



Minutes of a meeting of Brickhill Parish Council held on Thursday 7 March 2013 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm

Present: Cllrs Fitzpatrick, Waterhouse, Blakeman, Ovenell, Crofts, Rider, Wilkins, Reeve and Darbon the Clerk were in attendance.

Absent: Cllrs Chambers, Josephs, Charles Royden and Corinne Royden.

1	<p>Apologies for absence Apologies for absence had been received from Cllr Chambers, Cllr Charles Royden, Cllr Corinne Royden and Cllr Josephs It was resolved: to accept the apologies for absence.</p>	
2	<p>Declarations of interest in items on the agenda i) To receive written requests for a dispensation None received.</p>	
3	<p>Minutes of Previous Meeting It was resolved: to approve the minutes of 7th February 2013 as a true record of the meeting.</p>	Clerk
4	<p>Public Open Session No members of the public were present</p>	
5	<p>To receive an update re the proposed wild flower meadow on Waveney Green Simon Fisher attended the meeting to answer any questions. At the last meeting councillors agreed to the plans in principle but sought alternative designs. Cllr Rider confirmed that following the article in the recent parish newsletter and the Borough Councillors newsletter circulated to all households in the parish, that no objections had been raised about a wild flower meadow on Waveney Green. Simon Fisher confirmed that this project will be partially funded by Bedford Borough Council (approximate costs for the initial work were provided at the last meeting). All the identified sites would be monitored by Cranfield university as part of their biodiversity research and will form part of a 4 year study, flower species in the meadow will not be established until year 2. It was resolved: After some discussion an alternative design was chosen (oval shaped) and work will start very shortly to prepare the area identified.</p>	
6	<p>To note correspondence from the following and agree any further actions: 1) Email from residents re traffic calming measures on Starling Way/Linnet Way The Clerk had received 2 emails from concerned residents with regards to parking issues in the area. A request was made to the parish council to support a proposal to install double yellow lines to the Starling Way / Linnet Way junction. A discussion took place</p>	

	<p>and Cllr Waterhouse proposed to support this request (Cllr Crofts seconded this). Any works would need to be investigated by the highways department at the borough council to see if feasible, Borough ward councillors would need to request works (dependant upon outcome of consultation to seek support from residents in the vicinity also).</p> <p>It was resolved: all present agreed to support Cllr Waterhouse proposal and asked the Clerk to contact the borough ward councillors to ask them look into this matter further.</p> <p>2) Email from PCC office re parish council cluster meeting Information was circulated to all with regards to the police crime commissioner cluster meeting that is due to take place at St Marks Church on 22nd March. 2 representatives from 17 different parish councils will be invited to the meeting and Cllr Fitzpatrick has offered to chair the evening.</p> <p>It was resolved: all agreed with Cllr Fitzpatrick chairing the meeting and Cllr Crofts asked to be the second representative to attend.</p>	<p>Clerk Cllrs Rider & Charles Royden</p> <p>Cllr Fitzpatrick & Crofts</p>
7	<p>To review and approve amendments to the following:</p> <ul style="list-style-type: none"> • Standing Orders • Risk Assessment • Financial Regulations <p>Information was circulated to all councillors prior to the meeting demonstrating recommended amendments/additions.</p> <p>It was resolved: to approve all recommended changes to these documents</p>	
8	<p><u>Staffing matters</u></p> <p>1) To review and approve amendments to the staff contract template Following a short discussion it was resolved: to note this version but not adopt currently.</p> <p>2) To approve amendments to Assistant Clerk's job description and any recommendations following the appraisal Information was circulated to all providing information about the recommendations. It was resolved: all agreed to the recommendations and the Clerk will action these.</p> <p>3) To receive a verbal report from the personnel working group re recruitment for temporary post Cllr Fitzpatrick and Cllr Waterhouse provided an update to all present. The temporary post has been offered to Sue Bottoms who has previous experience as a Clerk. She has accepted the post and will be working 20hrs per week over 3 days (Tuesday, Wednesday and Thursday-tbc). The post will be to cover an 8 month period and will be set at SCP 25 on the NJC pay scale. It was resolved: all agreed to approve this appointment and all welcomed Sue (who was present at the meeting).</p>	
9	<p><u>To receive update re Gathering on the Green event and approve any recommendations</u> Information was circulated to all prior to the meeting. Event is due to take place on Saturday 10th August, 11-3pm. The Assistant Clerk</p>	

