



**Minutes of the Meeting of Brickhill Parish Council held on Thursday 7<sup>th</sup> June 2018 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm**

**Present:** Cllrs Fitzpatrick, Blakeman, Johns, Reeve, Seymour, Cross, Holloway, Jarman-Webb, Ward, Bailes, Retout, and Rider, Borough Councillor Corp and one member of the public were in attendance.

**Absent:** Cllrs Bowler, Charles Royden and Corinne Royden.

1.	<b>Apologies for Absence:</b> Cllrs Bowler, Charles Royden and Corinne Royden, Borough Councillor S Moon.																		
2.	<b>Declarations of interest in items on the agenda</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>To confirm the minutes of the meeting held on Thursday 3<sup>rd</sup> May 2018:</b> The minutes were signed as a true record of the meeting.																		
4.	<b>Public Open Session (15 mins):</b> None.																		
5.	<b>Financial Matters:</b> i) <u>To approve bank reconciliations and any accounts for payment:</u> <b>It was resolved</b> to agree to these. <table border="1" data-bbox="183 1182 1883 1444"> <thead> <tr> <th><u>Payee Name</u></th> <th><u>Reference</u></th> <th><u>Amount Paid</u></th> <th><u>Transaction Detail</u></th> </tr> </thead> <tbody> <tr> <td>Bristoe</td> <td>209</td> <td>£ 6.00</td> <td>Key Deposit Refund</td> </tr> <tr> <td>DRG Arbor Services</td> <td>BACS 1</td> <td>£ 255.00</td> <td>Tree Work Waveney Green</td> </tr> <tr> <td>NPower</td> <td>BACS 2</td> <td>£ 33.75</td> <td>Electricity - Rooksmead</td> </tr> </tbody> </table>			<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>	Bristoe	209	£ 6.00	Key Deposit Refund	DRG Arbor Services	BACS 1	£ 255.00	Tree Work Waveney Green	NPower	BACS 2	£ 33.75	Electricity - Rooksmead
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St Marks Church Community Centre	208	£	252.33	Office rent and hall hire
British Telecom	DD	£	87.24	Broadband
Associated Telecom Solutions	DD	£	22.58	Telephone Charges
Bedford Borough Council	DD	£	3,603.18	Salaries and Payroll Provision
Aceto	BACS 3	£	6.00	Key Refund
Corbyn	BACS 4	£	62.00	Plot Deposit and Key Refund
Anglian Water	DD	£	263.41	Water Charges
Tysoe	210	£	62.00	Plot Deposit and key Refund
Holmes	211	£	50.00	Plot Refund Deposit
St Marks Church Community Centre	212	£	212.33	Office Rental and Hall Hire
Glasdon UK Ltd	BACS 5	£	36.07	Dog Bags
Grummitt	BACS 6	£	1,980.00	Electrical Condition Check
Vintec	BACS 7	£	216.00	Water Checks
NPower	BACS 8	£	38.06	Electricity Rooksmead
BATPC	BACS 9	£	1,848.00	Affiliation Fees
Autism Bedfordshire	BACS 10	£	300.00	Grant
MK Dons	BACS 11	£	200.00	Easter Football
ACE Security	BACS 12	£	1,132.20	CCTV Camera and Maintenance
Bedford Borough Council	BACS 13	£	1,500.00	CCTV Contract

Bedford Borough Council	DD	£ 5,640.60	Salaries May	Clerk
Gemini Lock & Safe Ltd	BACS 16	£ 96.00	Keys for Allotments	
Associated Telecom Solutions	DD	£ 21.64	Telephone Charges	
ACE Security	BACS 28	£ 0.20	CCTV Camera	
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Rialtas Business Solutions	BACS 14	£ 300.00	Alpha Close Down	
Solutions 4 Playgrounds	BACS 15	£ 4,110.00	Jungle Mulch - WG	
Sport Support	BACCS 17	£ 241.98	Summer Activity Session	
Restorations UK	BACS 18	£ 450.00	Emergency Drainage BCC	
Red N Security	BACS 22	£ 310.00	Inspections - BCC	
S Bottoms	BACS 23	£ 19.38	Refreshments	
Doreen Lambert Catering	BACS 24	£ 663.00	Spring Tea Catering	
Sport Support	BACCS 17	-£ 241.98	Summer Activities	
St Marks Church Community Centre	1216	£ 31.15	Photocopying - Allotments	
Gill Wiggs	BACS 19	£ 135.00	Internal Audit	
Williams Lighting Consultants	BACS 20	£ 450.00	Lighting Design Community C	
Viking	BACS 21	£ 94.75	Stationery	
Red N Security	BACS 25	£ 240.00	Replacement Emergency Lighting	
White Hart Press	BACS 26	£ 638.00	Printing of newsletters	

