

## LITTLE BRICKHILL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 03 June 2024 at 7.45pm in the Community Centre, Little Brickhill, Milton Keynes.

**Present:**

Cllr D Lewis – Chair  
 Cllr T Wheaton  
 Cllr K Morgan  
 Cllr E Priestley  
 Cllr D Hopkins (Ward Councillor)  
 Cllr T Bailey (Ward Councillor)

**In attendance:**

C Till (Resident)  
 G Bailey (Resident)  
 D Priestley (Resident)  
 D Williams (Resident)

It was noted that Tim Wheaton will step down as a Parish Councillor at the close of this meeting. The Chair, Councillors and Ward Councillors expressed their thanks for Tim’s many years of service and for the work he has done on many initiatives on behalf of the village and villagers.

Clerk to notify MKCC accordingly and advertise the vacancy on the website and notice boards to seek permission to fill the vacancy.

<p><b>1. Apologies for Absence:</b></p> <p>Cllr L Walker, Cllr V Hopkins (Ward Councillor &amp; Parish Clerk).</p>	
<p><b>2. Public Open Session:</b></p> <p><b>Residents asked for updates on the following issues.</b></p> <p><b>2.1 – Woburn Road (Fly Tipping / Bollard).</b></p> <p>Residents asked for an update, <u>see minute reference 5.8.</u></p> <p><b>2.2 – Pavement on Great Brickhill Lane.</b></p> <p>The pavement on Great Brickhill Lane remains a great concern and asked if this can be long listed at the very least for resurfacing and repair. For an update, <u>see minute reference 5.5.</u></p> <p><b>2.3 - Pot hole on Great Brickhill Lane.</b></p> <p>There is an enormous pothole on the Great Brickhill lane adjacent to Springfield Farm entrance. <u>Cllr D Hopkins / Clerk to report this issue to MKCC.</u></p> <p><b>2.4 – Footpath Issue on Watling Street.</b></p> <p>Residents report that the footpath alongside the A5 down to McDonalds is impassable for cyclists in particular. This might be Highways England rather than MKCC, but can we check and report as necessary please?</p> <p><b>2.5 – Tree in Wyness Avenue.</b></p> <p>Residents asked for an update, <u>see minute reference 5.2.</u></p>	
<p><b>3. Declaration of Interest:</b></p> <p>None.</p>	
<p><b>4. Approval of the Minutes of Meeting held on 8 April 2024: 3447</b></p> <p>Minutes signed and approved.</p>	

