



**Minutes of the Meeting of Brickhill Parish Council held on Thursday 2<sup>nd</sup> February 2017 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm**

**Present:** Cllrs, Fitzpatrick, Blakeman, Rider, Ward, Bailes, Johns, Reeve, Bowler, Cross, Holloway, Retout, Charles Royden and Corinne Royden, Koch, Borough Councillor Moon, the Clerk (Sue Bottoms) and three members of the public were in attendance.

**Absent:** None.

1.	<b>Apologies for Absence:</b> None.	
2.	<p><b>Declarations of interest in items on the agenda</b></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>	
3.	<b>To confirm the minutes of the meeting held on Thursday 5<sup>th</sup> January 2017:</b> Borough Councillor Moon said he would correct an error in the minute of his January report with regards the speed of adoption during his report at this meeting. Otherwise the minutes were signed as a true record of the meeting.	
4.	<p><b>Public Open Session (15 mins):</b></p> <p><u>St Thomas More Travel Plan:</u> a resident attended and circulated amongst councillors copies of newspaper articles and various reports over a period since 2012 on the issue of cycling. He stressed the need for all those involved in any of the modes of transport whether by vehicle, cycle or as a pedestrian to be safe and considerate to others.</p>	
5.	<p><b>To receive an update on Woodlands Park and agree further action:</b></p> <p>Cllr Bailes started by saying that a residents meeting had been arranged for the 16<sup>th</sup> February at 7.15pm at St Marks to discuss highways issues and the meeting would be attended by Andrew Prigmore from the borough council.</p> <p><u>CCTV Cameras:</u> Cllr Bailes said that he was attending a meeting tomorrow with Steve Woollard, CCTV Manager and ACE Security to discuss the difference in quality between those images accessed by our system and that in Willington. Certainly the height of the mounting of the cameras was partly responsible.</p> <p><u>Progress on Projects/Adoption:</u> Cllr Bailes said that a replacement for Simon Fisher had still not been organised at the borough council and therefore Paul Pace was covering his workload. The question was how to progress the projects which are on borough council land. The funding that the borough council had committed to contribute towards these projects was coming from Persimmon. <b>It was resolved</b> that the parish</p>	

