497017
Tax Invoice Date	21/04/2025

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 20/04/2025

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
20/04/2025-19/05/2025	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

Milton Keynes Arts Centre on the Road

1 April 2025 – 31 March 2026

About Milton Keynes Arts Centre





Established in 1974 by the Milton Keynes Corporation, for 50 years MKAC has provided opportunities for diverse communities to come together, to learn life-enhancing skills through working with professional artists and to feel part of a creative and inclusive community.

In 2023-24, our services included 30 artist-led wellbeing sessions for adults and young people aged 12 – 17 experiencing mental health challenges. We worked with 126 children under 5 and their families in encouraging both free and environmentally-friendly ways to play outdoors and to enjoy nature from an early age. 45 children helped us to research and develop teaching resources designed to increase understanding of South Asian heritage through art. We celebrated the culture of Afghanistan – and the importance of women to that culture - with an event that enabled 961 people from across Milton Keynes to enjoy traditional Afghan music and food, to take part in calligraphy, miniature painting and kite making workshops. We also worked with 872 school and college students over 28 artist-led workshops; we promoted ideas for a low-cost sustainable Christmas through exhibitions and workshops attended by 380 people; and we supported the professional development of 32 artists working in creative health.

"I can honestly say at the beginning I had no idea I'd like it so much… [It is] a very cathartic practice. I am being made to slow down. Moving forward, creating is something I need to do every day."

(Participant on adult wellbeing programme)

Our Offer

From April 2025, Milton Keynes Arts Centre's programme goes on the road and we are inviting four parishes in Milton Keynes to host a series of three 90-minute artist-led creative activities (each a different discipline) for up to 20 people per session aged 16 or over, which are designed to:

- Support skills development and life-long learning.
- Reduce stress, build self-confidence and improve mental health.
- Encourage people to come together for a fun and engaging activity in a safe and supportive environment.

Milton Keynes Arts Centre will:

- Liaise with the host venue/parish council in the planning of the sessions – including the selection of artists and activities.
- Appoint freelance artists to plan and lead the creative activities, providing oversight of their work, ensuring they are DBS checked and hold appropriate Public Liability Insurances. The Arts Centre will also negotiate contractual terms and make payment directly to the artists.
- Provide an Artist Assistant to support each of the sessions, to ensure the sessions' smooth running as well as the enjoyment and welfare of all concerned.
- Provide and deliver all equipment and materials for use in the sessions to the host venue, to clear after the session and ensure the host venue is left as found.
- Undertake risk assessments for each activity, identifying potential hazards and manage risks with the full agreement of the host venue.
- Support the marketing and promotion of the sessions by providing to the host venue/parish council, promotional images, logos and copy cleared for use; and sharing details on the Arts Centre's own website and social media channels.

The host venues / parish councils will be required to:

- Provide a room, free of charge, that will comfortably accommodate 22 people seated, with tables and chairs that are wipe-clean and with easy access to a sink. The room should be made available to the Arts Centre no less than 1 hour before the sessions' start time and no less than 30 mins after the sessions' end, to allow time for preparation and clearing. Near-by parking will also be required for loading and unloading.
- Promote the activities to local residents and work with the Arts Centre in ensuring maximum awareness and take-up of the offer. Milton Keynes Arts Centre and its funders should be acknowledged on all promotion.
- Advise the Arts Centre of any known access issues of bookers, including special educational needs and disabilities to enable appropriate planning and adaptations as required.

The Costs

For three distinct artist-led sessions, Milton Keynes Arts Centre will charge £500. This charge covers fees for two artists per session (planning and delivery), materials and equipment.

Please note, these sessions are **not-for-profit**. Milton Keynes Arts Centre's staffing costs and overheads associating the sessions' coordination and oversight are provided **FREE**. **All** expenditure will be used to benefit local residents and the Arts Centre can evidence expenditure as required.

The parish council / host venue may, at its own discretion, choose to charge for participation in the sessions; any charges made **must not** exceed the actual cost of the activity.

If a parish council grant is required to cover costs, Milton Keynes Arts Centre will support any application as appropriate.

For further information, please contact Fiona Venables at fiona@miltonkeynesartscentre.org or call 01908 608108.

QUOTE

New Bradwell Parish Council
Unit 10, New Bradwell Workspace, St James St, New Bradwell, Milton Keynes MK13 0BL
01908 313602

Date
30 Apr 2025

Quote Number
QU-4381

VAT Number
386369348

Daniel Monet
Monet Tree Care Ltd
Flat 6
382 Fen Street
Brooklands,
MILTON KEYNES
Buckinghamshire
MK10 7JR
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Site Address				
New Bradwell Community Centre, Church St MK13 0BJ				
What3words ///alternate.trickster.clef	1.00	2,800.00	20%	2,800.00
2x Poplar: fell to near ground level and poison stumps				
			Subtotal	2,800.00
			TOTAL VAT 20%	560.00
			TOTAL GBP	**3,360.00**

Terms

All waste will be removed and site left tidy

Monet Tree Care Ltd cannot be held responsible for any damage caused to underground services.
The client accepts responsibility for ascertaining any necessary drawings/information regarding such potential services.

