



**Minutes of the Meeting of Brickhill Parish Council held on Thursday 4<sup>th</sup> June 2015 at St Mark’s Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm**

**Present:** Cllrs Fitzpatrick, Reeve, Blakeman, Rider, Chrusciak, Charlie Royden, Corinne Royden, Ward, Bailes, Holloway, Borough Councillors Moon and Corp, Clerk (Sue Bottoms) and four members of the public were in attendance.

**Absent:** Cllrs Darbon.

1.	<b>Apologies for Absence:</b> Cllrs Darbon sent her apologies. <b>It was resolved</b> to accept these.	
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 received.</p>	
3.	<b>Minutes of Previous Meeting:</b> <b>It was resolved:</b> to approve the minutes of 14 <sup>th</sup> May 2015 as a true record of the meeting.	
4.	<p><b>Public Open Session (10 mins):</b></p> <p>The resident explained that he had attended because the School Travel Plan for St Thomas More was on the agenda. He had liaised with the school over a number of years and had built up a good relationship. He thanked Cllr Charles Royden for all his hard work and effort regarding vehicle and traffic movements in the area around the school. He was though concerned with the issues of safe and considerate cycling and the safe integration of vehicles, pedestrians and cyclists especially in the area of Wansbeck Road, the entrance to St Thomas More and Tyne Crescent. He would like the Parish Council to attempt to further progress the School Travel Plan generally and in particular with regards to safe and considerate cycling. The latter would be helped by the introduction of a robust training programme for pupils in respect of cycling. In addition to encourage progress with regards the setting up of a working group of staff, parents and interested parties. Cllr Fitzpatrick said that this was being considered under item 12.</p>	
5.	<p><b>To consider and agree action regarding co-option onto the Parish Council:</b> The Clerk reported that three people had written in expressing an interest in being co-opted onto the Parish Council and all had sent in resumes. <b>It was resolved</b> that all three should be co-opted onto the Parish Council. Morris Johns and Gaius Manser were present at the meeting. <b>It was resolved</b> that Morris Johns be co-opted onto the South &amp; West Ward. Both Mark Bowler and Gaius Manser live in the Woodlands Park Ward and as there was only one vacancy in that Ward, <b>it was resolved</b> that Gaius Manser should fill that vacancy as he was present at the meeting and Mark Bowler be co-opted onto the South &amp; West Ward. Both Morris Johns and Gaius Manser signed the Declaration of Acceptance of Office and came and sat at the table.</p>	

6.	<p><b><u>To consider and agree action to fill vacancies on the Parish Council Committees:</u></b></p> <p>i) <u>Planning Committee:</u> <b>It was resolved</b> to appoint Cllrs Johns and Manser.</p> <p>ii) <u>Allotments and Open Spaces Committee:</u> <b>It was resolved</b> that Cllr Fitzpatrick would attend a meeting if a member of the Committee was unable to.</p>	
7.	<p><b><u>To receive an update on the Woodlands Park Working Group:</u></b> Cllr Bailes reported that the event on the 23<sup>rd</sup> May had attracted lots of people despite the weather. There had been 43 printed returns with 4 not valid; he was making contact with the people concerned to correct them. 37 had filled in the on-line returns. The closing date was the 14<sup>th</sup> June after which the data would be analysed with the aim of reporting back at the parish council meeting on the 2<sup>nd</sup> July. The lack of progress with adoption does mean that it is difficult to commit to certain expenditure. Cllr Moon said that there was no prospect of any agreement regarding further adoption in the near future. Cllr Moon was thanked for attending on the 23<sup>rd</sup> May. Cllr Bailes was thanked for his report.</p>	
8.	<p><b><u>To receive the report from David Curtis regarding the structural survey of the roof of Brickhill Community Centre and agree action:</u></b> The Clerk reported that she had only received the report today and had forwarded it to the parish councillors. In essence, the proposed solar panels could be placed on the roof. The Clerk had forwarded a copy to Sinclair Gray, Property Services Department at Bedford Borough Council. The Clerk would also send a copy to Solar Partners asking what the lead-in time for installation would be once permission from the Borough Council had been granted. The Clerk mentioned that Sinclair Gray had raised the issue of dry-lining the interior of the curved roof to provide increased insulation. <b>It was resolved</b> that this could be considered separately from the solar panels at a later time.</p>	Clerk
9.	<p><b><u>To approve spend for replacement stepping posts in children's play area on Waveney Green:</u></b> The Clerk reported that this was originally for consideration by the Allotments and Open Spaces Committee at its March meeting but given the lack of meetings of that Committee it needs to be dealt with by the Parish Council. The quotation from Solutions4Playgrounds would involve removing the remaining wooden logs and replacing them with new lower, wider stepping posts which the children could use as stepping logs. This work would be funded out of Waveney Green reserves. The quote was for £3220 plus VAT. <b>It was resolved</b> to accept the quotation.</p>	Assistant Clerk
10.	<p><b><u>To receive the latest communication from the Planning Department regarding Brickhill Local Green Spaces and agree action:</u></b> The Clerk had received an e-mail from the Planning Department of BBC asking for further information to be submitted in order to assess the application. This had to be submitted by 31<sup>st</sup> July. Some of the areas already identified had historical relevance. It was noted that an area had been missed off the original areas submitted namely the strip of land between the two sections of Falcon Avenue on the Waveney Green side of Waveney Avenue. The Clerk agreed to add this to the list of sites. Cllr Bailes agreed to send details of areas in Woodlands Park which should also be added. Cllr Chrusciak said that if the areas we had submitted were not accepted the Parish Council could identify them again if we undertook a Neighbourhood Development Plan. The Clerk would include the additional areas and would expand on the information already submitted. If any parish councillors had information which may be useful they should send it to her.</p>	Clerk Cllr Bailes