	<p>provided a breakdown of costs accrued for activities, however these have come slightly over budget (by £70) due to the event being on a weekend and activities costing more. The Assistant Clerk sought volunteers to help staff the day- Cllr Waterhouse offer to cover the 9-11 slot, Cllrs Crofts & Cllr Reeve 11-1. A request was also made to approve paying the assistant clerk 1.5 x salary for the event as it is not her normal working day and is a weekend. The clerk will contact local groups to seek their assistance and a suggestion was made by Cllr Crofts that perhaps members of the youth innovation group would be willing to assist on the day also. Londis may be willing to donate refreshments so the Assistant Clerk/Clerk will contact the manager to ask.</p> <p>It was resolved: all agreed to approve overspend to come out of undesignated reserves. Additional volunteers would need to be sought to cover the afternoon slots. Following a vote it was also agreed to pay the assistant clerk at her normal rate of pay for the hours worked and the additional x0.5 per hour would be paid as an Ex-gratia payment.</p>																																									
10	<p><u>To consider staffing arrangements to cover allotments contractor and litter picker</u></p> <p>The clerk sought approval from the council to seek additional contacts to cover for periods of leave or unavailability for any litter picking work or contractor work that may need to be covered in the future.</p> <p>It was resolved: to permit the clerk to seek cover as required.</p>																																									
11	<p><u>To receive a verbal report from the chair of the allotments & open spaces committee</u></p> <p>Draft minutes from the last meeting were circulated to all prior to the meeting- copy in minute file. Cllr Crofts (chair of the committee) gave a verbal account also about the issues raised.</p> <p>It was resolved: to accept all the recommendations.</p>																																									
12	<p>Financial Matters</p> <p>1) To approve accounts for payment as follows:</p> <table border="1"> <thead> <tr> <th>Ch No</th> <th>Payee</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>619</td> <td>Open Spaces Society</td> <td>membership renewal</td> <td>45.00</td> </tr> <tr> <td>620</td> <td>S Chilvers</td> <td>PAT testing at BCC offices</td> <td>44.90</td> </tr> <tr> <td>621</td> <td>Bedford Security Service</td> <td>allotment keys</td> <td>59.40</td> </tr> <tr> <td>622</td> <td>Brickhill Community Centre</td> <td>room hire</td> <td>21.00</td> </tr> <tr> <td>623</td> <td>Bedford Borough Council</td> <td>Waveney green grass cutting and litter bin emptying charges (3rd quarter)</td> <td>969.22</td> </tr> <tr> <td>624</td> <td>BATPC</td> <td>councillor training sessions x3</td> <td>75.00</td> </tr> <tr> <td>625</td> <td>BATPC</td> <td>affiliation fee renewal and extra copies of Bugle</td> <td>1513.00</td> </tr> <tr> <td>626</td> <td>A Reeve</td> <td>expenses for YIZ session (printing of tops)</td> <td>60.00</td> </tr> <tr> <td>627</td> <td>John O'Conner grounds maintenance ltd</td> <td>pitch marking on waveney green</td> <td>1,080.00</td> </tr> </tbody> </table>	Ch No	Payee	Details	£	619	Open Spaces Society	membership renewal	45.00	620	S Chilvers	PAT testing at BCC offices	44.90	621	Bedford Security Service	allotment keys	59.40	622	Brickhill Community Centre	room hire	21.00	623	Bedford Borough Council	Waveney green grass cutting and litter bin emptying charges (3rd quarter)	969.22	624	BATPC	councillor training sessions x3	75.00	625	BATPC	affiliation fee renewal and extra copies of Bugle	1513.00	626	A Reeve	expenses for YIZ session (printing of tops)	60.00	627	John O'Conner grounds maintenance ltd	pitch marking on waveney green	1,080.00	
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628	Stafford Railway Building Society	Transfer of £51,000 from designated reserves- as approved at previous meeting	51,000.00	Clerk
629	Partners in adventure	archery sessions x2 for YIZ funding	150.00	
630	SLCC- CiLCA management	resubmission fee for 5 modules	90.00	
631	Brickhill Scout Group	hire of minibus for 6 sessions (YIZ funding)	210.00	
632	St Marks Church	hall hire and hire of room for YIZ session	28.00	
633	Bedford Borough Council	Waveney green grass cutting and litter bin emptying charges (final)	969.24	
634	Central Chemical Services	Legionella risk assessment at community centre	420.00	
635	A Reeve	refreshments for YIZ session	44.78	
636	A Reeve	tops for the YIZ members x3	30.00	
637	Snozone Limited	1 hour sledging session for YIZ	250.00	
638	A Reeve	printing costs for 3x tops (YIZ)	15.00	
		Total	57,074.54	
<p>It was resolved: to approve accounts for payment.</p> <p>2) Expenses with regards to the Youth Innovation Zone Cllrs Reeve and Crofts raised the problem of often having to personally pay for items for the Youth Innovation Zone because of a need to obtain them quickly. There was then often a delay in being reimbursed by the Parish Council.</p> <p>It was resolved: to increase the number of signatories on the bank mandate which should speed up the process. In addition, if they were able to get receipts quickly to the clerk, she would endeavour to get a cheque signed with some urgency.</p>				
Date of Next Meeting: Thursday 4 April 2013, 7:30pm at St Mark's Church Community, Calder Rise, MK41 7UY				

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Approved by Chairman
4 April 2013