<p><b>5. Progress on matters from last Minutes: 3448</b></p> <p><b>5.1 - (item 2.3 of minutes 06/03/23) - Street Lighting</b> – A resident asked if consideration could be given to installing some more street lighting on Watling Street near the George / Community Centre. Clerk confirmed that he met with a member of the street lighting team on the 21 September 2023 and received confirmation that they will conduct a review of the street lights in this area with a view to installing at least another one column. It is more likely because budget constraints to be completed early in the new budget year (2024/2025).</p> <p><i>Clerk has chased MKCC on this again on the 29 May 2024, waiting for a response.</i></p> <p><b>5.2 - (item 2.2 of minutes 26/06/23) - Old playground in Wyness Avenue.</b> Work has been completed by MKCC except for work on the tree.</p> <p><b>Update received from MKCC</b> - Although there is minor deadwood in this tree, I have not prioritised it above other works. A job ticket will be raised, but not until the other trees in the area are surveyed. <i>Clerk to contact MKCC for an update.</i></p> <p><b>5.3 - (item 2.4 of minutes 26/06/23) - Wyness Avenue and other Village issues</b></p> <p><b>5.3.1 - Clearance near the disabled bay in Wyness Avenue.</b></p> <p><b>Update received from MKCC</b> – The Landscaping Team are going to try and have another look at the disabled space to see if there is encroachment. However, if you can send through some photos then that would be really useful.</p> <p><i>It was noted that Cllr T Wheaton will email a photo to the Clerk to enable this issue to be raised with MKCC again. <b>Post meeting note</b> – action completed by Cllr Wheaton.</i></p> <p><b>5.3.2 - Between Greystones and The Court House on Watling Street in Little Brickhill,</b> the brambles, overhanging ivy and general foliage is making it impossible to walk on the pavement. <b><u>Clerk reported this to MKCC under reference MKCC582860219.</u></b></p> <p><i>It was noted that this work was still waiting to be completed by MKCC or Woburn Estates however a local resident volunteered to complete this clearance with another resident as soon as possible.</i></p> <p><b>5.4 - (item 8.4 of minutes 26/06/23) - Roundacre Field.</b></p> <p><i>Discuss at a future Parish Council meeting next actions now that our Lottery Grant application was unsuccessful.</i></p> <p><b>5.5 - (item 8.8 of minutes 26/06/23) – Pavement on Great Brickhill Lane from the flats to the entrance of Wyness Avenue</b> requires a safety check / repair by MKCC. Clerk has reported this again to the MKCC Contact Centre on the 4 October 2023. Confirmation of receipt received 19/10/23 under reference No 5555688505. Clerk advised that he discussed this issue with MKCC Highways Team via an online meeting held on the 22 March 2024. MKCC confirmed that this damaged tarmac pavement currently does not meet the criteria yet for a repair and is inspected on a regular basis. I have asked for a record of the last inspection that MKCC have completed, and they have promised to email this in early April 2024.</p> <p><b>Update</b> – <i>Clerk reported that he was still waiting for the information from MKCC and had recently emailed them again requesting details of the last inspection. Ongoing.</i></p> <p><b>5.6 - (item 8.9 of minutes 26/06/23) – Play Equipment</b> – Clerk to ask MKCC if they can clean all the play equipment on Watsons Field. <i>Clerk confirmed that the cost for MKCC to clean all the play equipment is £300 for two men at £75 per hour.</i></p> <p><b>Update</b> – <i>Now that the tree work on Watsons Field has been completed on the 13 May 2024, suggest that we get this work scheduled for completion in June / July 2024?</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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<p><b>5.7</b> - (item <b>16.3</b> of minutes 06/11/23) – Cllr E Priestley stated that a <b>School Sign had been damaged</b> as you enter the Village from Great Brickhill Lane. <u>Clerk has reported this to MKCC via email under reference number FS604652825.</u></p> <p><u>Cllr Priestly reports that the school sign located on Great Brickhill Lane has been damaged and despite this being reported has still to be repaired.</u></p> <p><b>5.8</b> – (item <b>2.1</b> of minutes 08/04/24) - A resident asked the Parish Council if it might be possible to contact MKCC about installing a barrier at the end of Woburn Road just past the entrances to the dwellings to stop people from parking in this dead-end road to conduct illegal activities and littering.</p> <p>The Parish Council were asked for a progress update on the installation of a bollard on Woburn Road (a dead end) at appoint after the entrance to the property known as The Stables. This to attempt to combat fly tippers (and other anti-social behaviour). Those asking do accept that the Gas company and Fire Service would need this to be a key controlled bollard, but it would attempt to combat the fly tipping. <u>Ward Councillor D Hopkins and Clerk to contact MKCC again on this issue.</u></p> <p><b>5.9</b> - (item <b>2.2</b> of minutes 08/04/24) - Clerk advised that Ward Councillor, Tracey Bailey had notified him that a street light on Great Brickhill Lane was not working.</p> <p><u>Update – Need to check if this has been completed?</u></p> <p><b>5.9</b> – (item <b>16.1</b> of minutes 08/04/24) - <b>Dog Fouling</b> - Cllr K Morgan raised an issue with Dog Fouling in the Village and asked for consideration to purchase some posters from the Keep Britain Tidy Organisation. Clerk advised that he had contacted MKCC for advice on this issue and that if we can identify the affected areas in the village the MKCC Enforcement Officers will investigate. <u>They indicated that they have had some success in other parts of Milton Keynes.</u></p> <p><u>Ward Councillor D Hopkins was asked to contact MKCC to establish if more substantial no dog fouling signs be deployed in several previously identified parts of the village.</u></p> <p><b>5.10</b> – (item <b>16.2</b> of minutes 08/04/24) - Wyness <b>Avenue</b> – Cllr E Priestley advised that there is still some evidence that some people are parking their vehicles on grass verges in this road.</p> <p><u>Cllr E Priestley reported that this is still an issue and asked is an MKCC warden could attend Wyness Avenue as several vehicles were still parking on the pavements blocking access for wheelchair users in particular.</u></p> <p><b>5.11</b> – A resident asked the Parish Council for a date when the first grass cut at Roundacre Field would be completed at the Village Meeting on the 9 May 2024.</p> <p>Clerk confirmed that the first cut had been completed by our grass cutting contractor. <u>Item closed.</u></p>	Clerk
<p><b>6. Correspondence: 3449</b></p> <p><b>6.1</b> - Recommendation from <b>BALC</b> received 10/04/24 for moving to Gov.UK Domains for websites and Email for better security.</p> <p><u>This was agreed at the AGM in May 2024, Clerk is currently actioning this.</u></p> <p><b>6.2</b> – Email received 08/05/24 from <b>The Local Government Boundary Commission for England</b> - Milton Keynes Ward Boundary Review - Initial Consultation closing on the 15 July 2024.</p> <p><b>Post Meeting Note</b> - The consultation deadline has been extended until the 9 September 2024 because of the announcement of the General Election.</p>	Clerk