Payments to be made on the day of completion.

Risk Assessment:

Nearest Hospital: Milton Keynes University Hospital

Financial Summary

New Bradwell Parish Council
For the period 14 April 2025 to 12 May 2025

	14 APR-12 MAY 2025	16 MAR-13 APR 2025
Turnover		
Community Centre Sales	1,717.00	3,460.00
Total Turnover	**1,717.00**	**3,460.00**
Cost of Sales		
Community Budget	350.00	-
DHA	(110.00)	-
Newsletter	(20.00)	-
Office	203.40	169.40
Wages	47.25	4,270.11
Total Cost of Sales	**470.65**	**4,439.51**
Gross Profit	**1,246.35**	**(979.51)**
Administrative Costs		
Bank Fees	30.41	44.64
Insurance	1,266.56	-
Light, Power, Heating	45.99	75.86
Salaries	4,134.29	-
Subscriptions	515.46	-
Telephone & Internet	57.49	54.77
Bio-diversity projects	3,194.00	-
Community Centre Expenses	1,981.94	1,358.23
Total Administrative Costs	**11,226.14**	**1,533.50**
Operating Profit	**(9,979.79)**	**(2,513.01)**
Other Income		
Precept	42,165.67	-
Total Other Income	**42,165.67**	**-**
Profit on Ordinary Activities Before Taxation	**32,185.88**	**(2,513.01)**
Profit after Taxation	**32,185.88**	**(2,513.01)**

CONSENT FOR WORKS APPROVED

Applicant: Patrick Muriuki

Application ref: PLN/2025/0256

Proposal: The removal to ground level of Sycamore tree (T1) and co-dominant Sycamore (T2) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/95 **at** 22 CHIPPERFIELD CLOSE, NEW BRADWELL, MILTON KEYNES, MK13 0EP

Valid on: 11 March 2025

Decision: In accordance with your application for the above works, 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 consent subject to conditions** listed below.

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

Conditions (4)

1 The work hereby approved shall be carried out within two years of the date of this consent.

Reason: To conform with Regulation 17 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012, in order to enable the Local Planning Authority to consider any proposals beyond this period in the interests of safeguarding the amenity value of the tree(s).

2 The development hereby permitted shall be carried out in accordance with the Location Plan received 10/02/2025 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.

Date of decision: 2 May 2025

Jon Palmer, Head of Planning

3 The works shall be carried out in accordance with British Standard 3998:2010 - Tree Work (or equivalent document which may update or supersede that Standard).

Reason: To ensure that the works are carried out safely and in the best interests of the health of any other protected trees in proximity.

4 Replacement trees shall be planted in the first available planting season after the works have been carried out. Full details of replacement tree planting in accordance with BS 8545: 2014 shall be submitted to and approved by the Local Planning Authority prior to their planting, and should include full details of tree sizes, species, planting locations, pre-planting ground preparations, planting method and long term maintenance. Particular attention should be paid to ensuring the trees are planted in a sufficient quantity of high quality growing medium, to ensure their quick establishment and the early provision of maximum benefit to the locality. Any trees failing to thrive within five years of planting to be replaced in accordance with the approved planting specification.

Reason: To safeguard the long term biodiversity and visual amenities of the area.

Your attention is drawn to the following (1)

5 The operative/s carrying out the works should be competent, qualified and experienced tree surgeons. Due account should be taken of the law in respect of the Wildlife and Countryside Act (1981) (as amended) and the Conservation of Habitats and Species Regulations (2017) (as amended) particularly in relation to nesting birds and bats.

Standing informatives

Unless expressly applied for and stated in the description above, this decision conveys no approval of an associated planning consent (such as planning permission or listed building 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 consent for your proposal subject to conditions, then you can appeal to the Secretary of State within 28 days of the date of this notice.

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 consent for the proposal without the conditions they imposed, having regard to statutory requirements.

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.

SCOTTISHPOWER

R

v6.6_04112025

24 hour emergency

Electricity Call free: 105 (24hrs)

scottishpower.co.uk
0345 058 0002
9am - 5pm weekdays

New Bradwell Parish Council
Old School
Unit 10 St James Street
New Bradwell Workspace
MILTON KEYNES
MK13 0BL

Find us on

Account number
1614 0010 409

Date **20 May 2025**
Page 1 of 3
Invoice number: **601005381959**
VAT number: **GB 659 3720 08**

Supply Address: NEW BRADWE, CHURCH STREET, MILTON KEYNES, MK13 0DA

Your electricity invoice, actual use

Invoice period **17 April 2025-19 May 2025. VAT on this invoice £14.58**
You are on our **RENEWABLE FOR BUSINESS VJ1 NOV 2026** product

Business account

- We'll collect your balance of £306.08, on 3rd Jun 2025. If you pay earlier, we'll only collect what's outstanding.
- This is a Climate Change Levy accounting document.
- Thank you for your custom.