	<p>council would be willing in the interim to fund those projects on the agreement from the borough council that they would refund the monies once they had received it from Persimmon. Cllr Bailes would progress. He would also contact Alison Southern, Assistant Clerk for details of the green gym equipment being purchased for Waveney Green as similar could be obtained for Woodlands Park. He had already got a quote from Wickstead Park. He would also let the borough council know what the parish council was intending and how to go about getting permission.</p> <p><u>Bramble/Ditch Clearance:</u> Cllr Bailes had received a complaint from a resident in the properties backing onto the kick about area off Ashmead Rd regarding the destruction of wildlife habitat and the brambles from which fruit was picked. There was now a lot of litter remaining which needed clearing. Cllr Bailes would ask Paul Pace to arrange removal. Cllr Royden said that the work had been done by the borough council at the request of residents. Clearance of the ditch would help protect properties from flooding. The brambles would grow back.</p> <p>Cllr Bailes was thanked for his report.</p>	Cllr Bailes																																																				
6.	<p><b>Financial Matters:</b></p> <p>i) <u>To approve bank reconciliations and any accounts for payment:</u> <b>It was resolved</b> to accept these.</p> <table border="1" data-bbox="188 651 1469 1401"> <thead> <tr> <th>Payee Name</th> <th>Reference</th> <th>Amount Paid</th> <th>Transaction Detail</th> </tr> </thead> <tbody> <tr> <td>Bedford Borough Council</td> <td>DD</td> <td>£ 4,012.94</td> <td>Salaries January</td> </tr> <tr> <td>Vintec</td> <td>BACS 91</td> <td>£ 192.00</td> <td>Legionella Water Inspection</td> </tr> <tr> <td>Bletsoe Parish Council</td> <td>BACS 92</td> <td>£ 30.00</td> <td>Training - James Cross</td> </tr> <tr> <td>SLCC</td> <td>BACS 93</td> <td>£ 157.00</td> <td>SLCC Subscription</td> </tr> <tr> <td>Viking</td> <td>BACS 94</td> <td>£ 254.54</td> <td>Stationery and stamps</td> </tr> <tr> <td>Associated Telecom Solutions</td> <td>DD</td> <td>£ 14.58</td> <td>Telephone Charges</td> </tr> <tr> <td>SLCC Beds Branch</td> <td>1181</td> <td>£ 58.00</td> <td>Training - Clerk</td> </tr> <tr> <td>Information Commissioner</td> <td>1182</td> <td>£ 35.00</td> <td>Data Protection Registration</td> </tr> <tr> <td>St Marks Church Community Cent</td> <td>1183</td> <td>£ 214.58</td> <td>Room Hire and Hall Hire</td> </tr> <tr> <td>Paul Hawking Gardening Service</td> <td>1184</td> <td>£ 245.00</td> <td>Gardening work on Waveney Green</td> </tr> <tr> <td>St Marks Church Community Cent</td> <td>1185</td> <td>£ 214.58</td> <td>Room and Hall Hire Jan</td> </tr> <tr> <td></td> <td><b>Total Payments</b></td> <td><b>£ 5,428.22</b></td> <td></td> </tr> </tbody> </table>	Payee Name	Reference	Amount Paid	Transaction Detail	Bedford Borough Council	DD	£ 4,012.94	Salaries January	Vintec	BACS 91	£ 192.00	Legionella Water Inspection	Bletsoe Parish Council	BACS 92	£ 30.00	Training - James Cross	SLCC	BACS 93	£ 157.00	SLCC Subscription	Viking	BACS 94	£ 254.54	Stationery and stamps	Associated Telecom Solutions	DD	£ 14.58	Telephone Charges	SLCC Beds Branch	1181	£ 58.00	Training - Clerk	Information Commissioner	1182	£ 35.00	Data Protection Registration	St Marks Church Community Cent	1183	£ 214.58	Room Hire and Hall Hire	Paul Hawking Gardening Service	1184	£ 245.00	Gardening work on Waveney Green	St Marks Church Community Cent	1185	£ 214.58	Room and Hall Hire Jan		<b>Total Payments</b>	<b>£ 5,428.22</b>		
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	<p>ii) <u>To agree to the purchase of further parish signage:</u> <b>It was resolved</b> that a further gateway style sign should be ordered from Glasdon to be installed in Kimbolton Road facing north at the edge of the parish. For the two sites that Andrew Prigmore had originally suggested using 'cantilvered' signs, <b>it was further resolved</b> to instead go for small oblong signs, roughly A4 in size. These would just say 'Welcome to Brickhill Parish' and would be fitted on the first available suitable streetlight or other post in Kimbolton Road (just north of the Park Avenue junction) and Putnoe Lane (immediately before the lights). There are signs of a similar size in use advertising things like 'No Cold Calling' and 'Home Watch area'. <b>It was resolved</b> that the organisation of this would be agreed between the Clerk and Cllrs Fitzpatrick and Blakeman.</p> <p>iii) <u>To agree the appointment of Gill Wiggs as internal auditor for the accounts 2016-17:</u> <b>It was resolved</b> to agree to this.</p> <p>iv) <u>To consider opening additional bank accounts and agree any action:</u> <b>It was resolved</b> that the Clerk arrange to open a Business Instant Saver Account with Nationwide which is on the list of approved institutions in the parish council's Treasury Management Policy and to transfer into it, £85,000 from the Stafford Railway Building Society. This is to ensure that the balance of accounts stay within the £85,000 covered by the Financial Services Scheme. Further consideration could be given to opening other accounts once the first half year precept is received in April 2017.</p> <p>v) <u>To note that the Annual Return from 17-18 until 21-22 will be done by Mazars LLP instead of BDO:</u> <b>It was resolved</b> to note this.</p>	<p>Clerk Cllrs Fitzpatrick and Blakeman</p> <p>Clerk</p> <p>Clerk</p>
7.	<p><b><u>To note the advice received from NALC regarding the complaint received regarding the Brickhill Community Centre and agree any further action:</u></b> After the January meeting, the Clerk requested legal advice from NALC. NALC clarified that the agreement between Brickhill Parish Council and the Brickhill Community Centre Association clearly states that the responsibility for day-to-day management is with the Association and not the parish council. Therefore any complaints should be referred to the Management Committee. The parish council did not require any legal advice as the legal position is clear. The advice was also that the Chairman of the Parish Council should not get involved in dealing with any of the complaints which have been received because he is involved both with the parish council and the Association.</p>	
8.	<p><b><u>To agree to organise a litter pick during National Spring Cleaning Week on Saturday 11<sup>th</sup> March:</u></b> <b>It was resolved</b> that this should take place at 2pm on the 11<sup>th</sup> March meeting near Beauchamp School in Hawk Drive.</p>	
9.	<p><b><u>To receive a report from the Borough Councillors:</u></b> Cllr Moon said that the borough council were close to reaching an agreement with Persimmon under S38 of the Highways Act 1980. With regards Taylor Wimpey, the borough council had failed to get any response from them. Unfortunately, the borough council are not able to force action by Taylor Wimpey. Cllr Moon ended his report by saying that there was to be a joint borough and parish councillor surgery at Anjulita Court on the 11<sup>th</sup> February between 10-12 noon.</p> <p>Cllr Charles Royden said that fountain in Rooksmead Pond had been well received by residents and that LED lighting was to be installed shortly. He and Cllr Rider were on the case regarding potholes and those trees around the parish which drop fruit. The teething problems resulting from the change in dustbin collections now seem to have settled down with no further complaints received.</p>	
10.	<p><b><u>To note that the Spring Tea is to be held on Friday 28<sup>th</sup> April and agree any further action:</u></b> It was noted that no further action was required at this stage.</p>	

