



Minutes of the Meeting of Brickhill Parish Council held on Thursday 6th April 2017 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm

Present: Cllrs Fitzpatrick, Blakeman, Johns, Rider, Bailes, Cross, Seymour, Reeve, Corinne Royden, Holloway, Borough Councillor Moon, the Clerk (Sue Bottoms) and two members of the public were in attendance.

Absent: Cllrs Ward, Bowler, Retout, Koch, and Charles Royden.

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| 1. | Apologies for Absence: Cllrs Bowler, Retout, Koch, and Charles Royden Borough Councillor Corp also sent apologies. | |
| 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 welcome Lynne Seymour, the new parish councillor for North Ward: Lynne was welcomed by the parish councillors and she signed the Declaration of Acceptance of Office | |
| 4. | To confirm the minutes of the meeting held on Thursday 2nd March 2017: The minutes were signed as a true record of the meeting. | |
| 5. | Public Open Session (15 mins): The resident had, prior to the meeting applied for and been given permission to speak during item 10. below. | |
| 6. | To receive an update on Woodlands Park and agree further action: <u>CCTV Cameras:</u> Cllr Bailes asked the Clerk to contact ACE Security to arrange the upgrade of one of the CCTV cameras at the Owl Park end of Ashmead Road. Once installed and assuming the quality of the images recorded had sufficiently improved over those from the existing camera, ACE would be asked to upgrade the other three cameras on Ashmead Road. <u>Proposed Green Gym:</u> Cllr Bailes had struggled to make contact with Solutions 4 Playgrounds who were to be involved in installing equipment on Waveney Green. The Clerk agreed to make contact. | Clerk Clerk |

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| 7. | Financial Matters: | | | | |
| | i) <u>To approve bank reconciliations and any accounts for payment:</u> these were approved. See below. | | | | |
| | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Transaction Detail</u> | |
| | Bedford Borough Council | BACS 106 | £ 50.00 | Refill salt bin on Crofton Close | |
| | Associated Telecom Solutions | DD | £ 17.53 | Telephone Charges | |
| | Bedford Borough Council | DD | £ 3,493.20 | Salaries March | |
| | Bedford Security Services | BACS 107 | £ 62.44 | Allotment Keys | |
| | S Bottoms | BACS 108 | £ 25.82 | Refreshments | |
| | Expresslines | BACS 109 | £ 175.00 | Coach to Battlefield Live | |
| | DRG Arbor Services | BACS 110 | £ 290.00 | Tree works on WG | |
| | Shaun Reilly | BACS 111 | £ 500.00 | Allotments and Waveney Green | |
| | St Marks Church Community Centre | 1188 | £ 229.58 | Office Rent and Hall Hire | |
| | St Marks Church Community Centre | 1189 | £ 267.08 | Office and Room Hire | |
| | Total Payments | £ 5,110.65 | | | |
| ii) <u>To confirm the purchase of hi-viz vests for use by St Thomas More safety patrol:</u> Following discussion, it was resolved that the Clerk should place the order for 40 vests with “St Thomas More Safety Patrol Sponsored by Brickhill Parish Council” on the back at a cost of £126.95. | | | | Clerk | |
| iii) <u>To agree to purchase dog waste bags for Cherwell Road:</u> Cllr Rider said that the two dispensers take different style bags. One sort cost £28.33 per 1000 and the other £58.50 for 1600. It was resolved that the parish council would purchase initially the 1000 at £28.33 as supplies had run out and would purchase any bags required in the future for either dispenser. | | | | Clerk | |
| iv) <u>To note the 1% NALC pay rise for the Clerk and Assistant Clerk:</u> This was noted as it was the second year of a two year pay deal agreed with NALC. | | | | | |
| v) <u>To clarify the transfer of funds between existing accounts:</u> The Clerk explained that she had planned to transfer £85,000 from the Stafford Building Society to the new Nationwide Account but this has not been possible because Nationwide will not accept cheques. So she intends to move monies from the Co-op Account to the new Nationwide Account which can be done by bank transfer. To date she has transferred £10,000 and intends to transfer more over the next few weeks until there is £85,000 in the Nationwide. She will look to suggest another new account at the May meeting with the aim of transferring half the funds from the Stafford Building Society into that account. | | | | Clerk | |

