

BRICKHILL

PARISH COUNCIL



2015/16 – 5

Minutes of the Meeting of Brickhill Parish Council held on Thursday 3rd September 2015 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm

Present: Cllrs Fitzpatrick, Reeve, Blakeman, Rider, Corinne Royden, Charlie Royden, Ward, Johns, Bailes, Holloway, Manser, Bowler, Clerk (Sue Bottoms) and Borough Councillor Corp were in attendance.

Absent: Cllrs Chrusciak, Darbon, Borough Councillors Moon.

1.	<u>Apologies for Absence:</u> Cllrs Chrusciak and Darbon sent their apologies. It was resolved to accept these.	
2.	<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 received.	
3.	<u>Minutes of the Previous Meeting:</u> It was resolved to approve the minutes of 2 nd July 2015 as a true record of the meeting.	
4.	<u>Public Open Session (10 mins):</u> None.	
5.	<u>To receive an update on the discussions with Borough/Persimmon regarding the permission to go ahead with the Woodland Park consultation purchases:</u> Cllr Bailes reported on a site meeting that afternoon involving himself, Sue Bottoms and Simon Fisher (BBC). Simon Fisher will try to get permission from Persimmon ahead of adoption to undertake some of the work identified. <ul style="list-style-type: none"> Play area improvements: Simon Fisher suggested that these wait until after adoption. Simon Fisher was in agreement with regards additional bins, benches and picnic benches and proposed locations. Green Gym: Simon Fisher suggested it would be better located on the hard standing near the changing rooms. He suggested that the councillors visit Harrold, Bromham and Great Barford to look at their equipment. Parish councillors were encouraged to take a look and bring a list of possible equipment to the next parish council meeting. Community Orchard: Simon encouraged the parish council to get a group of local volunteers who would be interested in planting and maintaining this. 	Parish Councillors

	<ul style="list-style-type: none"> Bridge over the stream behind the changing rooms: again he suggested getting a group of local volunteers to help improve safety. The aim was not to formalise the crossing. Cllr Fitzpatrick suggested contacting Phill Fox. County Park gates: Simon suggested consulting with local residents ahead of any formal plans. The Clerk would produce a letter and Cllr Bailes would look at possible types and costs. <p>Cllr Bailes was thanked for his report.</p> <ul style="list-style-type: none"> CCTV Cameras: The Clerk had circulated a service level agreement provided by the Borough Council at a cost of £1,500 per annum. It was resolved that the Clerk would establish why this contract was three times the cost of that of another parish council. 	<p>Clerk and Cllr Bailes</p> <p>Clerk</p>
6.	<p><u>To receive an update on progress with regards the installation of a replacement window and PV panels at Brickhill Community Centre and agree further action:</u> With regards the replacement window, the Clerk reported that she had checked with Building Control and has submitted a formal application for the replacement at a cost of £155 plus VAT (see accounts for payment). The Borough will check the lease between Bedford Borough Council and Brickhill Parish Council to see if a licence needs to be granted or just a letter issued giving permission. In the case of the PV panels, the person dealing with this at the Borough has since left and a replacement is now in post. He has now looked at the report from David Curtis (structural engineer) and has raised a number of questions which the Clerk has forwarded onto Solar Partners. Again, the Borough will check the lease agreement to establish the way forward with regards permission. The Clerk will contact Solar Partners (the suppliers of the panels) and keep them informed of the situation and check that the quotation is still valid.</p>	Clerk
7.	<p><u>To consider the requests from BPHA regarding Rooksmead and adjoining areas and agree action:</u> an e-mail had been received from the Housing Officer of BPHA following a walkabout around the area. A number of issues were raised.</p> <ul style="list-style-type: none"> The residents were asking for more parking bays as parking is really bad. Cllr Rider responded that she and Cllr Royden would look into this but the costs were likely to make this prohibitive. They would like a grit box each end of the road, as the road is on a hill. Cllrs Rider to investigate. The pond is smelling really bad and has rubbish in it – could this be cleaned? The Clerk would contact Bedford Borough Council. They would like to have ‘no parking on verges’ signs along the road as people are blocking the paths. Cllr Rider responded that this was not possible because the properties do not have driveways or garages. Where there any plans to re-tarmac the road? Mallard Hill and Robin Hill have had this done. The roads are very bad with pot holes. Cllr Rider responded that this was on the re-surfacing programme for 2016-18. It was resolved that the Clerk respond to the Housing Officer. 	<p>Cllrs Rider and Royden</p> <p>Clerk</p>

