

# BRICKHILL

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## PARISH COUNCIL

**Minutes of a meeting of Brickhill Parish Council held on Thursday 5 July 2012 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm**

**Present:** Cllrs Fitzpatrick, Waterhouse, Blakeman, Crofts, Wilkins, Rider, Charles Royden, Reeve, Chambers and the Clerk were in attendance.

**Absent:** Cllr Josephs, Ovenell, Corinne Royden and Darbon

1	<p><b><u>Apologies for absence</u></b> Apologies for absence had been received from Cllr Josephs (convalescing), Darbon (work commitments), Ovenell (holiday) and Corinne Royden. <b>It was resolved:</b> to accept the apologies for absence.</p>	
2	<p><b><u>Declarations of acceptance of interest in items on the agenda</u></b> Cllr Waterhouse declared a personal interest in matters pertaining to item 7</p>	
3	<p><b><u>Minutes of Previous Meeting</u></b> <b>It was resolved:</b> to approve the minutes of 14<sup>th</sup> June 2012 as a true record of the meeting.</p>	Clerk
4	<p><b><u>Public Open Session</u></b> No Members of the public were in attendance. The new PCSO for Brickhill, Emma-jo Muggridge, introduced herself to the Council. She feedback to the council about some recent crime statistics for the area, these demonstrated an overall decrease compared to last year's figures. She will be working with BPHA shortly conducting anti-social behaviour visits in the area and is looking forward to working in conjunction with the many different agencies in the Parish also. Cllr Waterhouse mentioned briefly about the recent break in at the allotment site, with at least 14 tenants affected and it was proposed that a key to the site be passed on to her. All Cllrs present welcomed Emma-jo to the Parish and look forward to working with her.</p>	
5	<p><b><u>To agree adoption of new Code of Conduct for Brickhill Parish Council effective immediately</u></b> The clerk circulated correspondence received from Bedford Borough Council re new code of conduct. It was recommended that the Parish Council adopt this template. The main changes relate to pecuniary and non pecuniary interests, disclosure of spousal interests and that councillors may be liable for a fine should they knowingly not register a disclosable public interest. If this code is adopted councillors are required complete their register of interest forms within 28 days to the monitoring officer at Bedford Borough Council. <b>It was resolved:</b> all present agreed to adopt the Borough Council code of conduct template, effective immediately. Councillors to complete and submit their register of interest form to the Clerk to copy and to be sent on to the monitoring officer.</p>	All Cllrs & Clerk
6	<p><b><u>To note the following item of correspondence and respond if necessary:</u></b> i) Gypsy and traveller accommodation assessment methodology consultation The clerk circulated the letter and relevant information about this consultation to all prior to the meeting. <b>It was resolved:</b> all agreed to make no comments on this occasion.</p>	Clerk
7	<p><b><u>To agree recommendations from the allotments working group</u></b></p>	

