

Minutes of the Meeting of Brickhill Parish Council held on Thursday 6th October 2016 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm

Present: Cllrs, Fitzpatrick, Blakeman, Johns, Rider, Bailes, Carter, Holloway, Bowler, Retout, Ward, the Clerk (Sue Bottoms) and one member of the public were in attendance.

Absent: Cllrs Reeve, Charles Royden and Corinne Royden

1.	<p>Apologies for Absence: Cllrs Reeve, Charles Royden and Corinne Royden sent their apologies. It was resolved to accept these.</p>	
2.	<p>Declarations of interest in items on the agenda</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.	<p>Minutes of the Previous Meeting: It was resolved to approve the minutes of 1st September 2016 as a true record of the meeting.</p>	
4.	<p>To note the resignation of Gaius Manser: it was confirmed by the Clerk that Gaius Manser had resigned and she has contacted Bedford Borough Council to start the formal procedure to fill the vacancy.</p>	
5.	<p>Public Open Session (15 mins):</p> <p>i) <u>St Thomas More School Travel Plan:</u> the resident reminded the parish council of the background to the current position. He said that what was needed was a co-ordinated approach and to establish what the parish council, the police and the Borough Council could do to support the school. He made reference to the Sustainable Community Plan and what could be achieved when there was a coordinated response by stakeholders working together.</p> <p>There had been a recent meeting held at the school with local residents on the 20th September but unfortunately the parish council had not been invited. This breakdown in communication had meant that a well briefed parish councillor had not been able to attend. He did acknowledge that there had been many changes made to Tyne Crescent to improve safety including lines around the corner.</p> <p>He asked that this item should be the first item on the November meeting agenda. Cllr Fitzpatrick said that there would be an update under item 11 on the agenda.</p> <p>ii) <u>Woodlands Park:</u> The Clerk had received an e-mail from a resident asking about signage to be erected regarding litter, the lack of grass</p>	

	<p>cutting on the green area from Westrope Way to Anjulita Court and the need for double yellow lines on areas where safety was an issue.</p> <p>It was resolved that the Clerk contact Paul Pace in the first instance with regards the first two issues and seek an update with regards the consultation over double yellow lines.</p>	Clerk
6.	<p><u>To receive an update on Woodlands Park and agree further action:</u></p> <p><u>CCTV:</u> Cllr Bailes said that the proposed date for the installation was the 25th October with a proposed visit to the Borough Council control room for up to 8 persons early in November.</p> <p>It was resolved that the Clerk would make contact with the Borough Council and request some dates from them once the equipment is operational.</p> <p><u>Persimmon/Adoption:</u> Cllr Bailes reported that Simon Fisher had confirmed that Persimmon were happy with minor works being carried out such as gates and benches. Simon Fisher had circulated examples for consideration. Cllr Bailes was hoping to arrange a site visit as soon as possible with Simon Fisher as he was due to leave the Borough Council shortly.</p> <p>With regards the possible green gym, quotes were currently being sought for Waveney Green and the same companies could be also be asked to quote for Woodlands Park as a discount might be available. Cllr Bailes would progress this issue of installation with Paul Pace as it would be on Borough land.</p> <p>Cllr Ward would make enquiries as to which company supplied the new equipment at Goldington. Details would be brought to the next meeting.</p>	Clerk Cllrs Bailes and Ward
7.	<p><u>To receive any update on the installation of signage at the various entrances to Brickhill and agree action:</u></p> <p>The Clerk discussed the various options regarding style of signage and cost. Cllr Fitzpatrick and Cllr Rider argued that it gave residents a sense of identity and Cllr Fitzpatrick referred to a youth report undertaken by the parish council which showed most youths were unsure of where Brickhill was.</p> <p>Cllr Retout said that he had sent out 1000 letters to residents in East Ward asking for their opinion and had spoken to many East Ward residents on the doorstep. In total he had received 89 responses opposed to the signage. He questioned the effectiveness of asking drivers to drive carefully which would be included on the signage.</p> <p>He expressed concern as to the length of time it took to get decisions acted upon. Cllr Fitzpatrick said that the purchase of the signs did not prevent monies being spent on other projects which could be put on future agendas including the possibility of extending the pathway across Waveney Green to Francis Groves Close if the parish council were successful in acquiring the additional land from the Borough.</p> <p>It was resolved to purchase one gate style sign from Glasdon at a cost of approximately £650 to be located on Brickhill Drive and installed at a cost of £300 by the Borough and two signs mounted on posts at a total cost including installation of £1020 from the Borough to be installed on Rowallan Drive and Wentworth Drive.</p> <p>This would be within the £2000 included in the budget for 2016-17 for signage.</p>	Clerk