8.	<u>To receive an update on the Community Safety Forum:</u> Cllr Fitzpatrick explained the background to the last meeting of the CSF which should have been the AGM and the proposition of having more informal meetings. Following discussion, it was agreed that the Community Safety Forum should come under the overall control of the parish council. It would involve no additional workload for the staff nor additional costs for the parish council.	
9.	<u>To consider applying for formal accreditation in the Local Award Scheme and agree action:</u> The Clerk explained that currently the parish council has free foundation status having already held Quality Status under the old scheme. In order to retain unbroken status, the parish council must register on the NALC website by 1 st October and submit applications by 1 st November to BATPC. There are three levels – foundation, quality and quality gold. Once achieved, accreditation lasts four years. Following discussion, it was agreed to register with NALC and to apply for accreditation initially for quality status. At a later date consideration could be given to upgrading to quality gold status.	Clerk
10.	<u>To receive the Police and Crime Plan and agree a response:</u> Following discussion, it was resolved that the Clerk should reply expressing the importance of good clear two way communication between the police and the parish council and that the parish council were concerned about the lack of notice they had been given in the past regarding Operation Vision events in Brickhill.	
11.	<u>To receive an update on GOTG 2015 and note the date for 2016 (9th July):</u> Lots of positive comments had been received both on the day and by e-mail later. Many groups took part and were keen to take part again next year. The inclusion of the additional marquee added positively to the event and it was hoped it could be used again next year. Alison Southern (Assistant Clerk) has checked the dates for competing festivals and based on that information, the date of the 9 th July has been fixed. Cllr Fitzpatrick confirmed he would be able to attend. Alison Southern is also trying to locate an activity more suitable for older children and is in discussion with regards a climbing wall. She is also contacting all those who have taken part this year and securing their involvement for next year. Cllr Ward suggested the possibility of an outdoor ice rink. The councillors thanked the Clerk and in particular the Assistant Clerk for making the day a success.	
12.	<u>To consider the impact of the recent visit by travellers to Waveney Green and agree action:</u> Discussion took place around the practicality and cost of protecting the Green in the future. It was resolved to thank Bedford Borough Council for their swift response to the problem and the clean up following their departure. It was further resolved that the Clerk would also write to the Borough and ask whether it was possible to place an injunction on Waveney Green to make it even easier and quicker to move future travellers on.	Clerk
13.	<u>To consider a request by a resident regarding bus routes and another about Avon Drive and agree action:</u> The Clerk reported a visit from an elderly resident who expressed the concern of a number of elderly residents that no buses go through Brickhill and out to Aldi in Church Lane or past the crematorium or past Tesco on Goldington Road. Elderly residents have to get a bus into town and out again. Could buses using Kimbolton Road not divert through Brickhill? Following discussion it was agreed that the Clerk should write to Chris Pettifer, Head of Transport Operations at the Borough and	Clerk

	<p>Stagecoach asking whether anything can be done.</p> <p>The Clerk also reported an e-mail from another elderly resident who requested more rubbish bins around the Frome Close /Avon Drive area, as these areas are used frequently by youngsters going to school. They do have a tendency to throw their rubbish on the floor and as they cut through the Frome Close area about four times a day it can get a bit messy.</p> <p>She also asked if there could be a few more benches, as she had noticed pensioners resting against walls and trees after becoming exhausted on the way to the shops and bus stops.</p> <p>She also said that the local people were not overly impressed by the amount of people begging and using drugs in the area. The betting shop seems to encourage a quite un-savoury collection of people, all times of day, that she been asked for money on occasions and felt very scared and pressured by these people, some being very drunk, and under the influence of certain substances.</p> <p>She questioned the need for betting shop at the parade of shops at Avon Drive, as it just attracts some not very pleasant people. The betting shop only benefits a few, not the majority. Could something more useful be put there, like a chemist or butcher. This is a lovely area, but since moving here she has noticed that there is more graffiti , rubbish and dog mess, we also have lads riding round at speed on scooters along the streets with no helmets.</p> <p>Following discussion it was agreed that the Clerk contact St Thomas More and ask to remind pupils about litter. Consideration would be given to more benches and the PCSO contacted with regards possible anti-social behaviour.</p>	Clerk
14.	<p><u>To note the date of the Pensioners Christmas Party 17th December and agree action:</u></p> <p>The date was noted and it was agreed that the Clerk should ask Sir Thomas More if they would be willing to provide entertainment for the event.</p>	Clerk
15.	<p><u>To receive and agree a Disciplinary and Grievance Procedure:</u></p> <p>It was agreed to adopt this and the Clerk would arrange to put this on the website.</p>	Clerk
16.	<p><u>To receive and agree an updated Publication Scheme:</u></p> <p>It was agreed to postpone this and to consider it at the October meeting.</p>	Clerk
17.	<p><u>To receive a report from the Borough Councillors:</u></p> <p>Cllr Corp reported that ward funding was available for Woodlands Park and applications were invited. She agreed to consult with Cllr Moon to establish what the latest position was with regards taking action over the confusing road markings and double yellow lines around junctions on Woodlands Park. Cllr Rider reported the resurfacing of Wansbeck and adjoining roads.</p>	

18.