Your account

Last invoice	£857.26 (in debit)
Payments For full details of payments see over ->	-£857.26
Opening balance	£0.00
Charges this period	
Energy charges	**£291.50**
Government support	**Not applicable**
Total climate change levy	**£0.00**
Sub total (before VAT)	**£291.50**
VAT at 5.00% On £291.50	**£14.58**
Invoice total	**£306.08**
Current balance	**£306.08**

- Why not use our online service? You can get a new or copy bill, update your meter readings or manage and view your payments. Just register at scottishpower.co.uk/smallbusiness.
- Our interactive phone service has the answers to the questions our business customers most often ask, such as CCL payments or VAT calculations. Just call us on 0345 058 0002.
- We can help you to keep your energy costs down. Simply go to **scottishpower.co.uk/small-business/saving-energy** for Energy Efficiency tips.

Important Contract Information

Fixed term period end date: 30th November 2026*

For Business tariffs include both fixed and variable cost elements within the standing charge and unit rates. You should keep in mind that the variable costs can rise or fall quarterly. If these variable costs change, your prices will be updated accordingly each quarter on the 1st January, 1st April, 1st July and 1st October. For information on the variable costs included in your prices, as well as details on the latest changes, please visit **scottishpower.co.uk/forbusiness**

*At ScottishPower we do not require customers to give us written notice of termination. For customers on a fixed term tariff, your contract will end on the day after your current contract end date unless you choose another contract with ScottishPower. If you do not choose another contract with ScottishPower or move supplier, we will move you to a default tariff.

S	04	828	N13
	11	0001 5039	498

Energy charges this period

Electricity		
Day Charge	**Meter number 22M0016819**	
Start Reading End Reading	**6047 Actual** 16 Apr 25 **6599 Actual** 19 May 25	
Units used	**552** = **552 KWh (kilowatt-hrs) used**	
17/04/25 to 19/05/25 17/04/25 to 19/05/25	Consumption charge, **552 kWh x 31.650p** = Standing charge, **33 days x 78.940p** =	£174.71 £26.05
Evening & Weekend Charge	**Meter number 22M0016819**	
Start Reading End Reading	**4135 Actual** 16 Apr 25 **4426 Actual** 19 May 25	
Units used	**291** = **291 KWh (kilowatt-hrs) used**	
17/04/25 to 19/05/25	Consumption charge, **291 kWh x 27.780p** =	£80.84
Night Charge	**Meter number 22M0016819**	
Start Reading End Reading	**423 Actual** 16 Apr 25 **463 Actual** 19 May 25	
Units used	**40** = **40 KWh (kilowatt-hrs) used**	
17/04/25 to 19/05/25	Consumption charge, **40 kWh x 24.760p** =	£9.90
	Total electricity charges	**£291.50**

Total energy charges this period	£291.50

Government support

Not applicable

Levies		
Climate change levy		
CCL Not applicable. Supply is small (deminimis).		
	Total Levies	**£0.00**

Payments received		
Payment	01 May 25	-£857.26
	Total payments received	**-£857.26**

VAT		
Vat at 5.00% on £291.50		£14.58
	Total VAT	**£14.58**

Important update to your payment method
Thanks for choosing to pay by Direct Debit. Please be aware that from now on, if we're unable to collect your payment on the date it's due, we may apply a £5 administration fee as per our terms and conditions.

Other important information

Complaints
We are confident we will resolve your query satisfactorily. If after contacting us you remain unhappy, please phone **0345 058 0002** and ask for our dedicated Customer Care Team. If your complaint is not resolved within 8 weeks, or you receive our Final Offer letter, you can take your complaint to the Energy Ombudsman. They are an independent service specialising in resolving customer complaints in an impartial way. You can contact them on 0330 440 1624 or enquiries@os-energy.org

Your supply
Your Electricity is delivered by **Western Power Distribution - East Midlands**. If there's a problem with **Western Power Distribution - East Midlands** equipment, call free on **105** (24 hours) or write to **Western Power Distribution - East Midlands, Information Centre, Western Power Distribution, Avonbank, Feeder Road, Bristol, BS2 0TB**.

Special Needs
If you have special needs, register with us. Call 0800 027 1122. For example we can provide bills in large print, Braille or on audio tape.

