



Minutes of the Annual Meeting of Brickhill Parish Council held on Thursday 3rd May 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, Charles Royden, Corinne Royden, Retout, and Rider, Borough Councillor Corp and four members of the public were in attendance.

Absent: Cllrs Bowler.

1.	<p><u>Election of Chairman and the signing of a Declaration of Acceptance of Office:</u></p> <p>Cllr Fitzpatrick was nominated by Cllr Charles Royden, seconded by Cllr Holloway and there being no other supported nominations, was duly elected by a majority of the parish council. Cllr Fitzpatrick signed the Declaration of Acceptance of Office.</p>	
2.	<p><u>Election of Vice-Chairman:</u></p> <p>Cllr Blakeman was proposed by Cllr Fitzpatrick, seconded by Cllr Charles Royden and there being no other nominations, was duly elected Vice Chairman.</p>	
3.	<p><u>Apologies for Absence:</u></p> <p>Cllr Bowler. These were accepted due to extenuating circumstances.</p>	
4.	<p><u>Declarations of interest in items on the agenda</u></p> <p>i) <u>To receive written requests for a dispensation:</u> None received.</p> <p>ii) <u>To consider any requests for a dispensation:</u> None.</p>	
5.	<p><u>To confirm the minutes of the meeting held on Thursday 5th April 2018:</u></p> <p>The minutes were signed as a true record of the meeting.</p>	
6.	<p><u>Public Open Session (15 mins):</u></p> <p><u>Brickhill Lower School Football Club – State of the pitches on Waveney Green:</u> The chairman of the football club had agreed to speak to Cllr Fitzpatrick at the Annual Parish Meeting on the 10th May and this would go onto the Allotments & Open Spaces Committee agenda for further discussion on the 16th May.</p>	Clerk

7.	<p><u>To review and approve the committee structure of Brickhill Parish Council and to elect members to the following existing committees/working groups:-</u></p> <ul style="list-style-type: none"> i) <u>Planning Committee</u> (5 members): Cllrs Blakeman, Bailes, Cross, Seymour and Johns. ii) <u>Finance and Personnel Advisory Group</u> (3 members): Cllrs Fitzpatrick, Corinne Royden and Ward. ii) <u>Allotments and Open Spaces Committee</u> (4 members): Cllrs Holloway, Fitzpatrick, Reeve and Retout. 	
8.	<p><u>To nominate one person to vote at the General Meetings of Brickhill Community Association:</u></p> <p>Cllr Cross.</p>	
9.	<p><u>To receive an update from Woodlands Park:</u></p> <ul style="list-style-type: none"> i) <u>CCTV: to agree action following the visit to the CCTV control room and discussions with Borough staff and ACE Securities:</u> Cllr Bailes reported on a successful meeting with ACE Security, the Clerk and Steve Woollard at the CCTV Control Room where there was the opportunity to see the cameras in action. Following that, he proposed and it was resolved to pay the outstanding payment to ACE Security. During the visit, discussion had taken place regarding other locations across Brickhill for further cameras. ACE Security, Steve Woollard and his team would give consideration to that and come back to the parish council. The Clerk would forward a map of the parish to Steve Woollard. ii) <u>Adoption and other issues:</u> The report by Cllr Bailes was noted. Cllr Bailes reported that he and the Clerk had met adjacent to the kickabout area off Ashmead Road to agree a location for the green gym. Work on this project was imminent. 	Clerk
10.	<p><u>To receive a report from the Borough Councillors:</u></p> <p>Written reports had been received from both the Great Barford and Brickhill Borough Councillors and both reports would be placed on the website.</p> <p>Cllr Royden said that the no verge parking had been introduced in Moriston Road.</p> <p>He has asked highways officers to look at the options to provide a safe crossing on Kimbolton Road especially for children going to Brickhill Primary. Unfortunately the place where people cross is not where a crossing can be safely installed.</p> <p>He has been assured that the high court injunction to stop travellers on Waveney Green is before the court and now waiting for a court date.</p>	
11.	<p><u>To consider options with regards planters or planting schemes around the Brickhill signs and agree action:</u></p> <p>Following discussion it was resolved to consider planting approximately 2 metres around the signs with bulbs and plants. The Clerk would seek agreement from Bedford Borough Council.</p>	Clerk

