



Minutes of the Meeting of Brickhill Parish Council held on Thursday 5th January 2017 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm

Present: Cllrs, Fitzpatrick, Blakeman, Rider, Ward, Bailes, Holloway, Retout, Charles Royden and Corinne Royden, Koch, the Clerk (Sue Bottoms) and two members of the public were in attendance.

Absent: Cllrs Johns, Reeve and Bowler

1.	Apologies for Absence: Cllrs Johns, Reeve and Bowler sent their apologies. It was resolved to accept these.	
2.	Declarations of interest in items on the agenda i) <u>To receive written requests for a dispensation:</u> none received. ii) <u>To consider any requests for a dispensation:</u> none.	
3.	To note the passing of Cllr Nick Carter: The parish council had been saddened to hear of the death of Cllr Nick Carter just prior to Christmas. Cllr Fitzpatrick said that Nick had been an enthusiastic and hard working member of the parish council and would be greatly missed. It was agreed to hold a minute silence.	
4.	To welcome the new parish councillor for the Woodlands Park Ward: The parish council welcomed Antonie Koch as its new member. He duly signed the Declaration of Acceptance of Office and joined his fellow councillors at the table.	
5.	To confirm the minutes of the meeting held on 6th October 2016: Following a small amendment it was agreed that these should be signed as a true record of the meeting.	
6.	To confirm the minutes of the meeting held on the 3rd November 2016: it was agreed that these should be signed as a true record of the meeting.	
7.	Public Open Session (15 mins): School Transport to Biddenham Upper: A resident attended and told the parish council that at short notice Stagecoach had stopped the service to the school. She had contacted the company themselves, Beds on Sunday and Cllr Rider. The company have argued that children can still	

reach the school on scheduled services although this involves changing buses at the bus station in the town centre.

Cllr Rider said that she had contacted Cllr Vann at Bedford Borough Council for an update and was still awaiting a response. Cllr Charles Royden said that the parish council would be happy to support in any way it could but warned that there were limits on how effective it could be. He asked that the resident keep the parish council informed.

St Thomas More Travel Plan: the resident began by thanking the two parish councillors (Cllrs Retout and Bailes) who had put articles in the recent Brickhill News. He hoped that more councillors would do so. He questioned the role of ward parish councillors. Cllr Fitzpatrick said that how parish councillors carried out their role and how they engaged with the residents in the ward they represent was down to the individual parish councillors concerned.

He noted that the issue of the travel plan was to be discussed later in the meeting but expressed dismay as to what could in the end be done with regards traffic (pedestrians and cyclists as well as vehicles) and parking outside the school and in adjacent roads. He also expressed concern that the public open session in the parish council meeting was only 15 minutes long and that when items appeared later in the agenda, members of the public were not allowed to speak.

8. **Financial Matters:**

- i) To approve bank reconciliations and any accounts for payment: It was resolved to approve these.

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
Brickhill Community Centre	BACS 72	£ 564.00	Restoration of Centre Office
Bedford Borough Council	DD	£ 3,390.69	Salaries November
Chris Horne Gardens Ltd	BACS 73	£ 516.00	Mow Allotment/Wild Flower Collection
Shaun Reilly	BACS 74	£ 170.00	Plot Clearance and WG
ACE Security	BACS 75	£ 4,249.20	CCTV Cameras
S Bottoms	BACS 76	£ 107.00	Gardening Competition
Associated Telecom Solutions	DD	£ 24.59	Telephone Charges
St Marks Church Community Cent	1177	£ 188.33	Office Hire
St Marks Church Community Cent	1178	£ 37.50	Room Hire
James Cross	BACS 77	£ 22.80	Training Expenses
White Hart Press	BACS 78	£ 800.00	Newsletter Printing

DJT Surfacing Ltd	BACS 79	£	5,013.07	Footway Works WG
Glasdon UK Ltd	BACS 80	£	774.48	Gateway
Bedford Borough Council	DD	£	3,390.70	Salaries December
Odin Events	BACS 82	£	180.00	GOTG 17 Cave system
Jo Barrow	BACS 81	£	60.00	Newsletter Delivery
Matthew Garrett	BACS 83	£	50.00	GOTG 17 Deposit
Otis Ltd	BACS 84	£	527.23	Lift Service
A Southern	BACS 85	£	39.20	Colouring Competition Prizes
Otis Ltd	BACS 90	£	0.50	Lift Service
Shaun Reilly	BACS 88	£	97.00	Plot Clearance
Associated Telecom Solutions	DD	£	22.91	Telephone Charges
Anglian Water	DD	£	17.64	water charges
Bedford Borough Council	BACS 86	£	2,892.64	Election re-charges
NSYS	BACS 87	£	876.95	Website
P Chester & Sons Ltd	1179	£	657.60	Boiler Service and Fans
British Telecom	1180	£	84.00	Broadband
Bedford Borough Council	BACS 89	£	1,045.72	Grass Cut and Litter Disposal
	Total Payments	£	25,799.75	

- ii) To approve the budget and the precept request for 2017-18: The Parish Council considered the draft budget planning document. **It was agreed** that there should be more publicity regarding the availability of community grants via the newsletter. Discussion took place around the level of spending on the website and **it was agreed** that the Clerk and Cllr Fitzpatrick would meet with the company concerned to discuss this.