11.	<p><b>To receive an update on GOTG 15 and agree any action:</b> Alison Southern had provided a written report which was circulated around the parish councillors. Parish Council staff (Alison and Sue) will be in attendance at the event (9am-4pm) but they will require 1 or 2 volunteers to help prior to the start of the event and immediately after it finishes (3pm) to help with a safety check and litter pick of Waveney Green prior to 11am, the setting up of the roped area for use by the Birds of Prey (Cllrs Charlie and Corinne Royden usually provide the stakes and have in the past helped set up), sorting out tables and chairs for the groups, decorating the outside the marquee with bunting, putting up the community banner on Waveney Green, helping with queue control at the end of the day for the face painters to ensure they do not overrun past 3pm, to get all tables and chairs back to the Community Centre and litter pick at the end of the day. Discussion took place regarding the possible involvement of Goldington Children’s Centre and <b>it was resolved</b> that they could take part if they wished to as they would be providing activities for children and family support.</p>	
12.	<p><b>To consider the Travel Plan for St Thomas More Upper School and agree any action:</b> Cllr Blakeman gave an explanation of the general background to the introduction of travel plans for schools. With regards St Thomas More, he reported that a number of things had not been done including a travel survey to assess the impact of different modes of travel and to enable new targets to be identified. A survey should have been undertaken during 2014 (but did not take place) and every year after up to 2019. In addition the setting up of a working group of staff, parents and interested parties. Discussion took place on “bikeability” and safe and considerate cycling and the need for children to complete level 3 training. Cllr Blakeman reported that the headteacher had been talking to the PCSO about starting bikeability training in September. Following further discussion, <b>it was resolved</b> that a letter be sent from the Parish Council to the headteacher of St Thomas More identifying the concerns that had been raised and seeking an urgent way forward. This would include the need to undertake a travel survey early in September. The responsibility for writing this letter was delegated to the Planning Committee and would in the first instance be drafted by Cllr Chrusciak and would then be sent to the school by the Clerk following review and approval by the Planning Committee.</p>	Cllr Chrusciak
13.	<p><b>To review Code of Conduct and agree action:</b> These were adopted following a change in 6(1) from “the Council’s Chief Financial Officer” to the Responsible Financial Officer of Brickhill Parish Council”. Once the change had been made, the new version would be put on the website.</p>	Clerk
14.	<p><b>To Review Standing Orders and agree action:</b> <b>It was resolved</b> that the Clerk would make some changes and re-circulate for consideration at the next meeting.</p>	Clerk
15.	<p><b>To receive a report from the Borough Councillors:</b> Cllr Moon reported that once adoption was complete then Woodlands Park would become a 20 mph zone. The possible solutions to the parking problems in Ashmead Road were not cheap. There is a particularly major problem on one stretch of Ashmead Road where a fire engine would not be able to get through. Cllr Moon was thanked for his report.</p> <p>Cllr Charles Royden reported that recent speed tests on Tyne Crescent confirm that over the past year traffic speed has reduced with almost complete compliance around the St Thomas More end of the road. At the other end of Tyne Crescent, traffic speeds are higher hence the need to locate a flashing sign there. RTI at bus stops in the parish has been paid for but installation has been held up through problems with power and connection brackets. The Clerk mentioned receiving a complaint about the standard of grass cutting on Woodlands Park. Cllr Royden said that the company with the contract had been spoken to about this. Cllr Royden was thanked for his report.</p>	

16. **Financial Matters:**

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
22/05/2015	iThink Telecom	DD	17.92	Telephone Charges
04/06/2015	Red N Security	1116	310.00	Alarm and emergency lighting
04/06/2015	St Marks Church Community Centre	1117	49.00	Hall Hire
04/06/2015	Playsafety Ltd	BACS 6	124.80	Annual Play Inspection
04/06/2015	White Hart Press	BACS 7	638.00	Newsletter Printing
04/06/2015	White Hart Press	BACS 8	84.00	Maps of the new Parish
04/06/2015	Metrosigns 2000	BACS 9	<u>2,316.00</u>	New noticeboards for Woodlands
			<b>3,539.72</b>	

**It was resolved** to approved these.

ii) To review and agree action regarding Financial Regulations:

**It was resolved** that the Clerk would make some changes and re-circulate for consideration at the next meeting.

iii) To agree to amend the bank mandates:

**It was resolved** to remove Andy Wilkins and Ray Waterhouse from the mandates.

iv) To agree to reiterate support for average speed cameras in Brickhill Drive and to discuss and agree finance:

Following discussion, **it was resolved** by a majority vote that the Clerk should write to Brian Hayward at BBC saying that the Parish Council wanted to see average speed cameras installed on Brickhill Drive and to offer a contribution of £5,000. £3,500 of this was to come from the Transport Initiative budget and the remaining £1,500 from unspecified reserves.

v) Internal Parish Council Auditor:

**It was resolved** to appoint Cllr Ward.

Clerk

Clerk

Clerk

17.	<p><u>Staffing Matters:</u>          (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>	
18.	<p><b><u>Date of Next Meeting:</u></b>          Thursday 2<sup>nd</sup> July 2015 at 7:30pm at St Mark’s Church and Community Centre, Calder Rise, MK41 7UY.</p>	

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 Approved by Chairman  
 2<sup>nd</sup> July 2015