<p><u>It was noted that we ask for Little Brickhill to remain within the Danesborough Ward and reference the historic link with Greensand ridge and Brickhills. Further discussion on a response will be held at the July 2024 Parish Council meeting.</u></p> <p><b>6.3</b> – Letter received 09/05/24 from <b>MKCC</b> advising of a Tree Preservation Order at Land at the boundary between the frontages of 18 and 20 Great Brickhill Lane in Little Brickhill.</p> <p><i>This was noted, no actions are required.</i></p>	
<p><b>7. Clerks Report / Local Issues: 3450</b></p> <p><b>7.1 – Newsletter</b> – Clerk will request content by the end of June / early July 2024 for distribution towards the end of July 2024.</p> <p><b>7.2 – Overhanging Shrub on Wyness Avenue</b> – Clerk has reported this to MKCC on the 01/06/24 under reference number MKCC619773893.</p> <p><b>7.3 - The following new templates were updated in May 2024 by NALC that the Clerk will update as quickly as possible.</b></p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> </ul>	<p>Clerk</p> <p>Clerk</p>
<p><b>7. Unitary Councillors' Report: 3451</b></p> <p>A copy of the Ward Councillor's reports to Little Brickhill Parish Council for June 2024 <u>are available to view on the Parish Council website and are appended to these minutes.</u></p> <p>The PC has asked,</p> <ol style="list-style-type: none"> <li>1. For a copy of the schedule of visits from the street cleansing team and landscape team for 2024/25 please (so the PC can schedule in additional work if necessary)?</li> <li>2. Can the mobile CCTV cameras be used to attempt to catch out fly tippers on the three main sites in the village namely the access link from A5 south entering the village, Woburn Road cul de sac and the Watling Street exit from the village heading north out of the village towards rejoining the A5. Fly Tipping is now a weekly event in the village.</li> </ol>	
<p><b>9. Planning: 3452</b></p> <p><b>9.1 –24/01142/TCA</b> - To sever the ivy at the base of the tree, carry out a 30% crown reduction and remove deadwood of Ash (T1) and the removal of deadwood of Ash (T2) at Woburn Farm, Woburn Road, Little Brickhill.</p> <p><i>No issues were raised.</i></p> <p><b>9.2 - 24/00203/TCA</b> - The removal of 5x Silver Birch trees (1, 2, 3, 4, 5), 1x Leylandii (13) and 1x Weeping Willow tree (14) at 18 Great Brickhill Lane, Little Brickhill.</p> <p><u>Notification received from MKCC 14/05/2024 that tree preservation order consent had been refused as a tree preservation had been served. See reference 6.3 in correspondence.</u></p> <p><b>9.2 – 24/000264/FUL</b> - Change of use from bed and breakfast (Class C1) to dwelling house (Class C3) with associated alterations. Removal of the external staircase at The White House, Watling Street, Little Brickhill.</p> <p><u>Notification received from MKCC 03/05/2024 that full planning permission had been granted.</u></p>	