	ACE Security	BACS 27	£ 45.00	Missing VAT Payment on invoice	
	Sport Support	BACS 17	£ 290.38	Summer Activities	
		<b>Total Payments</b>	<b>£ 25,701.05</b>		
	<p>ii) <u>Grant application by ACCM (UK) for £300:</u> <b>It was resolved</b> to agree to this. The Clerk would arrange payment.</p> <p>iii) <u>To accept the Report by the Internal Auditor Gill Wiggs:</u> No issues had been found. <b>It was resolved</b> to accept the report.</p> <p>iv) <u>To agree and sign the Section 1 Annual Governance Statement 2017-18:</u> <b>It was resolved</b> to sign this statement.</p> <p>v) <u>To agree and sign the Section 2 Accounting Statements 2017-18:</u> <b>It was resolved</b> to sign these statements.</p>				
6.	<p><b><u>To receive an update on Woodlands Park and agree further action:</u></b></p> <p>i) <u>Green Gym on Ashmead Road:</u> The Clerk reported that by the time of this meeting, the green gym should be completely installed. The area around will need regular cutting. The Clerk will contact the borough council to see if the parish council can pay to have this cut as well as a pathway from Ashmead Road. She would seek quotes to put in a formal path. Permission would need to be sought to install this.</p> <p>ii) <u>Double Yellow Lines:</u> Following discussion, <b>it was resolved</b> to support all three proposals by the borough council.</p> <p>iii) <u>Any other matters:</u> A litter pick has been organised by the Woodlands Park councillors on the 7<sup>th</sup> July starting at 10am from the changing rooms off Ashmead Road.</p>				Clerk
7.	<p><b><u>To receive an update on planned works and repairs at Brickhill Community Centre and agree any further action:</u></b></p> <p>i) <u>To consider the request to fund the removal and replacement of the noticeboard outside the Centre:</u> Following discussion, <b>it was resolved</b> that the parish council would not replace the noticeboard. The parish council had no problem with the Association paying for and installing a new board should they wish to do so. Assuming that the board is the responsibility of the parish council as is claimed by the Brickhill Community Association, then should the Association decide to replace it, the parish council would like to be given the existing board for installation elsewhere. Cllr Fitzpatrick would inform the Association.</p> <p>ii) <u>To consider the proposed lighting scheme for the car park:</u> The Clerk had already received a quotation for the installation of bollards at the Centre. It was noted that there were problems with such installations including vehicles backing into them and damage to wiring in the ground. The scheme provided by Peter Williams which favoured lighting columns was preferred and the quotation he had obtained from a local contractor was for approximately £8,000. <b>It was resolved</b> that the Clerk should obtain further quotations.</p> <p>i) <u>To receive an update on lift problems and agree action:</u> The Clerk reported that the lift shaft at the Centre had filled with water</p>				Cllr Fitzpatrick
					Clerk

