



Minutes of the Meeting of Brickhill Parish Council held on Thursday 3rd November 2016 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm

Present: Cllrs, Fitzpatrick, Blakeman, Johns, Bailes, Carter, Holloway, Bowler, Retout, Reeve, Charles Royden and Corinne Royden, the Clerk (Sue Bottoms) and two members of the public were in attendance.

Absent: Cllrs Rider and Ward.

1.	Apologies for Absence: Cllrs Rider and Ward 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> Cllr Charles Royden declared an interest in items 14 and 15 on the agenda.	
3.	To note election of James Cross: Cllr Cross was welcomed onto the parish council. The Clerk confirmed that he had signed the Declaration of Acceptance of Office. It was resolved that he would join the Planning Committee and would contact Cllr Blakeman for further information.	Cllr Cross
4.	Minutes of the Previous Meeting: It was resolved to make a small amendment to the minutes of 6 th October 2016. These would then be re-issued and approved at the January meeting.	Clerk
5.	Public Open Session (15 mins): <u>St Thomas More Travel Plan:</u> the resident present said that he was very much in support of the decision of the parish council at the October meeting to write to the school, the Borough Council and the police to seek a co-ordinated response. He confirmed that he had met with the Clerk, Mrs Bottoms and had raised some points for inclusion in those letters. He thanked the parish council for raising the issue of the Travel Plan with the Planning Department of the Borough Council in December 2013 and was pleased to hear that the school had been offered Stage 3 cycle training. It was important that the school was encouraged to take this offer up. He asked that the travel plan be placed on the January agenda.	
6.	To consider a Treasury Management Policy: Cllr Fitzpatrick explained that the reason he was proposing adoption of this policy was to regularise the approach of the parish council to investment of funds and should the need arise in the future to that of borrowing. This policy would be reviewed each year by the Finance Advisory Group and they would make any recommendations to the parish council for any changes proposed. Following discussion, it was resolved to adopt this policy and for the Clerk to put it on the website.	Clerk

7.	<p><u>To receive an update on Woodlands Park and agree further action:</u></p> <p><u>CCTV Cameras:</u> The Clerk had circulated dates for the parish councillors to visit the CCTV Control Centre at the Borough Council. A maximum of eight could attend. Cllr Bailes reported that two cameras had been attached to the first lighting column near the Owl Park and the other two at the Westrope Way entrance to Woodlands Park. Both cameras near the Owl Park may need re-positioning. The one designed for number plate capture is too high and the panoramic view camera should be pointing toward the estate entrance from the Owl Park and not into the park itself. Similarly, the panoramic view at the Westrope Way point should give a general view of the area toward the bus gate with a wider view than that intended to capture indexes. There is discussion of a third camera being located near the Owl Park to be directed at the changing rooms which would be financed by Bedford Borough Council.</p> <p><u>Progress on Projects/Adoption:</u> Cllr Bailes confirmed that Simon Fisher had now left the Borough Council and there was to date no replacement. As a result, Cllr Bailes had contacted Paul Pace. He had stressed that the parish council had been at a fairly critical position in terms of agreeing some of the improvement projects at Woodlands Park. He had sought confirmation that it was still the intent of the Borough Council to provide the £5k top-up funding from the S.106 monies outstanding. Additionally, he was keen to set up a meeting in the next week or so with the incumbent in this role so that we can finish the agreements and purchase the gates, benches and picnic tables this side of Christmas. With regards choice of supplier, the Borough Council had a preferred supplier list. The Borough Council were still awaiting finance from Persimmon and one possibility was that the parish council consider undertaking the purchases with an agreement from the Borough to reimburse the parish council once the funding had been realised. Cllr Bailes was thanked for his report.</p>	
8.	<p><u>To consider any future action the parish council may take regarding the play area off Francis Groves Close:</u></p> <p>Cllr Retout referred to the consideration made in the past that the parish council might take over some of the roles and responsibilities from the Borough Council in order to help reduce the financial pressure. Within Brickhill, one area this might apply to is that of open spaces. The small play area off Francis Groves Close was installed as a planning condition for the development of Francis Groves Close itself. He was of the view that it was not well used and one alternative use would be as a community garden.</p> <p>It was resolved that as a first step in the process, Cllr Retout write an article for the parish newsletter to seek the views of residents in the parish as to how well used or otherwise it was and whether they felt that a better use could be made of the area. Brickhill Lower School would also need to be consulted. The Clerk would attempt to establish from the Borough Council what the maintenance costs for the present site are.</p>	Cllr Retout Clerk
9.	<p><u>To further review the parish newsletter, to agree a pricing structure for 2017 and agree any further action:</u></p> <p>Following discussion, it was resolved to increase charges for new advertisers from January 2017 by 20%, but for current advertisers increase the rate by 10% for 2017 but by the full 20% from January 2018.</p> <p>It was further resolved to increase the number of newsletters to five in 2017, three before the summer and two after and to reduce the number of pages of advertising from 4 to 3 in the 8 page issues but to keep the number of pages to 5 in the 12 page Christmas edition.</p>	Clerk Assistant Clerk
10.	<p><u>To note the action taken regarding the St Thomas More Travel Plan and agree any further action:</u> Letters were being sent out to the relevant parties and this item would be revisited on the January agenda.</p>	Clerk