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| 8. | <p><u>To agree to the purchase of the RTI sign at the bus stop at Ellis Road:</u> It was resolved that the parish council would fund half the total cost of £7950 (namely £3975) with the other half being met by Bedford Borough Council. The total cost included purchase of the sign, its fitment and a five year warranty. Bedford Borough Council agreed to meet all on-going running and maintenance costs after this period. The Clerk would write to Chris Pettifer, Head of Transport Operations, Bedford Borough Council confirming this.</p> | Clerk |
| 9. | <p><u>To consider the request by Beauchamp Middle School to combine events and agree action:</u> Consideration was given to a request by Beauchamp Middle School to combine the parish council's event, Gathering on the Green and the event being held by Beauchamp Middle School to mark the closure of the school as both events are scheduled for 8th July. It was resolved to write to Beauchamp Middle School to thank them for their kind offer but to inform them that the parish council wished to keep its event separate and on Waveney Green where it has traditionally been held and where residents expect to find it. It was also felt that the parish was large enough to be able to attract enough residents to both events.</p> | Clerk |
| 10. | <p><u>To receive an update on recent meetings involving St Thomas More and agree action:</u> Cllr Fitzpatrick reported on the recent meeting outside St Thomas More at the end of the school day on the 3rd March involving the police, traffic wardens, the school and the parish council. Inevitably, the high visibility presence affected normal behaviours, but it remained obvious that the movement of vehicles and people involved a level of risk. It had been hoped that the police may have been able to recommend some action to help the situation. The second of the three planned meetings between the school and other interested parties including residents had also recently taken place. The resident in attendance said that the school would not commit to the maximum numbers of pupils they were likely to achieve and how that would impact on the number of cyclists and vehicle movements. He did say that for the next two years, the school would not be taking children from St Gregory's rather focusing on integrating the children from Beauchamp. Cllr Blakeman and Fitzpatrick said that it was likely to be under 950 with current numbers around 918. The parents of all new children were interviewed and told about the expectations regarding parking and cycling and how to park sensibly. Cllr Blakeman had enquired with the parking officer at the borough council regarding policy with regards dropping and picking up on a double yellow line. It was noted that the borough council has a parking hotline to report parking issues. Cllr Blakeman said that the St Thomas More only had one pupil willing to take part in Level 3 bikeability training but agreed that it was not known how the school had tried to attract pupils to sign up to the scheme. The school and the travel plan officer from the borough council were developing a code of conduct to be signed by all parents and children who intended to cycle to school.</p> <p>The resident asked that a working group be formed consisting of Trevor Wall and Cllrs Fitzpatrick and Blakeman to come up with a structured set of proposals. It was resolved to do this. Cllr Fitzpatrick would suggest some possible dates.</p> | Clerk Cllrs Blakeman and Fitzpatrick. |
| 11. | <p><u>To consider the formation of a new action plan for 2017-18 and agree action:</u> It was resolved to put this on the next agenda and for councillors to each suggest one action to be included. This could be regarding allotments or Waveney Green for those councillors on the Allotments & Open Spaces Committee.</p> | Action: All Councillors and the Clerk. |
| 12. | <p><u>To receive a report from the Borough Councillors:</u> Cllr Rider reported that there had been problems over the weekend at the bottle bank at Avon Drive shops. Bottles had been left on the ground. Cllrs Rider and Royden had got them cleared and had the bundles of newspapers removed. There had been reports from residents that the chain link fencing had been removed at the back of the houses on the edge of</p> | |