8.	<p><u>To receive an update re: the leasing of the remainder of Waveney Green from Bedford Borough Council:</u></p> <p>The Clerk reported that she had completed the paperwork and was meeting with Philip Carr from Property Services at Bedford Borough Council to establish if further action was required from the point of view of the parish council. It was noted that there are a large number of trees on this proposed piece of land. Cllr Fitzpatrick was keen for a tree management plan to be devised for the whole of Waveney Green.</p> <p>The Clerk had the results of the tree survey done in 2012 which could be used as a starting point.</p>	<p>Clerk Cllr Fitzpatrick and the Allotments & Open Spaces Committee</p>
9.	<p><u>To receive an update re: the proposed Neighbourhood Development Plan and agree action:</u></p> <p>The Clerk reported that the redesignation of the parish boundary following the removal of 2A Rowallan Drive has now been formally recognised by Bedford Borough Council.</p> <p>Cllr Retout still questioned the need for a NDP for Brickhill given that there were limited available areas for development to occur. Cllr Fitzpatrick agreed to refer to the proposed NDP in the next newsletter.</p>	<p>Cllr Fitzpatrick</p>
10.	<p><u>To consider the future of advertising in the parish council newsletter and agree action:</u></p> <p>Cllr Carter had expressed concern that it appeared to be costing more to print the advertisements than was being received in as income. Discussion took place around the nature and frequency of the newsletter as well as general content and the need for a parish councillor to be editor.</p> <p>It was resolved to put the newsletter on the November agenda and to agree advertising rates for 2017.</p>	<p>Clerk</p>
11.	<p><u>To receive any update on the St Thomas More Travel Plan and agree any action:</u></p> <p>Cllr Blakeman circulated a report updating the parish council as to the current situation with regards the travel plan. He explained what a travel plan was and that the Borough had appointed a temporary Travel Plan Officer to work with all schools to re-write their plans so they are in a common format.</p> <p>A major action in regards the St Thomas More plan was that a full travel survey of staff and pupils would be carried out which will feed into an updated plan for 2017 and beyond. A residents meeting has taken place on the 20th September at which the main concerns were regarding parking and its health and safety implications. Further residents meeting were proposed for the 28th March and the 20th June 2017. Cllr Blakeman was thanked for his report.</p> <p>It was resolved to agree to the following proposals. Firstly that a letter be sent from the parish council to the school (Deputy Head) saying that the parish council appreciated the efforts made to date by the school and ask that we be invited to attend the next two meetings. Secondly, that a letter is sent to the appropriate manager at the Borough thanking the traffic wardens for their work to date but ask that they continue to monitor the situation on a regular basis. Finally, that a letter is sent to the police asking for a meeting with representatives of the parish council so that we are able to understand what the police suggest what could be done to improve safety in the area. It was resolved that the representatives would be Cllrs Fitzpatrick, Ward and Blakeman. Cllr Blakeman said that he would continue to monitor the travel plan and liaise with the temporary Travel Plan Officer.</p>	<p>Clerk Cllr Blakeman</p>

