**MILTON BRYAN PARISH MEETING**

**Minutes of the Milton Bryan Parish Meeting**

**held on Wednesday 30th May 2018**

**in The Village Hall, Milton Bryan**

Present*:*  6 residents, David Peel – Chairman, Karen Barker – Clerk

558 Election of Chairman

David Peel said that he has been Chairman since 2014 and for personal reasons is not looking to stand as ‘Chairman’ for the next 12 months. He said that if no person is willing to take on the role, he will remain in the position until no later than the end of 2018.

There was no interest in the position at the meeting and no nominations. It was suggested that this was due to a number of residents being away due to it being the half term holidays which was evident from the low numbers of residents present. It was therefore agreed that all residents should be informed of the vacancy by the issuing of a notice and encouraged to participate in the election of a new Chairman at the October meeting.

 (**Action Clerk**)

 It was proposed by Bill Creamer and seconded by Kelvin White that David Peel remain as Chairman of Milton Bryan Parish Meeting until at least October 2018, all agreed.

559 Meeting Support Committee

David Peel and the Clerk spoke about the setting up of a Village Support Committee. The village is and will remain as a small Parish Meeting. However, there has been a significant increase of documents received from both Central Government and Central Beds Council and this has increased the workload of the Parish Meeting. All documents received need to be reviewed particularly if they have a direct impact on the village and a small committee of 3 to 4 people could help to effectively manage this. The Committee’s main focus would be on areas which may impact the following:

* Budget and Precept setting
* Local Government Regulations
* Planning Applications
* Highways and speeding
* CBC Consultations
* Village Environment

It was proposed by John Hinton and seconded by Nigel David that a committee be formed, agreed by all present. It was also agreed that residents should be informed of the proposal by the issuing of a notice and asked to give it consideration with a view to electing members at the October meeting.

 (**Action Clerk**)

560 **Apologies**:

Apologies were received from Robin Friend, Debra Barker, John Harris, Pat Moore, CBC Cllr Budge Wells

561 **Minutes of previous meeting**:

It was proposed by Kelvin White that the Minutes of the Parish Meeting held on 28th February 2018 be signed as a true record of events. This was seconded by John Hinton with all in agreement.

562 **Matters Arising**:

 There were no matters arising.

563 **Reports and Representations:**

 563.1 CBC Cllr Budge Wells was not present.

 563.1.1 Community Governance Review

 The Clerk confirmed that a Community Governance Review has been undertaken by CBC. The review assesses the creation, merging or abolition of parishes. This could also include the naming of parishes, the style of parish (e.g. town/village/community) and the electoral arrangements for parishes. The Clerk confirmed that there are no changes recommended for Milton Bryan.

564 **Open Forum**:

 There were no comments from members of the public.

 565 **Village Matters:**

565.1 Church End (North End) Road Repair Information

The Chairman said that he met with CBC Cllr Wells and the area was inspected with regard to its repair. Having accepted that it is part of the highway, CBC are responsible for its upkeep and the matter has been passed to Rob Porter in the Highways Department.

565.2 Speedwatch Group

The Chairman reported that Debra Barker has indicated to him that the group have not held speed watch checks recently but they are scheduled for June, July and August.

565.3 Village Hall car park

The Chairman confirmed that new gravel has been put down in the car park. Mr John Hinton thanked the Parish Meeting for their contribution towards the cost and said that the refurbishment has made the area a lot safer for everyone.

565.4 Tri For Life

The Chairman confirmed that the Tri For Life event will take place on the weekend of 8th to 9th September. Human Race will be attending Eversholt’s Parish Council meeting on 31st July to answer any questions but it is expected that the event will operate on the same basis as last year.

565.5 Website Changes

The administration and content control of the website will now be managed by the Parish Clerk who will directly support all authorised changes, additions and updates. The documents available on the website will include agendas, minutes, policies and procedures, finance including budgets and year end audits and General Data Protection Regulations. The website address is:
[www.bedsparishes.gov.uk/miltonbryanparishmeeting-bedsparishes-gove-uk/](http://www.bedsparishes.gov.uk/miltonbryanparishmeeting-bedsparishes-gove-uk/)

 565.6 Verge Cutting

The Chairman said that he has been contacted regarding the lack of grass cutting in the village and this is the 3rd year in a row that the verges have been allowed to get to such a height that they are a danger to road users on the two entrances to the village on to the Woburn road. The contractor did attempt to cut some of the verges on the village boundary but because they used hedge cutting machinery it has made a mess of the grass and ripped chunks out. The Chairman said that he has contacted CBC Cllr Wells and is awaiting a response.

 565.7 Dog Fouling

The Chairman reported that the Church are suffering with dog fouling issues in the Churchyard. There have been a number of complaints. He said that he has emailed CBC and has asked if ‘no dog fouling’ signs can be supplied. It was suggested that a note could be circulated to residents.

566 **Finance:**

566.1 Approval of Accounts to 31st March 2018

The opening balance of accounts at the beginning of the 2017/18 was £5,456.99, receipts in the year were £2,206.58 and payments were £2,077.60. The total opening balance for the year 2018/19 was therefore £5,585.97.

The Chairman duly signed the Annual Governance Statement to confirm approval by the Meeting. The Chairman duly signed the Statement of Accounts to confirm approval by the Meeting. The Annual Governance Statement and Statement of Accounts were proposed as correct by John Hinton, seconded by David Peel and agreed by all.

|  |  |
| --- | --- |
|   |          £  |
| Barclays Current Account  | 451.90 |
| Barclays Savings Account  | 5,319.96 |
| Less unpresented chqs  | 102.0783.82 |
| **TOTAL**  | 5,585.97 |
|   |   |
| B/F 2017/18  | 5,456.99 |
| Receipts to 31 March 2018 | 2,206.58 |
| Payments to 31 March 2018  | 2,077.60 |
| **TOTAL**  | 5,585.97 |

566.2 Payments:

|  |  |  |
| --- | --- | --- |
|   Chq No | Payee |  £ |
| 100558 | K Barker – Clerks salary | 87.58 |
| 100558 | K Barker – Clerks expenses | 20.87 |
| 100559 | Anglian Water – allotments | 23.97 |
|  |  TOTAL | 132.42 |

567 **Planning:**

 There were no planning issues for discussion.

568 **Administration:**

568.1 General Data Protection Regulations

* Data Protection Officer – the Government has agreed to an amendment to the regulations to exempt Parish Meetings from appointing a DPO
* Data Protection Policy, Subject Access Request Procedure, Data Breach Policy, Records Retention Policy, Privacy Notices – now available on the website
* Registration with the ICO and fee – the meeting may need to register with the ICO as a Data Controller and pay the fee of £40.

569 **Correspondence**:

Merchant Navy Day info, Leighton Buzzard Theatre leaflets

570 **Date of next meeting**:

Meetings will be held in October, February and May each year.

The next meeting will be held on Wednesday 31st October 2018 starting at 7.30pm.

Meeting closed at 9.00pm

Signed: ……………………………………. (Chairman) Date: ………………………….