	<p>The allotments working group met with the assistant clerk w/c 18 June to respond to a complaint raised by one of our tenants. In addition the group drafted an allotments newsletter and agreed to hold a tenants meeting on 10<sup>th</sup> July. Cllr Crofts advised us that currently our allotment tenant's agreement may indirectly discriminate against tenants who need assistance with their plots and the council should consider altering its tenancy agreement accordingly. A number of recommendations have been made as follows:</p> <p><b>1) Alteration to tenancy agreement-</b> To include a section re tenants requiring help from a third party should the need arise (due to any number of factors which could include ill health, disability etc). Councillors present discussed this issue at length. It was proposed by Cllr Royden that this issue be referred back to the allotments working group to ensure all alterations/amendments to wording in both the tenancy agreement and handbook are correct, seeking legal advice where necessary. <b>It was resolved:</b> to approve the proposal for the allotment working group to make all necessary amendments, having taken advice from NALC or other organisations, then to bring the proposals for agreement to the Parish Council meeting in September'. The council would like the assistant clerk to write to the affected tenant to withdraw notice to quit, once these changes have been approved.</p> <p><b>2) Reduce Allotments newsletter to once per year</b> All councillors present were concerned that we do not communicate enough with the tenants and therefore <b>It was resolved:</b> not to approve this change and issue the newsletter twice per year as prescribed in the allotment strategy.</p> <p><b>3) Alterations to Allotment tenants handbook-</b> Currently any plots that are overgrown or not cultivated are sent a letter requesting that the plots are tidied up and brought back into cultivation within 4 weeks. The plots are re-inspected after 4 weeks and if the plots are still overgrown Notice to Quit is given. Tenants then have 4 weeks to clear the plot and remove any possessions, after this time the plot reverts back to the Parish Council. However, in effect this means that a plot can be overgrown for 8 weeks causing problems to neighbouring plots. It is recommended that after 4 weeks if the work is not carried out the Council would instruct our contractor to cut down any weeds and this would be charged to the tenant. <b>It was resolved:</b> all present agreed to approve this request. Assistant clerk to include information in handbook to notify tenants of charges as above.</p> <p>(Cllr Waterhouse abstained from voting on this agenda item)</p>	Assistant Clerk, Waterhouse, Ovenell and Crofts
8	<p><b><u>To receive an update from Cllr Fitzpatrick re Brickhill drive shops &amp; Kestrel Road</u></b> Cllr Fitzpatrick provided a verbal update to all present following his recent meeting with relevant staff from Bedford Borough Council. They looked at possible solutions to expand car park to help alleviate current parking issues. Unfortunately it seems that expanding the car park into the proposed area (where recycling facilities are housed) does not seem a viable option due to costs and possible works needed. Cllr Royden updated also that double yellow lines are due to be placed around entrance to the car park. Signage to be installed relating to parking within the marked bays- this will aid the traffic officers with enforcement. Kestrel Road- information included within the Borough Councillors report (see item 11) <b>It was resolved:</b> Councillors reluctantly accepted that the car park expansion is not going to be a viable option but will continue to look into any other ideas.</p>	
9	<p><b><u>To consider funding youth activity sessions during August on Waveney Green</u></b> The clerk circulated information supporting this request prior to the meeting . One of the</p>	