<p><b>10. To discuss any Highway issues including introduction of (20 MPH Zones): 3453</b></p> <p><b>10.1 - Progress on introduction of 20 MPH Zones for Watling Street and Great Brickhill Lane:</b></p> <p><u>Update</u> received from MKCC – We will be working on a design proposal for the scheme in the coming months and looking to consult on the scheme in Summer 2024. It was noted that Cllr K Morgan had raised some concerns on the effectiveness of these type of schemes and referenced a document prepared for Buckinghamshire County Council.</p> <p><i>The consultation could be delayed because of the General Election, but the Clerk will chase MKCC for a comprehensive update for the next Parish Council meeting on the 1 July 2024 and for the update to be included in the July 2024 edition of the newsletter.</i></p> <p><b>10.2 - Junction at Watling Street / Great Brickhill Lane</b> – Cllr K Morgan asked if MKCC could be approached to ask for a safety review to be undertaken at the junction.</p> <p><u>Update received from MKCC</u> – We will be working on a design proposal for the scheme in the coming months and looking to consult on the scheme in Summer 2024 including a review of this junction.</p> <p><i>See note in item 10.1.</i></p> <p><b>10.3 - Signs as you exit the village onto the A5 that indicate the national speed limit for the type of road and class of traffic applies could be moved as this may have an impact on slowing traffic down.</b></p> <p><i>See note in item 10.1.</i></p> <p><b>10.4 - Safety issue at exit from Eversden Close to Watling Street because the positioning of refuge point does not allow vehicles to turn left without damaging the grass verge.</b> Update provided by MKCC at the meeting Cllr D Hopkins and the Clerk held with them on the 23 August 2023, that the installation of 'grasscrete' on the radius to be undertaken by the developer was still outstanding.</p> <p><u>Update provided by MKCC</u> - <i>The developer has been contacted again and that the bond for this site will not be released until the grasscrete has been installed. Clerk to chase MKCC for an update.</i></p> <p><b>10.5 - Damaged / Missing Road Sign as you exit the A5 to Woburn and Little Brickhill / Great Brickhill.</b></p> <p>MKCC are including this sign replacement with several other signs within the vicinity of this location and are waiting for budget approval from management to allow the go ahead and order. <i>It was also noted that the barrier had been damaged again and that graffiti had been sprayed on the bridge and the temporary signs that Highways England installed after the incident in November 2023. Clerk to urgently report this to MKCC.</i></p> <p><u>Update</u> – <i>Clerk has informed MKCC about the further damage to the barrier and the graffiti. MKCC have informed Highways England accordingly.</i></p> <p><b>10.6 - Greensand County Village Gateway Signs. Greensands Trust have confirmed that two signs will be allocated for Little Brickhill.</b> Cost for the two signs are £240.00 + VAT. Clerk has placed an order for the two signs to be installed now that MKCC have signed the agreement form.</p> <p><i>The signs have been ordered and the design and measurements have been confirmed to the supplier. Now awaiting completion, hopefully in June 2024.</i></p>	<p>Clerk</p> <p>Clerk</p>
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**10.7** – (item **16.2** of minutes 06/03/23) - **Great Brickhill Lane** – Cllr M Goddard asked if the state of this road out of the village to Great Brickhill could be reported to Bucks CC for a review / actioning

Grateful thanks to Ward Councillor, David Hopkins for contacting Bucks CC on this and that some urgent repairs have now been completed. It was noted at the PC meeting that some areas are still requiring attention. **Post meeting note** – Bucks CC have confirmed the road is inspected on a regular basis with the next one scheduled for July 2024.

**10.8 - Little Brickhill are seeking a No Overnight lorry parking ban being placed Watling Street (the old A5) as the road leaves the village heading north towards the new A5 (bypass).**

**The following response was received from MKCC (Murray Woodburn) in April 2024. A**

- Thank you for alerting us to this. Civil disobedience of this sort is a new development and may require us to escalate accordingly.
- Thank you, Keith, for retrieving the signs and dragging them to safety – and we'll make sure they are replaced shortly – but it is clear we may need to move towards a prohibition of some sort if this is the sort of behaviour we can expect. As has been stated, the situation will only deteriorate when other warehousing development opens, so it is important we get on top of this now.
- Let me discuss this with colleagues again to come up with some options. A weight limit except for access remains an option, but unfortunately enforcement would be difficult without the assistance of cameras – which we do not have DfT permission to use yet.