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

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
Viking	BACS 17	£113.33	Stationery
Viking	BACS 18	£54.00	Stamps
Bedford Borough Council	DD	£3,149.45	Salaries July
Matthew Garrett	1120	£215.00	Magician Entertainer for GOTG
Mrs J Gumble	1123	£1,250.00	Roundabouts for GOTG
Mr M Smith	1121	£6.00	Key Deposit Refund
Annabel Walker	1122	£100.00	Face Painting GOTG
Jay Rollins	BACS 19	£280.00	Circus Skills GOTG
Tracy August	BACS 20	£150.00	Face Painting - GOTG
Millhouse Marquees	BACS 21	£1,350.00	Marquee for GOTG
Sundorne Bouncy Castles	BACS 22	£295.00	Bouncy Castle GOTG
Michael Del-Boyer	BACS 24	£20.00	Use of PA system
British Telecom	DD	£86.10	Broadband Charges

Narinder Bubbra	BACS 25	£60.00	Moving Tables and Chairs GOTG
iThink Telecom	DD	£22.55	Telephone Charges
David Curtis	BACS 26	£1,000.00	Structural Report on Roof of B
Viking	BACS 30	£117.24	Stationary
DRG Arbor Services	BACS 31	£175.00	Work to Trees on Wav Green
White Hart Press	BACS 32	£638.00	Newsletter Printing
Raptor Foundation	BACS 33	£100.00	Owl Display GOTG
Jo Barrow	BACS 34	£60.00	Newsletter delivery
Bedford Borough Council	BACS 35	£1,435.33	Grass Cutting, bin emptying,
Brickhill Community Centre	1124	£575.50	Rent and room hire
St Marks Church Community Centre	1125	£21.00	Room hire
A Southern	BACS 27	£30.22	Expenses GOTG
S Bottoms	BACS 28	£19.84	Refreshments for PC meetings
British Red Cross	BACS 29	£168.00	First Aid GOTG
Friends of the Raptor Foundati	1126	£100.00	Owl Display at GOTG
J Franklin	1127	£12.00	Key Refund

Home Counties Toilet Hire	BACS 36	£438.00	Toilet Hire for GOTG	Clerk Cllr Bailes Clerk
Bedford Borough Council	DD	£3,149.45	Salaries August	
iThink Telecom	DD	£18.65	Telephone Charges	
Rialtas Business Solutions	BACS 38	£133.20	Alpha Software Support	
Rialtas Business Solutions	BACS 39	£133.20	Alpha Support Allotments	
Came & Company	1128	£909.92	Annual Insurance	
Bedford Borough Council	1129	£186.00	Building Contol Application UPVC Window	
Bedford Borough Council	BACS 40	£343.42	Waveney Green	
Solutions 4 Playgrounds	BACS 41	£4,836.00	Play area works	
BDO	BACS 42	£480.00	Annual External Audit	
78th Bedford Scout Group	1130	£53.30	Minibus Hire Battlefield Live	
Brickhill Community Centre	1131	£42.00	Hall Hire Police Surgery	
BATPC	1132	£20.00	Councillor Training	
	Total Payments	£22,346.70		
<p>It was resolved to approve the above payments.</p> <p>With regards an outstanding invoice from Will Sparrow it was resolved to ask him to attend a future meeting of the Parish Council to</p>				

	<p>present the report and answer questions. Once that had happened the Parish Council would settle the invoice.</p> <p>ii) <u>To consider and agree action regarding the purchase of two “dogs on leads” signs from the additional funding subject to Persimmon agreement for installation at the Owl Park:</u></p> <p>It was agreed to purchase these at a cost of £30 each.</p> <p>iii) <u>To receive the report from the external auditors BDO:</u> The Clerk reported that the accounts had been returned with no issues highlighted.</p> <p>It was resolved to accept these and the Clerk would arrange a copy to go on the website.</p>	
19.	<p><u>To review the list of outstanding matters and agree any further action:</u></p> <p>This was reviewed.</p>	
20.	<p><u>Staffing Matters:</u></p> <p>To receive a report on the appraisal of the Clerk Sue Bottoms 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>	
21.	<p><u>Date of Next Meeting:</u></p> <p>Thursday 1st October 2015 at 7:30pm at St Mark’s Church and Community Centre, Calder Rise, MK41 7UY.</p>	

.....
 Approved by Chairman
 1st October 2015