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| | <p>Waveney Green. Having made enquiries, it was confirmed that this had been organised by the parish council. Ward funds will be used to install lighting around Rookmead Pond shortly. Streetlights in Hamble Road have been fixed. The pavements in Larksway have been cleared. A request has been made to remove the two dead trees on the green in Martin Close and growth at the base of the other trees have been removed. Grass cutting has now started and new trees are being planted in various parts of the ward.</p> <p>Cllr Moon had circulated in advance an update on what the borough council were currently active in and consultations requiring the public to give their views. The Clerk agreed to put this on the website. With regards Woodlands Park, Cllr Moon said it had been optimistic to assume that contracts regarding adoption would have been signed by April. It is not now clear when that will happen and the borough council cannot place pressure on the developers to action this. With regards parking and road markings, following the recent public meetings, plans and proposals were being finalised by the borough council during the coming week and would be then going out to consultation. A resident requested that contact details for the ward councillors for Woodlands Park be put in the newsletter. The Clerk agreed to action. All borough councillors were thanked for their reports.</p> | Clerk |
| 13. | <p><u>To receive an update on bus services in the parish:</u> Cllr Blakeman reported that Grant Palmer had issued a revised timetable valid from the 1st May with an enhanced service from Woodlands Park to and from the town centre. The 21 service would double from 4/5 per day to 8/9. This would mean that there would be 13 services serving Woodlands Park Monday-Friday and 10 on a Saturday. The new timetable would be put on the website and on the Woodlands Park noticeboards. Cllr Blakeman said that there was a problem with vehicles parking where the bus stop is at Anjulita Court. The highways department needed to mark areas on the road adjacent to the bus stops in Ashmead Road to discourage such parking. A meeting needed to be organised involving all interested parties including the parish council to discuss the problem.</p> | Clerk |
| 14. | <p><u>To receive an update on the recent Community Safety Forum Meeting and agree any action:</u> Cllr Fitzpatrick reported that amongst the issues raised were the difficulties in understanding the nature of the crimes or the terminology used to describe them on the monthly crime sheets issued. Dog fouling remained an issue. There was concern about the speed of traffic on Brickhill Drive approaching Kestral Drive from the Manton Heights direction. Cllr Fitzpatrick would raise again with the borough council the painting of “slow” on the road. The borough council had agreed to do this in the past.</p> | Cllr Fitzpatrick |
| 15. | <p><u>To receive an update on the recent NDP meeting and agree any action:</u> Cllr Fitzpatrick reported that at the recent meeting there had been a change in the make up of the group. He would circulate the minutes of the meeting. It had been agreed to seek more quotes for consultancy work which would be needed to complete the plan.</p> | |
| 16. | <p><u>To note extension of consultation for Brickhill & Clapham Community Governance Review:</u> Cllr Fitzpatrick reported that Bedford Borough Council has extended the consultation period for the Review until the end of April 2017. The results and final recommendations will be reported to the meeting of General Purposes Committee to be held on Tuesday, 6 June 2017. Cllr Fitzpatrick said that there was a threshold of 10% of residents needed to respond in support per question on the review. Brickhill had reached this for one question but only 9.15% for the rest. He was seeking more signatures. Clapham Parish Council are confident that they can get the required level of support.</p> | |

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| 17. | <p><u>To review the list of outstanding matters and agree any further action:</u> The list was reviewed.</p> <p>i) <u>Application to the Borough Council to lease the additional strip of Waveney Green:</u> Philip Carr from the Estates Department at the borough council had informed the Clerk that there were still some outstanding work for him to undertake before the legal department can progress this. He agreed to keep the Clerk informed of progress. The Clerk had requested that the Legal Department should correspond directly with her.</p> <p>ii) <u>Signage:</u> The borough council now have in their possession both of the gateways and the two signs for Wentworth Drive and Rowellan Drive are ready to be installed. Johnathon Sahota of the borough council had told informed the Clerk that he anticipates the signs and gateway to be installed mid/end April but would endeavour to complete the installation sooner if possible. With regards the other two locations in Kimbolton Rd and Putnoe Lane it had been hoped to put small signs on existing street furniture but Andrew Prigmore of the borough council had said that would not be possible. Rather than revert back to the cantilever signs as originally proposed, Cllr Fitzpatrick had asked the Clerk to contact Andrew Prigmore to find out if installing smaller signs on single posts would be acceptable.</p> | Clerk |
| 18. | <p><u>Date of Next Meeting:</u> Thursday 4th May 2017 (Annual Meeting of the Parish Council) at 7:30pm at St Mark’s Church and Community Centre, Calder Rise, MK41 7UY.</p> | |

.....Approved by Chairman
4th May 2017