Citizens Advice and Advice Direct Scotland
If you are struggling to pay your energy bill or have a problem with your account, Citizens Advice can offer independent help and support. For free and impartial advice, you can visit their website at **citizensadvice.org.uk/energy**. In England and Wales, you can contact Citizens Advice via their consumer helpline on **0808 223 1133**. For the Welsh speaking line, the number is **0808 223 1144**. In Scotland, you can contact Advice Direct Scotland on **0808 196 8660** or at **energyadvice.scot**

Energy Efficiency
We're committed to helping your business become more energy efficient - to help lower your costs and protect the planet. For energy saving tips for your business including advice tailored to your industry visit **scottishpower.co.uk/small-business/saving-energy**

Moving premises?
If you're moving premises, please contact us on **0345 058 0002** within 28 days of your move with the following information:

- Your move date
- Your future contact details
- Your final meter read
- Name and contact details for the future owner / occupier

You can also complete your move online by speaking to one of our agents online at **scottishpower.co.uk/getintouch-sme**

Explanation of VAT and Climate Change Levy .
ScottishPower collect Climate Change Levy or CCL together with VAT from businesses on behalf of the Government. Climate Change Levy or VAT is charged depending on your average daily consumption.
If you are an electricity customer and you consume more than 33 units per day then you will be charged CCL or VAT at the full rate.
If your average daily consumption is below 33 units per day then CCL will not be charged in this period, however, VAT will be charged but at the lower rate.
Remember - Although CCL is charged on the basis of kWh consumed per day, this is averaged over the period of the bill. A business can be charged CCL for one bill and not for the next, should your consumption change etc.

For further details, why not ask your Accountant for more information.

Making the most of your smart meter data
Your smart meter sends us automated meter readings, improving accuracy and saving time.

To help you make the most of your smart meter data, we provide you with your energy consumption information in your online account. To access your energy consumption data, visit your online account or the ScottishPower app.

With this information, you can monitor your energy usage, which may help you consider how to reduce or optimise your energy consumption.

The more often we receive automated readings from your smart meter, the more detail we can provide on your energy usage. Half-hourly readings are the most regular frequency. If you have yet to opt in to half-hourly readings, you can do so from your online account.

Ttees For New Bradwell Parish Council
Unit 10 New Bradwell Workshops
St James Street New Bradwell
Milton Keynes
Bucks
MK13 0BJ

Community Saver 5 A

Account number: 926448795

Transaction Dates **from:** 28 April 2024
to: 28 April 2025

Transaction date	Transaction details	Reference/ Skipton account number	Remitted interest	Receipts	Withdrawals	Balance
10 September 2024	Opening Change Of Name			£165,517.43		£165,517.43

NOTES

1. If your interest is credited to this account and you have a passbook, this will be brought up to date when you carry out your next transaction or earlier, on request.
2. All ISA interest is paid tax-free, which means it's exempt from Income Tax. Tax rules may change in future.
3. We pay all non-ISA savings interest gross, which means no tax is deducted. It's your responsibility to pay any tax due based on your individual circumstances. Tax rules may change in future.
4. This statement is NOT a statement for the purposes of Section 975 of the Income Tax Act 2007 (previously called a Section 352 Certificate). If you need a Statement of Deduction of Tax, one can be issued on request. If you've requested a 975 statement in the past, you will automatically receive one for this tax year.
5. If you don't agree with the balance shown on this statement, please get in touch with us by calling 0345 850 1722 or write to us at Customer Delivery, Principal Office, The Bailey, Skipton, North Yorkshire BD23 1DN.
6. If your name or address details are incorrect, please contact your nearest branch. Alternatively, you can download the relevant form from our website and send this to Customer Delivery, Principal Office, The Bailey. Skipton, North Yorkshire BD23 1DN.
7. If you have any questions, visit **skipton.co.uk/savings-hub** which has lots of information and answers to commonly asked questions. Alternatively, call our Savings Helpline on 0345 850 1722.
8. For up-to-date details of interest rates and other available products please visit our website **skipton.co.uk**, visit one of our branches or call 0345 850 1722.
9. From time to time, Skipton Building Society and other companies in the Skipton Building Society Group may let you know about additional services and products in writing or by telephone. You can check your preferences and update them by logging in and going to 'my account' if you're registered for Skipton Online, by calling 0345 850 1722, going to your nearest branch or writing to us at FREEPOST SKIPTON BUILDING SOCIETY.

ADDITIONAL NOTES FOR ISAs

1. Deposits in any tax year are limited to the amount permitted by HM Revenue & Customs.
2. Subject to product terms and conditions, you may continue to pay in to the same ISA in subsequent tax years.
3. If you don’t make a payment into your Cash ISA in a tax year, a new application form may be required for the next tax year you make a payment. This doesn’t apply to Junior Cash ISAs or Cash Lifetime ISAs.
4. The tax year runs from 6 April to 5 April. Please get in touch if you’d like us to confirm your payments by calling 0345 850 1722. If you have an up-to-date passbook it’ll confirm what payments you have made to your Cash ISA.
5. For Lifetime ISAs, we’ll claim the 25% government bonus from HMRC on your behalf. The bonus is calculated on a month-by-month basis on all the payments you make into your account from the 6th of the month to the 5th of the following month. It’ll be paid into your account within 14 days of the 20th of each month. For more information visit skipton.co.uk/savings/isas/lifetime-isa

The Financial Services Compensation Scheme

Your deposits may be eligible for protection under the Financial Services Compensation Scheme (FSCS). Please refer to the separate information sheet and exclusions list.