12. **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>
Bedford Borough Council	DD	£ 3,390.70	Salaries September
White Hart Press	BACS 49	£ 638.00	Printing of Newsletter
ACE Security	BACS 50	£ 2,080.80	Deposit for CCTV Cameras
Brickhill Community Centre	BACS 51	£ 188.00	Termination Rent
Bedford Borough Council	BACS 59	£ 425.00	Waste Clearance WG
iThink Telecom	DD	£ 130.36	Telephone Charges/line move
National Allotment Society	BACS 52	£ 66.00	Affiliation Fees
Red N Security	BACS 55	£ 275.00	Emergency lighting BCC
Bedford Borough Council	BACS 60	£ 1,045.76	Grass Cutting/ Litter Collecti
Solutions 4 Playgrounds	BACS 58	£ 3,870.00	Resin Munch - play area
BDO	BACS 56	£ 480.00	External audit
N & J Electrical Services Ltd	BACS 61	£ 648.00	Electrical Condition Check BCC
N & J Electrical Services Ltd	1170	£ 108.00	Electrical Work at the BCA
St Marks Church Community Centre	1171	£ 225.83	Room hire and hall hire
Total Payments		£ 13,649.95	

It was resolved to approve these.

ii) To note the completion of the External Audit for 2015-16: The Clerk reported that this had been completed with no issues raised. She had advertised the completion.

13.	<p><u>To receive a report from the Borough Councillors:</u></p> <p>Cllr Rider said that an aquatic company had been employed to install a fountain. Electricians would need to be installed to work the pump. Ward funding was being used to fund yellow lines in Severn Way and Waveney Avenue, at the back of the shops in Avon Drive and on the corners of Dart Road.</p> <p>With regards the travellers on Waveney Green, it is hoped that as this is the same family who had the earlier encampment, the same injunction which lasts for a year can be used. Cllr Fitzpatrick agreed to invite Andrew Kyle from the Borough Council to the next Community Safety Forum to update residents on the legal issues surrounding encampments.</p> <p>Cllr Retout would send the Clerk information regarding a potential relevant section of the Road Traffic Act. Cllr Corps would ask Cllr Moon to forward any updates to the Clerk.</p>	Cllrs Fitzpatrick and Retout
14.	<p><u>To note the joint litter pick and community bulb planting on the 22nd October at Rooksmead Pond:</u></p> <p>The Clerk reported that she had spoken to Bedford Borough Council regarding the use of their litter picking equipment and had been informed that it was not available that week nor the proceeding or following week.</p> <p>As a result, it was resolved to just do bulb planting. The Clerk would order a range of bulbs and arrange advertising of the event on the website and noticeboards etc.</p>	Clerk
15.	<p><u>To note proposed parliamentary boundary changes and agree any action:</u></p> <p>It was resolved to take no formal action but Cllr Fitzpatrick would refer to this in the next newsletter.</p>	Cllr Fitzpatrick
16.	<p><u>To receive any update re: the Brickhill/Clapham community governance review and agree action:</u></p> <p>It was noted that the next stage of the process was that by the 14th October the analysis of replies would be complete and draft recommendations would be developed.</p>	
17.	<p><u>To review the list of outstanding matters and agree any further action:</u></p> <ul style="list-style-type: none"> i) <u>Response by Mark Fitzpatrick to the complaint from the Brickhill Community Centre:</u> This related to the failure to include an advert in the parish newsletter. The letter had been sent. ii) <u>Meeting between Brickhill Community Centre and the Parish Council representatives:</u> An initial meeting of Cllrs Fitzpatrick, Ward, Bailes and Blakeman and the Clerk was to take place on the 12th October to identify how best to move matters forward. ii) <u>Possible Asset Transfer – Playarea Francis Groves Close:</u> To be put on the November agenda, that the parish council consider taking over from Bedford Borough Council via an asset transfer, the play area located in Francis Groves Close. 	

18.	<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>	
19.	<p><u>Date of Next Meeting:</u></p> <p>Thursday 3rd November 2016 at 7:30pm at St Mark’s Church and Community Centre, Calder Rise, MK41 7UY.</p>	

.....Approved by Chairman
3rd November 2016