	<p>actions from the community led plan, under the aspiring Brickhill section is to <b><i>‘provide more facilities for young people’</i></b>, the council discussed whether to fund/partly fund 3 youth activity sessions to take place over the school holidays. The sessions would be staffed by the Sport Support group who run a variety of sporting activities in schools and holiday camps around the Borough. Sessions suggested are ½ day activity camps- The Matrix Challenge, Wild Survival and Team Building Challenges all held on Waveney Green. Each session would have a maximum of 20 places. Costs are <b>£250 per session for ½ day</b>. These activities could be publicised via the local schools, notice boards and website etc.</p> <p>Cllr Waterhouse proposed to approve the 3 sessions, to be funded from the community events budget. There would be a nominal charge for participants for £5 per session to secure a place.</p> <p><b>It was resolved:</b> A maximum of £750 to be taken out of community events budget heading. All present agreed with the proposal and the Clerk will arrange with Sport Support re dates and organise publicity as required.</p>	Clerk																																				
10	<p><b><u>To agree a date for the 2013 Gathering on the Green Event</u></b></p> <p>Following the recent jubilee event it was suggested that we hold the next gathering on the green event on a weekend to allow more families to attend. The clerk suggested 2 possible dates (3<sup>rd</sup> or 10<sup>th</sup> August), although Councillors/volunteers would again be required to help with the setting up and clearing away.</p> <p><b>It was resolved:</b> all agreed to hold the event on Saturday 10<sup>th</sup> August 2013.</p>	All																																				
11	<p><b><u>To receive a report from Borough Councillors Rider &amp; Royden</u></b></p> <p>A copy of the report was circulated to all prior to the meeting, giving an update of issues - A copy of this report will be kept in the minute file and can be found on the website.</p> <p>Enhanced planting scheme at Avon Drive- Cllr Blakeman raised concerns about this roundabout due to visibility issues for both motorists and pedestrians. There have been several near misses with members of the public lately and it would be helpful if when looking at improving the Avon drive roundabout that low planting is placed to replace the current planting scheme – Cllr Royden has noted this request.</p>																																					
12	<p><b><u>Financial Matters</u></b></p> <p>i) To approve the accounts for payment as follows:</p> <table border="1" data-bbox="188 1464 1257 2040"> <thead> <tr> <th>Ch No</th> <th>Payee</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>474</td> <td>C Green</td> <td>Open House Grant expenses</td> <td>53.47</td> </tr> <tr> <td>475</td> <td>S J Chilvers</td> <td>Brickhill Community Centre Fire Extinguisher Servicing</td> <td>96.00</td> </tr> <tr> <td>476</td> <td>Tech Central Services Ltd</td> <td>Office printer repair and service</td> <td>120.00</td> </tr> <tr> <td>477</td> <td>Brickhill Community Centre</td> <td>Office Rent and Room Hire</td> <td>557.00</td> </tr> <tr> <td>478</td> <td>Bedford Borough Council</td> <td>Payroll Provision</td> <td>300.00</td> </tr> <tr> <td>479</td> <td>Bedford Borough Council</td> <td>Pest Control at allotments</td> <td>71.90</td> </tr> <tr> <td>480</td> <td>Mrs E Spavins</td> <td>Newsletter delivery</td> <td>30.00</td> </tr> <tr> <td>481</td> <td>Mrs J Barrow</td> <td>Newsletter delivery</td> <td>18.00</td> </tr> </tbody> </table>	Ch No	Payee	Details	£	474	C Green	Open House Grant expenses	53.47	475	S J Chilvers	Brickhill Community Centre Fire Extinguisher Servicing	96.00	476	Tech Central Services Ltd	Office printer repair and service	120.00	477	Brickhill Community Centre	Office Rent and Room Hire	557.00	478	Bedford Borough Council	Payroll Provision	300.00	479	Bedford Borough Council	Pest Control at allotments	71.90	480	Mrs E Spavins	Newsletter delivery	30.00	481	Mrs J Barrow	Newsletter delivery	18.00	
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482	Mrs D Alder	Newsletter delivery	18.00	Clerk
483	Mrs M Atkinson	Newsletter delivery	18.00	
484	Mrs D Charman	Newsletter delivery	18.00	
485	Gillian Clinch	Newsletter delivery	24.00	
486	Bedfordshire Police Partnership Trust	Bobby Scheme Grant Donation	50.00	
487	Bedford Security Service	Replacement lock for allotments	53.78	
488	Viking Direct	Postage and stationary	117.94	
489	BATPC	New Councillor Training for Cllr Reeve	10.00	
490	CPRE	Annual Membership	29.00	
491	CANCELLED CHEQUE			
492	Bedford Borough Council	Footpath repairs on Waveney Green	4082.50	
493	Taste Real Food Bedford	Key deposit	6.00	
494	A Southern	Expenses - petrol costs attending SLCC training course	22.80	
495	St Marks Church	Photocopying	9.12	
496	Broker Network Ltd	Insurance renewal	608.88	
		<b>TOTAL</b>	<b>6,314.39</b>	
<p><b>It was resolved:</b> to approve the accounts for payment as shown above.</p> <p>ii) To approve the parish council annual insurance premium with Came &amp; Co The clerk circulated relevant information about the 2 options for renewal, either standard annual or long term 3 year agreement. The 3 year agreement offered a reduction in cost and if any changes to the policy need to be made over this time this can still be undertaken. <b>It was resolved:</b> all present agreed to approve the 3 year long term agreement for a total of £608.88 per year. Clerk to arrange payment.</p>				
<p><b>Date of Next Meeting:</b> Thursday 6 September 2012, 7:30pm at St Mark's Church Community, Calder Rise, MK41 7UY</p>				

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Approved by Chairman  
6 September 2012