If you would like this in large print, Braille or audio, please contact us on 0345 850 1722 or fax 01756 705700.

Financial Services Compensation Scheme
Information Sheet

Please retain for your record keeping purposes.

Basic information about the protection of your eligible deposits.

Eligible deposits in Skipton Building Society are protected by:	The Financial Services Compensation Scheme ("FSCS")[1]
Limit of Protection:	£85,000 per depositor per bank / building society / credit union[2]
If you have eligible deposits at the same bank / building society / credit union:	All your eligible deposits at the same bank / building society / credit union are "aggregated" and the total is subject to the limit of £85,000[2]
If you have a joint account with other person(s):	The limit of £85,000 applies to each depositor separately[3]
Reimbursement period in case of bank, building society or credit union's failure:	7 working days[4]
Currency of reimbursement:	Pound sterling (GBP, £)
To contact Skipton Building Society with enquiries relating to your account:	**Skipton Building Society** Principal Office, The Bailey, Skipton, North Yorkshire, BD23 1DN Tel: 0345 850 1700
To contact the FSCS for further information on compensation:	**Financial Services Compensation Scheme** 10th Floor Beaufort House, 15 St Botolph House, London, EC3A 7QU Tel: 0800 678 1100 or 020 7741 4100 Email: ICT@fscs.org.uk
More information	http://www.fscs.org.uk

Additional Information

[1]Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank, building society or credit union should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

[2]General limit of protection

If a covered deposit is unavailable because a bank, building society or credit union is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers at maximum £85,000 per bank, building society or credit union. This means that all eligible deposits at the same bank, building society or credit union are added up in order to determine the coverage level. If, for instance, a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

In some cases eligible deposits which are categorised as 'temporary high balances' are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

(a) certain transactions relating to the depositor's current or prospective only or main residence or dwelling;
(b) a death, or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
(c) the payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under http://www.fscs.org.uk.

[3]Limit of protection for joint accounts

In case of joint accounts, the limit of £85,000 applies to each depositor.

However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £85,000.

[4]Reimbursement

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme, 10th Floor Beaufort House, 15 St Botolph, London, EC3A 7QU, Tel: 0800 678 1100 or 020 7741 4100, Email: ICT@fscs.org.uk. It will repay your deposits (up to £85,000) within 7 working days from 1 January 2024 onwards, save where specific exceptions apply.

If you have not been repaid within this deadline, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under http://www.fscs.org.uk.

Other important information

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank, building society or credit union will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank, building society or credit union shall also confirm this on the statement of account.

Financial Services Compensation Scheme – Exclusion List

A deposit is excluded from protection if:

(1) The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank, building society or credit union.

(2) The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.

(3) It is a deposit made by a depositor which is one of the following:

- credit institution
- financial institution
- investment firm
- insurance undertaking
- reinsurance undertaking
- collective investment undertaking
- pension or retirement fund[5]
- public authority, other than a small local authority

(4) It is a deposit of a credit union to which the credit union itself is entitled.

(5) It is a deposit which can only be proven by a financial instrument[6] unless it is a savings product which is evidenced by a certificate of deposit made out to a named person and which existed in the UK, Gibraltar or a Member State of the EU on 2 July 2014.

(6) It is a deposit of a collective investment scheme which qualifies as a small company.[7]

(7) It is a deposit of an overseas financial services institution which qualifies as a small company.[8]

(8) It is a deposit of certain regulated firms (investment firms, insurance undertakings and reinsurance undertakings) which qualify as a small business or a small company[9] – refer to the FSCS for further information on this category.

(9) It is not held by an establishment of a bank, building society or credit union in the UK or, in the case of a bank or building society incorporated in the UK, it is not held by an establishment in Gibraltar.

For further information about exclusions, refer to the FSCS website at www.fscs.org.uk

[5]Deposits by personal pension schemes, stakeholder pension schemes and occupational pension schemes of micro, small and medium sized enterprises are not excluded

[6]As listed in Part I of Schedule 2 to the Financial Services and Markets Act 2000 (Regulated Activities) Order 2001 read with Part 2 of that Schedule

[7]Under the Companies Act 1985 or Companies Act 2006

[8]See footnote 7

[9]See footnote 7

Call 0345 850 1700 Go to skipton.co.uk Visit us in branch

Skipton Building Society is a member of the Building Societies Association. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, under registration number 153706, for accepting deposits, advising on and arranging mortgages and providing Restricted financial advice.
Principal Office, The Bailey, Skipton, North Yorkshire BD23 1DN.

