



**Minutes of the Meeting of Brickhill Parish Council held on Thursday 11<sup>th</sup> January 2018 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm**

**Present:** Cllrs Fitzpatrick, Blakeman, Johns, Seymour, Bailes, Retout, Corinne Royden, Rider, Cross, Reeve, Charles Royden, Holloway, the Clerk (Sue Bottoms), Borough Councillors Corp and Moon and 2 members of the public were in attendance.

**Absent:** Cllrs Bowler and Ward.

1.	<b><u>Apologies for Absence:</u></b> Cllrs Bowler and Ward.	
2.	<b><u>Declarations of interest in items on the agenda</u></b> i) <u>To receive written requests for a dispensation:</u> none received. ii) <u>To consider any requests for a dispensation:</u> none.	
3.	<b><u>To confirm the minutes of the meeting held on Thursday 2<sup>nd</sup> November 2017:</u></b> The minutes were signed as a true record of the meeting.	
4.	<b><u>To note the resignation of Antonie Koch:</u></b> The parish council thanked him for his work on behalf of the parish during his time as a parish councillor.	
5.	<b><u>Public Open Session (15 mins):</u></b> None.	
6.	<b><u>Financial Matters:</u></b> i) <u>To approve bank reconciliations and any accounts for payment:</u> <b>It was resolved</b> to accept these.	

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
Bedford Borough Council	DD	£ 3,554.04	Salaries Nov
Viking	BACS 98	£ 188.53	Stamps and Stationery
NPower	BACS 99	£ 39.40	Electricity for the Fountain
Paul Riches Skips	BACS 100	£ 345.00	Waste Disposal Allotments
MacMillan Cancer Support	BACS 101	£ 150.00	Grant
St Marks Church Community Centre	1197	£ 210.83	Office and Room Hire
Shaun Reilly	BACS 102	£ 240.00	Plot Clearance skip loading
Associated Telecom Solutions	DD	£ 18.08	Telephone Charges
Otis Ltd	BACS 107	£ 551.48	Lift maintenance
Blanchere	BAC 103	£ 2,376.00	Christmas Tree Lights
NSYS	BACS 104	£ 1,329.36	Website management
Anglian Water	DD	£ 34.78	Water Charges
St Marks Church Community Centre	1198	£ 225.83	Office Rental and Hall Hire
Associated Telecom Solutions	DD	£ 15.72	Telephone Charges
White Hart Press	BACS 105	£ 800.00	Newsletter Printing
Paul Hawking Gardening Service	BACS 106	£ 300.00	Memorial Gardens
Chris Horne Gardens Ltd	BACS 108	£ 336.00	Allotments Grass Cutting
Bedford Borough Council	DD	£ 3,554.04	Salaries December
S Bottoms	BACS 109	£ 14.17	Refreshments
Jo Barrow	BACS 110	£ 30.00	Newsletter Delivery

Mrs J Reddy	BACS112	£ 62.00	Allotment plot refund and keys
Bedford Borough Council	BACS 113	£ 2,806.29	Allotment Road Resurface
Highline Adventure	BACS 114	£ 211.50	Deposit Spider Mountain GOTG
Signs Express	BACS 115	£ 253.58	Signage - Green Gym
A Southern	BACS 116	£ 60.00	Colouring Competition Prizes
NPower	BACS 117	£ 36.42	Electricity for the Fountain
British Telecom	BACS 118	£ 86.16	Broadband Charges
St Marks Church Community Cent	1200	£ 240.83	Office Rental and Hall Hire
Information Commissioner	1201	£ 35.00	Data Registration
Bedford Borough Council	DD	£ 3,554.04	Salaries January
		<b>£ 21,659.08</b>	

- ii) To consider the purchase of replacement monitors for the office: The Clerk reported that when the computers were recently replaced, the office continued to run using monitors which were ten years old. **It was resolved** that the Clerk should purchase two new monitors at a cost of approximately £130 each. Funds to come from the IT Reserve.
- iii) To agree to the continuation of existing direct debit payments and the setting up of a new direct debit for BT: **It was resolved** to agree to this.
- iv) To agree to the continued use of BACS for the next two years: **It was resolved** to agree to this.
- v) To agree the budget for 2018-19, review and re-state reserves and to agree the level of precept request: The budget was discussed in detail. **It was resolved** to agree the budget and the precept request of £120,900.
- vi) To agree to the appointment of Gill Wiggs as internal auditor for the 2017-18 accounts: **It was resolved** to appoint Gill Wiggs. Her charges would remain at £135.