This is still outstanding and is a major village issue. Cllr D Hopkins was asked to contact MKCC on this issue for a progress update.

## **11. To discuss Climate change issues / MKCC initiative: 3454**

### **11.1 - Costs of producing a plan receiving from Jon Balaam (Greensands Trust) following the presentation at the PC meeting on the 5 February 2024.**

It will be helpful for us to develop a “GI Plan-lite” methodology for use by smaller parish councils and those not doing a Neighbourhood Plan – especially those outside of Beds as the nature of mapping provided by the Local Environmental Record Centres differs across the county boundary.

I'd like to think we can come up with something that keeps it affordable for yourselves and other parishes in your position, but still creates a quality product which (most importantly) will be accepted by planners etc. I accept some of the development time we need to put into this will be relevant to a range of places, so will restrict any fees to yourselves to what is directly relevant. I would propose that the service we could provide includes:

- Provision of a draft methodology with instructions suitable for someone in your position (i.e. not a technical specialist, but not a stranger to the planning system) for producing a GI Plan.
- Guidance on mapping services/platforms you could utilise.
- Guidance on running community GI planning workshops and surveys (with option to bring us in to deliver).
- Proof reading/commenting on draft plans.

<p>I would look to keep the cost below £1k (normally a GI Plan costs anything upwards of £4k these days) with additional costs being mapping and workshops. As a guide, the Bucks record centre charged us less than £100 for the Wing mapping work.</p> <p>I will also look to discuss how any work done at a parish level in Bucks/MK can inform the Local Nature Recovery Strategy – we are looking at running an event for Greensand Country parishes on this in April. This would be something that benefits all parishes so not part of any chargeable service from us.</p> <p>I hope that all makes sense – I am also at a very similar stage with Great Brickhill (not met with them yet), and while they are obviously under a different local planning authority there might be things that could be done jointly – is there any track record of this?</p> <p>Another thing that would be useful is to know what your local drivers are? I can see that being on the edge of MK there are the development drivers, including things like EW Rail, but if there is anything else, please do let us know.</p> <p><i>It was agreed to discuss this in more detail at a future Parish Council meeting.</i></p> <p><b>11.2 – Biodiversity Policy – Every Council has been requested to produce a policy</b> – see example of one from Wavendon Parish Council from Cllr D Hopkins.</p> <p><i>Clerk was tasked with drafting a policy for Little Brickhill Parish Council. No change</i></p>	Clerk																											
<p><b>12. Financial: 3455</b></p> <p><b>12.1 - Cheques presented for payment:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">S/O</td> <td style="width: 15%;">£184.80</td> <td>Alan Kemp – Salary May 2024</td> </tr> <tr> <td>101001</td> <td>£131.20</td> <td>HMRC – Tax for Clerk – May 2024</td> </tr> <tr> <td>101002</td> <td>£12.00</td> <td>Alan Kemp - £12.00 Clerk Salary (May 2024 – arrears)</td> </tr> <tr> <td>101003</td> <td>£495.00</td> <td>W&amp;WFC - £495.00 (Village Grass Cutting)</td> </tr> <tr> <td>S/O</td> <td>£196.80</td> <td>Alan Kemp – Salary June 2024</td> </tr> <tr> <td>101004</td> <td>£131.20</td> <td>HMRC – Tax for Clerk – June 2024</td> </tr> <tr> <td>101005</td> <td>£342.00</td> <td>Auditing Solutions Ltd – Internal Audit.</td> </tr> </table> <p>This expenditure was proposed, seconded, and carried unanimously.</p> <p><b>12.2 – Payments received: None</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">£150.00</td> <td style="width: 15%;">Mr N Payne – Access charge to 1 High View.</td> </tr> <tr> <td>£8,245.00</td> <td>MKCC – Precept.</td> </tr> <tr> <td>£1,440.40</td> <td>HMRC – VAT return for 2023/2024</td> </tr> </table> <p><b>12.3 -</b> It was noted that the <b>Bank Balance</b> following the payments made tonight and cheques not cashed was <b><u>£32,837.66.</u></b></p> <p><b>12.4 - Bank Mandate:</b> Clerk advised that a current signatory would have to contact Barclays Bank to arrange for a new mandate to be generated to add other signatories. <i>Ongoing.</i></p>	S/O	£184.80	Alan Kemp – Salary May 2024	101001	£131.20	HMRC – Tax for Clerk – May 2024	101002	£12.00	Alan Kemp - £12.00 Clerk Salary (May 2024 – arrears)	101003	£495.00	W&WFC - £495.00 (Village Grass Cutting)	S/O	£196.80	Alan Kemp – Salary June 2024	101004	£131.20	HMRC – Tax for Clerk – June 2024	101005	£342.00	Auditing Solutions Ltd – Internal Audit.	£150.00	Mr N Payne – Access charge to 1 High View.	£8,245.00	MKCC – Precept.	£1,440.40	HMRC – VAT return for 2023/2024	
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<p><b>13. To sign off the Annual Financial Return for 2023/2024: 3456</b></p> <p><b>13.1 –</b> It was confirmed that the <b>Internal Audit</b> was concluded by Auditing Solutions Limited in May 2024 and that there were no issues raised. A copy of the report was emailed to all Parish Councillors on the 2 June 2024. It was noted that a copy of the internal audit report will be available to view on the Parish Council website.</p> <p><b>13.2 –</b> The <b>Annual Return</b> for financial year 2023/2024 was examined in detail and it was confirmed that all procedures are being correctly followed. <b>The Motion:</b> That Little Brickhill Parish Council accepts the Audited Accounts, was proposed, seconded, and carried unanimously.</p> <p>The <b>Annual Return</b> was accordingly signed off by the <b>Chair</b> and <b>Clerk</b> will be forwarded to the External Auditor by the Clerk.</p>																												