NEW BRADWELL PARISH COUNCIL
BACS PAYMENT AUDIT FORM

Parish Council Review Date:
Value: £100 Invoice Number: INV-10855 Payee Name: Libertatem Healthcare Group Ltd Payee Bank Details: Bank Name: Santander Account Name: Libertatem Healthcare Group Ltd Account Number: [redacted] Sort Code: [redacted] Misc. Details: £100 damage deposit first paid via bank transfer for booking NBCC-2597 and then applied to booking NBCC-2600 at hirer's request (both bookings made under Sonderwell LemonBooking customer account). Hirer not planning to make any further bookings in near future. Therefore, has requested the refund of their deposit.
Authoriser #1 Name: _____ Authoriser #1 Signature: _____ Date of signature: _____
Authoriser #2 Name: _____ Authoriser #2 Signature: _____ Date of signature: _____
Payment made by: _____ Signature: _____ Date: _____
Bank Authorisation name: _____ Signature: _____ Date: _____

NEW BRADWELL PARISH COUNCIL
BACS PAYMENT AUDIT FORM

Parish Council Review Date:
Value: £304.00 Invoice Number: INV-10882 Payee Name: Libertatem Healthcare Group Ltd Payee Bank Details: Bank Name: Santander Account Name: Libertatem Healthcare Group Ltd Account Number: [redacted] Sort Code: [redacted] Misc. Details: Duplicate payment made in error via bank transfer by the hirer for booking NBCC-2600 (made under Sonderwell LemonBooking customer account)
Authoriser #1 Name: _____ Authoriser #1 Signature: _____ Date of signature: _____
Authoriser #2 Name: _____ Authoriser #2 Signature: _____ Date of signature: _____
Payment made by: _____ Signature: _____ Date: _____
Bank Authorisation name: _____ Signature: _____ Date: _____

DISCIPLINARY POLICY

Introduction

1 This policy is based on and complies with the 2015 ACAS Code of Practice (http://www.acas.org.uk/index.aspx?articleid=2174). It also takes account of the ACAS guide on discipline and grievances at work.

https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

3 This policy confirms:

- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- the Council will fully investigate the facts of each case
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at https://www.acas.org.uk/index.aspx?articleid=6608
- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

Examples of gross misconduct

5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

6 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.

8 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

9 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.

- inadequate application of management instructions/office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

The Procedure

10 Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

13 If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report

- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

15 The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

17 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.

19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:

- the employee has no case to answer and there should no further action under the Council's disciplinary procedure
- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.

20 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.

21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

22 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.

23 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub–committee's letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

24 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.

25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

26 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the

sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

29 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting.

30 Where possible, the appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.

31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

32 At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
- explain the action that the appeal panel may take.

33 The employee (or companion) will be asked to explain the grounds for appeal.

34 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

35 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

37 The appeal panel's decision is final.

New Bradwell Parish Council

Joshua Ziegler 9th May 2022

Document Control

Organisation	New Bradwell Parish Council
Title	STAFF DISCIPLINARY POLICY
Creator	ACAS/G.Newnham Clerk
Distribution	Public
Filename	Staff Disciplinary policy
Owner	New Bradwell Parish Council
Subject	Staff Disciplinary policy
Date Adopted	09.05.2022
/Minute reference	32/23

Document review.

Review Date	Minute reference	Chairperson signature
08.05.24	19/24	
12.05.25		

New Bradwell Parish Council

GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (http://www.acas.org.uk/index.aspx?articleid=2174. It also takes account of the ACAS guide on discipline and grievances at work. (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems, or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

3. This policy confirms:

• employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.

• the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date

• any changes to specified time limits must be agreed by the employee and the Council

• an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final

• information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)

• audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition

• if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure

• if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith

• the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties

• Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of [[ ] council] who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern

the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)

• If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination.

• If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairperson of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairperson of the staffing committee.

6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairperson from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).

8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:

• the names of its Chairperson and other members

• the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance.

• the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official

• a copy of the Council's grievance policy

• confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting

• confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice

• findings of the investigation if there has been an investigation

• an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:

• the Chairperson will introduce the members of the sub-committee to the employee

• the employee (or companion) will set out the grievance and present the evidence

• the Chairperson will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take

• any member of the sub-committee and the employee (or the companion) may question any witness

• the employee (or companion) will have the opportunity to sum up the case

• a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

11. The Chairperson will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

13. Appeals may be raised on a number of grounds, e.g.:

• a failure by the Council to follow its grievance policy

• the decision was not supported by the evidence

• the action proposed by the sub-committee was inadequate/inappropriate

• new evidence has come to light since the grievance meeting.

14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairperson from one of its members.

15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.

16. At the appeal meeting, the Chairperson will:

• introduce the panel members to the employee

• explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee

• explain the action that the appeal panel may take.