Clerk

7.	<p><b><u>To receive an update on Woodlands Park:</u></b> Cllr Bailes provided his report. The full version had been circulated in advance to the parish councillors.</p> <p><b><u>CCTV Upgrade:</u></b> The issues with night-time capture of indexes has been resolved on all but one of the four cameras. The parish council is still holding the payment of the final camera pending satisfactory resolution of the remaining camera and relocation of the Owl Park camera facing the estate to the mid-point of the column rather than the top.</p> <p><b><u>Green Gym Progress:</u></b> The issues with the surface at Waveney Green has been satisfactorily resolved and the contractor has confirmed he will install a similar surface at Woodlands Park. The order has been placed and the green gym will be installed as soon as the supplier has availability to undertake the work.</p> <p><b><u>General Snagging Lists:</u></b> The latest has been sent to Paul Pace and Persimmon for November/December. No issues have been resolved from previous months, eight remain open and there is one newly reported snag that pertains to the completion of adoption for December/January. Street lighting remains a problem in both the adopted and unadopted areas. Cllr Bailes has received a number of complaints about the kerbside drain in Laxton opposite no. 3. This has been blocked since it was installed. Could the borough council not clear it and charge Persimmon?</p> <p><b><u>Yellow Line Consultation:</u></b> Permission for the go-ahead of the uncontested yellow lines and markings from the consultation in February 2017 (enclosed) has now been granted by both borough councillors. The parish council is now awaiting advice from the highways department in their scheduling of these works. In the meantime, Cllr Bailes is building a case locally with residents on marking opposite the three main T-junctions on the estate which remains the most dangerous of the parking infringements. <b>It was resolved</b> that the Clerk would ask Andrew Prigmore whether, given the time scale, the borough council needs to go back out to consultation on either the markings around junctions or opposite them.</p> <p><b><u>Bus Petitions – 20/21 Grant Palmer Service on Woodlands Park:</u></b> There are currently two petitions being collected, one requesting the removal of the official stop on Crispin Drive and making assertions about the addition of further bus stops. The second petition is to keep the existing status quo.</p> <p>Cllr Bailes was thanked for his report.</p>	Clerk
8.	<p><b><u>To receive an update on the meeting with Brickhill Community Association Management Committee and agree any action:</u></b> Cllr Fitzpatrick reported that there had been a meeting in early December and there would be a further meeting in January to discuss the urgent items which need to be completed e.g. the white lines, the replacement window, the ramp and improvements in lighting. At this stage no action was required.</p>	

9.	<p><b><u>To receive a report from the Borough Councillors:</u></b> Cllr Charles Royden said that he and Cllr Rider were pleased to see the work going on in Tyne Crescent and other roads across Brickhill. They would like to see more work across Brickhill but unfortunately there is more work than available monies to undertake it.</p> <p>They have requested no verge parking in Moriston Road and the introduction of the 20mph speed limit in roads off Larkway and Brickhill Drive. They have requested that consideration be given to cameras for school zig zag enforcement at Brickhill and St Thomas More. The full report had been circulated to councillors and would be placed on the website.</p> <p>Cllrs Corp and Moon had also sent a full report which had been circulated around the councillors and would be placed on the website. Cllr Moon expressed concern about the number of streetlights not working both in the adopted and un adopted areas. He suggested that the Clerk should write to both the borough council and also Persimmon questioning whether there was something fundamentally wrong with the installation. Cllr Bailes would firstly undertake an audit of the lights and pass to the Clerk ahead of her writing.</p> <p>All borough councillors were thanked for their reports.</p>	<p><b>Clerk Cllr Bailes</b></p>
10.	<p><b><u>To receive a report on Brickhill News:</u></b> Cllr Charles Royden asked whether the parish council should pay for all the newsletters to be delivered. There had been issues with some delivered quite a while after printing. Cllr Fitzpatrick said that it was important to engage the community in the delivery of the newsletters and there had been some technical issues with the November issue which had delayed the printing and delivery to St Marks.</p> <p><b>It was resolved</b> to put this on the February agenda for further consideration.</p>	<p><b>Clerk</b></p>
11.	<p><b><u>To consider and agree action re: senior citizen Spring tea for 2018:</u></b> The Clerk reported that 2017 had been the first year that this had been held. In previous years, the parish council had funded a Christmas dinner. The spring tea in 2017 had been very successful and well attended and received.</p> <p><b>It was resolved</b> to hold a Spring tea in 2018.</p>	<p><b>Clerk</b></p>
12.	<p><b><u>To appoint a parish councillor to the Allotments and Open Spaces Committee:</u></b> <b>It was resolved</b> to appoint Cllr Retout. The Clerk would inform the Assistant Clerk.</p>	<p><b>Clerk</b></p>
13.	<p><b><u>To receive an update on the installation of Christmas lights on Waveney Green and future action e.g. an official switching on to involve local schools or churches:</u></b> The Clerk reported that the lights had been well received. She would put the item on the agenda later in the year to see if the local schools or churches were interested in a formal switch on.</p>	<p><b>Clerk</b></p>

14.	<b><u>To receive an update and consider any further action with regards the play area adjacent to St Mark's:</u></b> The Clerk reported that before Christmas, she and the Assistant Clerk had met with borough council staff on site to look at the current condition. Agreement was reached that the borough council would rotavate the compacted chippings and top up as required. Once this had been done in the Spring, a further meeting would be arranged and progress could be made from there. Some pieces of equipment would require replacing in time e.g. the swings cannot have the missing ones replaced as the supporting bar is bent. This would need budgeting for.	Clerk
15.	<b><u>To remind parish councillors of the training evening 30<sup>th</sup> January:</u></b> This was noted. The Clerk said that another councillor from Bletsoe Parish Council would be joining the session and contributing £30 towards the session cost.	
16.	<b><u>To note the date of election and poll for the vacancy of parish councillor on the Woodlands Ward:</u></b> The Clerk reported that the parish council would be informed by the 12 <sup>th</sup> January if there was to be an election.  If that was the case, the election would take place on the 8 <sup>th</sup> February between 7am and 10pm.	
17.	<b><u>To agree a response to the Bedfordshire Fire and Rescue Authority consultation re: budget:</u></b> <b>It was resolved</b> not to respond as a parish council rather allow individuals to respond as they felt appropriate.	
18.	<b><u>To review the list of outstanding matters and agree any further action:</u></b>  i) <b><u>Leasing of the additional strip of Waveney Green:</u></b> The latest update received from Philip Carr of Estates at the borough council on the 8 <sup>th</sup> January was that he had received confirmation of the Mayoral decision just before Christmas and the instruction to the legal team to prepare the lease is in hand.	
19.	<b><u>Date of Next Meeting:</u></b> Thursday 1 <sup>st</sup> February 2018 at 7:30pm at St Mark's Church and Community Centre, Calder Rise, MK41 7UY.	

.....Approved by Chairman  
1<sup>st</sup> February 2018