<p><b>14. To discuss whether to apply for a Community Infrastructure Funding Grant for 2025/2026: 3457</b></p> <p><u>We have until the 31 August 2024 to apply for a grant so a decision on this was deferred until the next PC meeting on the 1 July 2024. Any suggestions on projects we could apply for from Parish Councillors would be welcome. As a small Parish Council, we are eligible for 75% funding. THERE WILL BE A 25% CONTRIBUTION REQUIRED BY LITTLE BRICKHILL PARISH COUNCIL</u></p>	
<p><b>15. To receive reports on the Community Centre: 3458</b></p> <p><b>15.1 - Electrical Work</b> – Clerk advised that we are still waiting for a date from Western Power when they will be completing work to change the source of electricity from overhead cables underground. <u>There are some outside wiring problems that they were going to complete at the same time.</u></p> <p><u>Clerk has contacted National Grid have again (01/03/24) and has been promised a response later this month. No change.</u></p> <p><b>15.2 - Damaged Shed</b> – The Parish Council was asked if the shed at the Community Centre could be replaced. Community Centre committee have no objections but suggested that it might be better to purchase a plastic version. The current shed is 8 x 12 foot.</p> <p><u>Clerk has one quotation for a shed (7.5 x 11 foot at £1,560 and is currently trying to obtain another quotation for a decision to be made at the PC meeting on the 1 July 2024.</u></p> <p>Cllr K Morgan asked at a previous meeting if we could investigate if the existing shed can be repaired. Clerk was also asked to investigate if there are any match funding opportunities available.</p> <p><u>As the shed is beyond repair the Clerk has received confirmation from a member of the Community Centre Committee that they will contribute towards the cost.</u></p>	Clerk
<p><b>16. Councillors Report: 3459</b></p> <p>None.</p>	
<p><b>17. Items for the next / future agendas.</b></p> <p>Normal agenda items.</p>	
<p><b>18. Date of Next Meeting:</b></p> <p><b>Future dates are noted below:</b></p> <ul style="list-style-type: none"> <li>• Monday 1 July 2024</li> <li>• Monday 2 September 2024</li> </ul> <p><u>There being no further business the meeting closed at 09.00 pm.</u></p> <p>.....</p> <p>Chair for Little Brickhill Parish Council</p>	