**Clerk
Clerk and Cllr
Fitzpatrick**

	<p>Discussion took place around funding or partially funding a skip for the collection of rubbish in an area of the parish. It was agreed that there were sufficient funds available to cover the cost of this if it was approved by the parish council at a later meeting. Cllr Retout asked for a vote on whether £2000 for further Brickhill parish signs should be included. The vote was 8:2 in favour. In terms of the level of precept to be requested, Cllr Fitzpatrick noted that this was to be the last year of the CTS grant, so in future years the parish would be receiving £4,215 less. Interest on income has also fallen. It was agreed by a majority of 8:3 to accept the budget and to request a precept of £119,700 which represents a 2.7% increase. The Clerk would complete the paperwork and send off the request to Bedford Borough Council.</p> <p>iii) <u>To consider opening additional bank accounts and agree any action:</u> This would be reconsidered at the February meeting.</p>	<p>Cllr Ward</p> <p>Clerk</p> <p>Clerk</p>
9.	<p><u>To receive a report on the meeting held on the 6th December and to consider future action regarding a Neighbourhood Development Plan for Brickhill:</u></p> <p>Cllr Fitzpatrick reported that the meeting had taken place and that there were plans to hold a further meeting late February. What was needed to progress the plan were appropriate professional people experienced in this work. Those who attended the meeting were asked to forward the names and CV's of any they thought relevant. No action would be taken without it being agreed by the parish council. Cllr Retout questioned the need for an NDP for an area such as Brickhill and that a great deal of community involvement would be needed should the decision be taken to progress this. The parish council alone could not progress and complete it. It was agreed to consider this further once there had been a follow up meeting at the end of February.</p>	Cllr Fitzpatrick
10.	<p><u>To receive an update on Woodlands Park and agree further action:</u></p> <p><u>CCTV Cameras:</u> Cllr Bailes said that there was some question as to whether the CCTV equipment was meeting its objectives. There had been concerns raised when parish councillors attending the CCTV control room as to the clarity of the images seen. Cllr Bailes said that in the first instance, consideration was being given to looking at the height of the fixed camera at the location of Ashmead Rd/Owl Park and the angle of the camera. Index recognition can also be affected by weather/light. The cameras were never intended to be for ANPR (automatic number plate recognition).</p> <p><u>Progress on Projects/Adoption:</u> Cllr Bailes said that unfortunately the Borough Council had lost Simon Fisher with whom the parish council had been working. Paul Pace was now covering several positions at the Borough Council until replacements had been organised. Problems still remain with regards adoption. The dates continue to slip. A high level complaint has been sent by Bedford Borough Council to the lead developer Persimmon with regards the delay. It was noted that progress could go ahead with regards the green gym which would be on Borough Council owned land. Cllr Bailes was thanked for his report.</p>	Cllr Bailes
11.	<p><u>To receive a report from the Borough Councillors:</u></p> <p>Cllr Charles Royden said that the fountain was now working in Rooksmead pond and the area was now looking more cared for. The consultation on installing a 20mph limit in Dove Road had mainly been positive. The ward councillors have and will continue to work with St Thomas More School to deal with the traffic problems there.</p> <p>Cllr Moon said that the recent promise was that adoption of Woodlands Park would be completed by late Spring but that for adoption to take place, the developer needed to bring the area up to an adoptable standard. With regards to road markings on Woodlands Park, there were</p>	

	residents for and against and what was needed was the organisation of a residents meeting to discuss the situation. Cllrs Royden and Moon were thanked for their reports.	
12.	<p><u>To note the complaints received regarding the Brickhill Community Centre and any action received:</u></p> <p>The Clerk had received several e-mails from the resident concerned and with her agreement had circulated these to the parish councillors and the Chairman of the Association.</p> <p>Following discussion it was agreed that a meeting should be arranged between all interested parties to find a way forward. Invitations would be made to Environmental Health, the Association, BPHA, the resident and a member of the parish council would also take part. There was to be a meeting the following week between the Association and representatives of the parish council at which this meeting would be discussed. Cllr Fitzpatrick reported that he had spoken with Louise Ashmore about the matter.</p> <p>It was agreed that the Clerk would contact Louise Ashmore to formally take advice on whether the parish council could prove to be liable as landlords.</p>	Cllr Ward
13.	<p><u>To receive a report on the meeting between the representatives of Brickhill Parish Council and Brickhill Community Association:</u></p> <p>Cllr Ward said that the two parties were continuing to share documentation to ensure both sides have access to the same information. The agreement between both sides would need to be discussed and reviewed to ensure that there was clear understanding over responsibilities. Both parties were producing budgets of work and producing spreadsheets setting out planned work.</p> <p>One area of work which needed consideration was that of the car park lighting and markings. The next meeting was scheduled for next week. Cllr Ward and fellow parish councillors in the group were thanked for their work.</p>	
14.	<p><u>To note the action taken regarding the St Thomas More Travel Plan and agree any further action:</u></p> <p>The Clerk reported that she had written to the school but had not received any response. She had reached agreement with the police and Bedford Borough Council to attend a site meeting.</p> <p>It was agreed that the Clerk should attempt to arrange a Friday afternoon visit. It was suggested that the police attend in plain clothes to observe the situation.</p>	Clerk
15.	<p><u>To review the list of outstanding matters and agree any further action:</u> This was reviewed.</p> <p><u>Application for Asset Transfer/Waveney Green:</u> The Clerk understood that from Bedford Borough Council that she had submitted all required information. She agreed to contact Philip Carr to establish the situation.</p> <p><u>Other Matters:</u></p> <p>Bedford Borough Council were consulting on Discretionary Rate Relief with a closing date of 16th January. Councillors were encouraged to read it and submit a response on line.</p>	Clerk

16.	<p><u>Staffing Matters:</u></p> <p>To receive a report on the appraisal of the Clerk Sue Bottoms and agree action.</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 are excluded from this item of the agenda.</p>	
17.	<p><u>Date of Next Meeting:</u></p> <p>Thursday 2nd February 2017 at 7:30pm at St Mark’s Church and Community Centre, Calder Rise, MK41 7UY.</p>	

.....Approved by Chairman
2nd February 2017