12.	<p><u>To receive a report on the General Data Protection Regulation and agree action:</u></p> <p>The Clerk noted that the Government has now tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials from the Department for Culture, Media and Sport have confirmed with NALC that all other measures will still apply, but that appointing a Data Protection Officer to support a council's approach to data protection will be discretionary and may be regarded as good practice.</p> <p>It was resolved to accept the recommendation that the parish council appoint the Local Councils Advisory Service as the DPO for the parish council on the basis that they specialise in local councils and also offer unlimited calls/e-mail contact which would be really useful especially in the first year. The service will cost £300 per year.</p> <p>The Clerk will continue to take steps towards getting the parish council compliant by the necessary target date of 25th May.</p>	Clerk
13.	<p><u>Financial Matters:</u></p> <p>i) <u>To approve bank reconciliations and any accounts for payment:</u></p> <p>The Clerk reported that until the accounts are formally closed down for 2017-18 and the new accounting year opened by Alpha, she is unable to generate bank reconciliations or financial information in general. A list of payments was circulated and the Clerk would list all payments from 1st April 2018 in the June minutes.</p> <p>ii) <u>To review and adopt the existing Financial Regulations without change:</u></p> <p>It was resolved to adopt the existing Financial Regulations without change. The Clerk would action and update the website.</p> <p>iii) <u>To agree action re: NALC recommended 2% salary increase 1st April 18-1st April 19:</u></p> <p>It was resolved to accept this. The Clerk would action via the Borough Council.</p>	Clerk Clerk Clerk
14.	<p><u>To receive a report on the recent Brickhill Community Association/Brickhill Parish Council liaison meeting and agree any further action:</u></p> <p>Paper copies of the minutes were available of the Brickhill Community Association meeting.</p> <p>The Clerk was waiting for the proposal from the lighting designer for the car park.</p> <p>She would ask that the design should not interfere with any planned CCTV cameras.</p>	
15.	<p><u>To review the Noticeboard Policy and agree any action:</u></p> <p>It was resolved to amend the policy to reflect the decision made at the April parish council meeting.</p> <p>It was further resolved to update the policy to reflect the fact that within Brickhill there are two lots of Borough Councillors representing the parish. There would be an amendment to (c) to 'Borough and Parish Councillors: Surgery times and other information which councillors wish to display which relates to their activities within the parish. These notices must be in black and white print.'</p>	

16.	<p><u>To agree the format for the “Battles Over” commemoration and agree action:</u></p> <p>It was agreed to defer this item to the Allotments & Open Spaces Committee which was meeting on the 16th May.</p>	Clerk
17.	<p><u>To receive an update on the Easter Activities and consider any further action and to consider the planned Summer activity sessions and any action to follow:</u></p> <p>The Clerk reported that three sessions had been held on Monday 9th and Tuesday 10th April consisting of two training sessions with MK Dons and a climbing wall and archery session. It had proved quite difficult to fill the spaces and on the days of the activities, the weather was heavy rain.</p> <p>Three sessions have been booked over the Summer holidays:</p> <p>23rd July (Box End Water Park), 30th July (Bushcraft) and 6th August (Mini Olympics).</p> <p>It was resolved to put this item on the October agenda to decide whether to run sessions in Easter 2019.</p>	Clerk
18.	<p><u>To receive a report on the Annual Parish Meeting to be held on the 10th May 2018</u></p> <p>The Clerk reported that she has advertised this on the noticeboards and will do so on social media and the website (currently it is in the diary on the website).</p> <p>To date Scott, Brickhill Primary, Autism Bedfordshire, Friends of Putnoe, Park Wood and Brickhill Lower School Football Club are attending.</p>	
19.	<p><u>To note the government consultation on powers to deal with unauthorised caravan sites and agree any action:</u></p> <p>It was resolved to defer until the June meeting.</p>	Clerk
20.	<p><u>To review the list of outstanding matters and agree any further action:</u></p> <p>The report was noted.</p> <p><u>To decide on any further action re: odours coming from beyond North Brickhill County Park:</u></p> <p>It was resolved that the Clerk would obtain an e-mail address for reporting issues to Environmental Health at Bedford Borough Council and would publicise this alongside the telephone number previously publicised in the next edition of Brickhill News and encourage residents to report any issues.</p>	Clerk.
21.	<p><u>Staffing Matters:</u></p> <p>Under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), press and public were excluded from this item of the agenda.</p>	

	<p>Following discussion, it was resolved that the Clerk would work an additional 10 hours per week to cover some of the workload of the Assistant Clerk. The Clerk would also enquire about whether it was possible for the parish council to purchase HR support services from Bedford Borough Council.</p>	<p>Clerk</p>
<p>22.</p>	<p><u>Date of Next Meeting:</u> Thursday 7th June 2018 at 7:30pm at St Mark’s Church and Community Centre, Calder Rise, MK41 7UY.</p>	

.....Approved by Chairman
 7th June 2018