



Minutes of the Meeting of Brickhill Parish Council held virtually on Thursday 4th June 2020 commencing at 7.30pm.

Present: Cllrs Fitzpatrick, Ward, Holloway, Green, Blakeman, Retout, Durham, Charles Royden, Rider, Corinne Royden, Grant, Johns, Reeve, Jarman-Webb, Borough Cllr Phillippa Martin-Moran-Bryant, one member of the public and the Clerk (Mrs S Bottoms) were in attendance.

Absent: None.

1.	<u>Apologies for Absence:</u> None.	
2.	<u>To agree the etiquette for the conduct of this virtual meeting:</u> Cllr Fitzpatrick welcomed everyone to the meeting. Participants agreed to stay on mute unless they indicated that they wished to speak.	
3.	<u>Declarations of interest in items on the agenda</u> i) <u>To receive written requests for a dispensation:</u> None received. ii) <u>To consider any requests for a dispensation:</u> None.	
4.	<u>To confirm the minutes of the meeting held on Thursday 7th May 2020:</u> The minutes were signed as a true record of the meeting.	
5.	<u>Public Open Session (15 mins):</u> A resident of Woodlands Park attended the meeting and expressed an interest in applying to fill the vacancy on the parish council. She intended to observe the meeting before deciding whether she wished to submit a formal application.	
6.	<u>To agree action regarding co-option onto the parish council:</u> Following discussion, it was agreed to delay any co-option until normal meetings resumed. The Clerk agreed to notify the three residents who to date had expressed an interest.	Clerk

7.

Financial Matters:

To consider and agree action on the following:

i) To approve bank reconciliations and any accounts for payment:

It was resolved to approve the following:

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
C Johnson	BACS 11	£56.00	Plot and Key Refund
Bedford Borough Council	DD	£3,503.74	Salaries May
Associated Telecom Solutions	DD	£18.30	Telephone Charges
Mark Fitzpatrick	BACS 12	£396.00	Refund NDP Survey
Proludic	BACS 13	<u>£15,689.78</u>	New Equipment
	Total Payments	£19,663.82	

ii) To review the existing Financial Regulations:

These were reviewed and accepted without change. The Clerk will arrange for these to go on the website.

Clerk

iii) To receive the Annual Accounts for 2019-20:

The Clerk circulated a report on the accounts. **It was agreed** to accept these and the Clerk would arrange for a copy to go on the website.

Clerk

iv) To receive the internal auditor report:

The internal auditor report highlighted no issues. The report was accepted and the Clerk will arrange for this to be forwarded to the external auditors, Mazars and for a copy to go on the website.

Clerk

v) To approve and agree to sign the Annual Governance Statement 2019-20:

This was approved and signed. The Clerk will arrange for this to be forwarded to the external auditors, Mazars and for a copy to go on the website.

Clerk

	<p>vi) <u>To approve and agree to sign the Accounting Statements 2019-20:</u> These were approved and signed. The Clerk will arrange for these to be forwarded to the external auditors, Mazars and for a copy to go on the website.</p> <p>vii) <u>To agree to upgrade the website to meet the Accessibility Regs for Public Bodies at a cost of £400:</u> The Clerk reported that The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector bodies, which includes local councils, to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities. Existing websites must be compliant by the 23rd September. The level of compliance must not place a “disproportionate burden” on the body concerned. At this stage, the Clerk has already requested that Simon Edgar gives some preliminary thought to this and he has estimated that the cost involved to make sensible changes to ensure compliance will be approximately £400. He will provide more information once he has been asked to move forward. As part of this work, he will obtain a SSL Certificate making the site a secure one. It was agreed in principle to approve this expenditure, but Cllrs Fitzpatrick, Retout, Jarman-Webb and Grant would like to see the detailed proposals in advance of Mr Edgar being given permission to take the work forward.</p> <p>viii) <u>To agree to continue making BAC’s payments:</u> It was agreed to continue with this.</p> <p>ix) <u>To agree to continue making Direct Debit payments:</u> It was agreed to continue making direct debit payments to Associated Telecom, Wave, Bedford Borough Council (salaries) and BT.</p>	<p>Clerk</p> <p>Clerk</p>
8.	<p><u>To receive an update on the Neighbourhood Development Plan and agree further action:</u></p> <p>Cllr Fitzpatrick reported that work had recently restarted on a Neighbourhood Development Plan for Brickhill. The intention had been to have significant face-to-face public engagement within the plan. The COVID-19 outbreak has caused a pause in the process. Following a discussion with Dave Chetwyn of Urban Vision CIC in May, a revised support proposal has been received from Urban Vision and an application has been submitted for grant funding to cover the costs of the work to be undertaken by Urban Vision. A copy of the proposal had been circulated to councillors in advance of this meeting. The next steps in the NDP process can be carried out without the need for any face-to-face meetings. Hence it is possible to carry on with the NDP process. When further public consultation is needed, it is likely that it will be possible to deliver information material and questionnaires to residents, as well as using online tools, even if it is not practical to have face-to-face engagement.</p> <p>In the February 2020 Parish Council newsletter, the parish council asked residents to give their views of Brickhill. Despite a limited take up, some useful comments were submitted. Cllr Grant provided a summary of these comments which was circulated in advance. Cllr Grant reported that in general the respondents mainly appreciated living in Brickhill and the work of its councillors. Good points included green spaces, allotments, good schools, a good community feel and a general safe feeling about the area. There will be further opportunities for residents to get involved in the NDP process. Any volunteers are welcome (including councillors). Cllrs Fitzpatrick and Grant were thanked for their report.</p>	

9.	<u>To review the existing Standing Orders:</u> These were reviewed and accepted without change. The Clerk will arrange for these to go on the website.	Clerk
10.	<u>To receive reports from the Borough Councillors:</u> Borough Cllr Martin-Moran-Bryant reported on the expected losses at the borough council as a result of COVID 19. Borough Cllr Rider reported that three speed activation signs had been ordered, the crossing in Kimbolton Road was delayed awaiting re-surfacing works and there was information on the borough council website about dates for green bin emptying. She requested that residents help water any new trees planted near their property. The borough councillors were thanked for their reports.	
11.	<u>Further items for consideration at the next meeting:</u> None.	
12.	<u>To review the list of outstanding matters and agree any further action:</u> The Clerk would bring any outstanding matters onto future agendas.	Clerk
13.	<u>Date of Next Meeting:</u> Thursday 2nd July 2020, at 7.30pm.	

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Approved by Chairman
2nd July 2020