	<p>affecting the electrics on the weekend of the 5/6<sup>th</sup> May. The Centre had called out Otis and the result of that was an invoice from Otis for their time of £1,145.40 as well as an invoice for £450 for the hydraulics company called out to drain the shaft. The Clerk has requested a breakdown of the invoice for £1,145.40 but to date as not received anything so has not paid the invoice. Otis have since been out and said that the lift cannot be used until an oil leak is found and the equipment repaired. The quotation for that work will be £3862.41. The priority is getting the lift working again. <b>It was resolved</b> that the Clerk accept the quotation having checked with Otis that there is no safety issue from the missing oil. She should continue chasing Otis for a breakdown of the £1145.40.</p>	Clerk
8.	<p><b><u>To receive an update on Gathering on the Green, to consider suggestions for competition events and agree action:</u></b></p> <p>The Clerk confirmed that the organisation of the event was well underway but that volunteers would be needed at the start and end of the day to help set up and tidy away. Cllr Fitzpatrick suggested running some competitions.</p> <p><b>It was resolved</b> that at this short notice it would not be possible to organise these for this year but that a small committee should be formed to organise competitions for GOTG 19.</p>	
9.	<p><b><u>To receive a report on the General Data Protection Regulation and agree action:</u></b></p> <p><u>To consider and agree action re:</u></p> <ul style="list-style-type: none"> <li>i) <u>Contact Privacy Notice</u></li> <li>ii) <u>Retention of Documents and Records Policy</u></li> <li>iii) <u>Social Media and Electronic Communication Policy</u></li> </ul> <p><b>It was resolved</b> to accept all these and make any changes as they became necessary.</p>	Clerk
10.	<p><b><u>To receive a report from the Borough Councillors:</u></b> Written reports had been received from both the Great Barford and Brickhill Borough Councillors and both reports would be placed on the website.</p>	Clerk
11.	<p><b><u>To consider and agree action re: taking over responsibility for the Mowsbury Walk play area:</u></b></p> <p>The Clerk reported that she had visited the area on the 1<sup>st</sup> May. The area has been rotavated with additional bark added by the borough council in January but inevitably this is starting to get compacted again. The equipment and the fence/gates all seem fine. The fence might benefit longer term from fresh paint as might some of the equipment especially the larger swings. Possibly this could be a project for consideration under item 13 below. The parish council would need to install signage showing that it was responsible for the area.</p> <p>Some weeding may be needed just to tidy up the whole area. The parish council would need to get an agreement with the borough council to continue cutting the grass inside the area and emptying of the litter bin(s). Perhaps also for regular raking of the bark. The parish council would need to arrange an annual inspection.</p> <p>Following discussion, <b>it was resolved</b> that the Clerk should approach the borough council to start the process of taking over responsibility for the area.</p>	Clerk

12.	<p><b><u>Brickhill Signage:</u></b></p> <p>i) <u>To receive an update on planting schemes around the Brickhill signs and agree action:</u> The Highways Department of the borough council have informed the parish council that what is required is a license to plant which is then is passed through their legal section and provided there are no glaring reasons why not, should be a formality. As advised, <b>it was resolved</b> that the Clerk send a map showing the locations of the signs/gates and the expected height of the growth in front/behind the signs/gates to Helen Dow of the borough council with an agreement to maintain the area going forward. This would then be sent on the legal department for approval. <b>It was resolved</b> that the Clerk should supply this information and explain that the intention will be to plant bulbs and low level plants.</p> <p>ii) <u>To consider action re damaged sign on Wentworth Drive:</u> The sign has been bent off its support. The Clerk has requested a quote to either repair or replace the sign.</p>	Clerk  Clerk
13.	<p><b><u>To agree to develop a Brickhill enhancement scheme with BeNCH CRC:</u></b></p> <p>Cllr Fitzpatrick had identified a number of potential activities including, clearing overgrown allotment plots, removing excessive thistles from the wildflower meadow on Waveney Green, planting bulbs at various sites around the parish, cleaning play equipment and benches, re-painting metal football goalposts and litter picking.</p> <p>There may be other suggestions that emerge over time. He was waiting for a response from the organiser to meet up and look at the potential projects.</p>	Cllr Fitzpatrick
14.	<p><b><u>To note the government consultation on powers to deal with unauthorised caravan sites and agree any action:</u></b></p> <p><b>It was resolved</b> that councillors would send any comments to Cllr Fitzpatrick who would produce a response for the Clerk to submit by the closing date of the 15<sup>th</sup> June.</p>	Cllr Fitzpatrick Clerk
15.	<p><b><u>To review the list of outstanding matters and agree any further action:</u></b> This was reviewed.</p>	
16.	<p><b><u>Staffing Matters:</u></b> The Clerk updated the parish council on current staffing matters. She would be doing an additional seven hours until further notice.</p>	
17.	<p><b><u>Date of Next Meeting:</u></b> Thursday 5<sup>th</sup> July 2018 at 7:30pm at St Mark's Church and Community Centre, Calder Rise, MK41 7UY.</p>	

.....Approved by Chairman  
5<sup>th</sup> July 2018