17. The employee (or companion) will be asked to explain the grounds of appeal.

18. The Chairperson will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.

19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.

20. The decision of the appeal panel is final.

Document Control

Organisation	New Bradwell Parish Council
Title	GRIEVANCE POLICY
Creator	ACAS/G.Newnham Clerk
Distribution	Public
Filename	STAFF GRIEVANCE POLICY
Owner	New Bradwell Parish Council
Subject	Grievance policy
Date Adopted	09.05.2022
/Minute reference	32/23

Document review.

Review Date	Minute reference	Chairperson signature
08.05.24	19/24	
12.05.25		

Outlook

Re: Tree survey

From joshua stanton <stantontreecare@gmail.com>
Date Fri 02/05/2025 13:22
To Germaine Newnham <clerk@newbradwell-pc.gov.uk>

Hi Germaine.

Just been over to have a look at the trees.

I can see the damage they are causing to the wall, anyone can! Especially the larger one it's growing right up against the wall.

There are wall cracks by both trees so at some point in the future that wall will collapse in some places or pushed over all together, I wouldn't said it's immediate risk at all but at some point in the future that wall will give way.

I can see the tree have been heavily reduced/ pollarded previously. My suggestion would be removal to as close to ground level as possible & treat stumps to prevent regrowth. Treating the stumps is very important as once cut down if not treated poplar have a tendency to shoot up from the roots causing damage in paths, car park etc.

Price to remove both trees to just above ground level & remove all waste would be £2400 inc vat.

Any questions please let me know.

Thank you
Josh.

On Wed, 30 Apr 2025 at 14:42, joshua stanton <stantontreecare@gmail.com> wrote:

> That's great I will do that in the next few days and get back to you as soon as.
>
> Thanks again.
>
> On Wed, 30 Apr 2025 at 14:28, Germaine Newnham <clerk@newbradwell-pc.gov.uk> wrote:
>
> > Hi Joshua,
> >
> > Thank you for getting back to me so quickly.
> >
> > I am happy to take your lead and if tree survey is not required a few words on your findings and a quote to remove trees and waste please.
> >
> > Kind regards
> >
> > *Germaine Newnham*
> >
> > Parish Clerk
> > New Bradwell Parish Council

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. 53662
DATE 30/04/2025
TOTAL DUE £237.12
ENCLOSED

DATE	ACTIVITY	AMOUNT	OPEN AMOUNT
17/03/2025	Invoice No.443500: Due 14/04/2025.	118.56	118.56
14/04/2025	Invoice No.448740: Due 12/05/2025.	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 Parish Council
New Bradwell Community Centre, Church Street
Milton Keynes Buckinghamshire MK13 0DA
United Kingdom

Tectonic Software ApS
Alliancevej 8A st. mf.
2450 Copenhagen SV
Denmark

Tax ID: DK41622148
Phone: N/A. Email:
hannah@tectonic-software.com

Reverse charge VAT (20%).
Please use your invoice number (3003) as the reference for your payment.

Invoice 3003

Invoice number: **3003** Invoice date: **Apr 3, 2025** Due date: **Apr 17, 2025**

Description	Quantity	Unit price	Price
*** Subscription plan (GBP)**			
Gold plan for 1 system with up to 8 facilities (18 Apr 2025 - 17 Apr 2026)	1	495.00 GBP	495.00 GBP
*** Module fee (GBP)**			
Xero (£3 per month) (18 Apr 2025 - 17 Apr 2026)	12	3.00 GBP	36.00 GBP

Nontaxable amount: 531.00 GBP
Taxable amount: 0.00 GBP

Total excluding VAT	531.00 GBP
VAT	0.00 GBP
Total including VAT	**531.00 GBP**

Exchange rate: 1 GBP = 8.94 DKK

The amount is due on Apr 17, 2025.

Payment methods accepted

Bank transfer: Routing number: 23-14-70. Account number: 83621280. SWIFT: TRWIGB2L. IBAN: GB54 TRWI 2314 7083 6212 80.

Wise Bank. 56 Shoreditch High Street, London, E1 6JJ, United Kingdom

You can also pay automatically by Direct Debit: https://lemonbooking.com/direct-debit

Invoice

INVOICE NO: 454061

TOILETS+
Portable Toilet Hire Specialists

INVOICE ADDRESS

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

HEAD OFFICE

Toilets+ Ltd
32 London Road
Wymondham
Norfolk
NR18 9JD

Tel: 01953 601345

E-Mail: info@toilets.co.uk

INVOICE DETAILS

Date of Invoice: 12-May-25
Contract No: 110938
Contract Status: Continuing
Account Ref: NEWB01
Customer Order No: .
Last Invoice No: 448740
Last Invoice Date: 14-Apr-25