11.	<p><b><u>To receive an update on the planned meeting regarding traffic issues around St Thomas More School and agree any further action:</u></b> The Clerk reported that she was still awaiting confirmation from the police but that the likely date was early March. She would see if it were possible to meet up before hand to discuss how best to approach the visit. Cllr Royden said that the school could not completely absolve itself from the problem. Children are potentially being put in danger. It is unfortunate that following Government directives, the borough council CCTV camera vans can no longer be used to patrol the situation. It was noted that the problem of traffic and parking is a problem around most schools.</p>	Clerk
12.	<p><b><u>To review the list of outstanding matters and agree any further action:</u></b> This was reviewed.</p> <p><u>Application for Asset Transfer/Waveney Green:</u> The Clerk had discussed the situation with Philip Carr of the borough council. The Estates Department had delegated powers to deal with this and the paperwork was now with the legal department.</p> <p><u>Application for a licence to undertake an Alteration of Waveney Green:</u> This relates to the request made by the parish council to the borough council for permission to install green gym equipment. Again Philip Carr had informed the Clerk that the department had delegated powers to grant a licence for this. The paperwork was now with the legal department.</p> <p><u>Proposed Injunction of Waveney Green:</u> The Clerk had been informed on the 2<sup>nd</sup> February that the borough council were pressing ahead with an injunction and are currently drafting the court documents. This process takes approximately 3 months to complete depending on court dates as several applications must be made. Andrew Kyle of the borough council would keep the Clerk informed of progress.</p> <p><u>Neighbourhood Development Plan:</u> Cllr Fitzpatrick reported that the next meeting to consider this further was to be held on Wednesday 15<sup>th</sup> March 7pm-9pm in the Biffa Room at St Mark's.</p>	
13.	<p><b><u>Staffing Matters:</u></b> To receive a report on the appraisal of the Assistant Clerk Alison Southern and agree action. Under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), press and public are excluded from this item of the agenda.</p>	
14.	<p><b><u>Date of Next Meeting:</u></b> Thursday 2<sup>nd</sup> March 2017 at 7:30pm at St Mark's Church and Community Centre, Calder Rise, MK41 7UY. <b>Cllr Rider agreed</b> to do the 7pm surgery ahead of the meeting.</p>	Cllr Rider

.....Approved by Chairman  
2<sup>nd</sup> March 2017