SITE ADDRESS

DRILL HALL ALLOTMENTS
OFF NEWPORT RD, NEW BRADWELL, MK
LAST SVC TUES. #A028
KEY IN BOOK, COMBI LOCK C2349
MK13 0DY

Contact: JERMAINE - 01908 313602

QTY	CODE	DESCRIPTION	FROM	TO	RATE	PER	M/W/D	VAT	VALUE
		TOILET(S) ON HIRE UNTIL TERMINATED BY PHONE CALL							
1	1000	8759 - STANDARD CHEMICAL PORTABLE TOILET WITH HAND SANITISER & TOILET ROLLS, INCLUDES WEEKLY SERVICE. MINIMUM HIRE CHARGES APPLY.	14-Apr-25	11-May-25	£24.70	WK	0/4/0	STD	£98.80

E.W.C. 20.03.99 Toilets+ S.I.C. 84.12 DUTY OF CARE CONTROLLED WASTE TRANSFER

Section(A) Description of waste: Effluent in tanker up to 250lts per unit. Carrier: Toilets+ Ltd. Registered waste carrier Reg No. CBDU125753 issued by Environment Agency,

Section(B) Current holder of waste: as delivery address below, producer of waste exempt from requirement to register as waste carrier.

Section(C) Details of transfer: weekly transfer of effluent as described from contractors/customers address from contract commencement date

We declare the waste hierarchy has been adhered to.

To see our full updated Terms and Conditions visit www.toilets.co.uk

ANY OBJECTIONS TO THIS INVOICE OR ITS TERMS MUST BE REPORTED WITHIN 10 DAYS OF RECEIPT, OTHERWISE IT SHALL BE DEEMED TO BE ACCEPTED BY YOU

VAT ANALYSIS **V.A.T. No: 571 5719 25**

CODE	RATE %	TAXABLE	AMOUNT
STD	20	£98.80	£19.76

PAYMENT TERMS

STRICTLY NET BY

09-Jun-2025

GOODS VALUE	**£98.80**
TOTAL VAT	**£19.76**
INVOICE TOTAL	**£118.56**

Please E mail your Remittance Advice to: **accounts@toilets.co.uk**

BAC'S Payment Details SORT CODE **60-24-52** A/C: **15178684** Please Quote Your Account Ref.

PSE PORTABLE SANITATION EUROPE LTD

TAX INVOICE

Germaine Newnham
unit 10, New Bradwell Workspace, St James St, New Bradwell
Milton Keynes
MK13 0BJ
UNITED KINGDOM

Invoice Date
10 May 2025

Invoice Number
INV-23830686

VAT Number
GB891621118

Xero (UK) Ltd
5th Floor 100 Avebury Boulevard
Milton Keynes
MK9 1FH
-
All Billing Enquiries
central.xero.com

Description	Amount GBP
*** Charges receiving no discount ***	
New Bradwell Parish Council. Monthly fee, Bank Feeds - Metro Bank United Kingdom, 10 Apr 2025 to 09 May 2025.	1.00
*** Charges receiving subscriber discounts ***	
New Bradwell Parish Council. Monthly Subscription, Grow, 10 May 2025 to 09 Jun 2025.	33.00
Subtotal	34.00
TOTAL VAT 20%	6.80
TOTAL GBP	**40.80**

Due Date: 10 May 2025
The amount due will be debited from the payment details you have provided to us on or after the due date stated above

D & L Environmental

"Creating a cleaner environment "

Invoice: NBPC00319 Email: dlenvironmental168@gmail.com
Date: 6/05//2025 Tel: 07909520793

Week beginning	31st March	2025	5hrs	@ £17.50 = £87.50
Week beginning	7th April	2025	5hrs	@ £17.50 = £87.50
Week beginning	14th April	2025	0hrs	@ £17.50 = £00.00
Week beginning	21st April	2025	4hrs	@ £17.50 = £70
Week beginning	28th April	2025	5hrs	@ £17.50 = £87.50

Total costs £332.50

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

Outlook

APPROVED: Payment transaction for order VT-40f0f6c1-942d-4919-890d-1a25171643d6

From do-not-reply@ipg-online.com <do-not-reply@ipg-online.com>
Date Tue 2025-04-29 11:39
To Accounts <accounts@rubbish2go.net>

Internet Payment Gateway Payment Transaction Notification for Store ID 2206334366

Order: VT-40f0f6c1-942d-4919-890d-1a25171643d6

Payment transaction result:
APPROVED

Invoice No.: INV-30828
Billing name: MRS G NEWHAM
Date and Time: 29-Apr-2025 11:39:26
Amount: **285.00 GBP**
Total amount to Cardholder: **285.00 GBP**
Payment method: Payment Card
Card number: ...9194
Mastercard

Payment transaction details:
Transaction type: Sale
Transaction reference: 419660
Receipt no.: 3237
Terminal ID: 35271111
Approval code Internet Payment Gateway: Y:419660:0005098434:PPXM:3237
Approval code authorisation process: 419660