11.

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>
Viking	BACS 57	£ 198.14	Stamps and Stationery
St Marks Church Community Cent	1167	£ 210.83	Room Hire and Hall Hire
Bedford Borough Council	DD	£ 3,390.71	Salaries October
Anglian Water	BACS 62	£ 506.71	Water for Allotments
Bamboo Data	BACS 63	£ 90.00	Domain Name Renewal
14 day Deposit A/c	Internal	£ 40,000.00	Book Transfer
Old	BACS 64	£ 31.00	Plot and Key Deposit
Gee Tee Bulb Company	BACS 65	£ 184.49	Bulbs
Otis Ltd	BACS 68	£ 527.73	Lift Servicing
British Telecom	BACS 69	£ 94.68	Broadband Charges
14 day Deposit A/c	Transfer	£ 50,000.00	Book Transfer
Associated Telecom Solutions	DD	£ 19.52	Telephone Charges
Lees-Harrison	1172	£ 56.00	Plot and Key Deposit
S Bottoms	BACS 66	£ 19.33	Expenses
DRG Arbpr Services	BACS 67	£ 295.00	Tree Work - WG
St Marks Church Community Cent	1173	£ 210.83	Office Hire and Room Hire
B Dellow	1174	£ 12.00	Key Deposits
K Retout	1175	£ 50.00	Plot Deposit Refund
Franco Inperatore	1176	£ 6.00	Key Deposit Refund
Bedford Borough Council	BACS 70	£ 1,045.72	Grass Cutting and Litter Bins
Bedford Borough Council	BACS 71	£ 3,240.00	Works at allotment
	Total Payments	£ 100,188.69	

Clerk
Clerk

	<p>ii) <u>To re-confirm agreement to make DD payments for BT, Telephone, Salaries, Water Charges:</u> It was resolved to agree to these continuing.</p> <p>iii) <u>To consider opening new accounts etc and to note the transfer of funds between co-op accounts:</u> It was resolved that the Clerk should investigate the opening up of new accounts and it was noted that funds had been transferred.</p> <p>iv) <u>Finance Advisory Group:</u> Cllr Fitzpatrick would arrange a meeting of the group in early December. The Clerk and Assistant Clerk would in advance provide figures for consideration.</p>	<p>Clerk Assistant Clerk</p>
12.	<p><u>To receive a report from the Borough Councillors:</u> Cllr Royden said that following the review of the library services, the Central Library and those at Bromham and Wootton would adopt a card access system which means that access would be available when staff (with the exception of a security person) were not present. In the case of Kempston and Putnoe, this system was not supported so those libraries would simply be open for shorter periods than present. With regards Rooksmead Pond the survey work had been done and the next step was for UK Power to install a power supply for the fountain. All had been purchased from ward funds.</p> <p>Cllr Royden provided an update regarding the recent gypsy and traveller encampments. He said that the Borough Council had to go through a certain process including checks to ensure the well being of the individuals and court formalities. But if this process had recently been undertaken and the travellers return to the location, the process is speeded up as was the case with the most recent encampment. It is difficult to know what preventative measures are worth installing as in the case of Wentworth drive, the travellers used a JCB. The view was that the police could have done more through using their S61 powers. Should this happen again, it is important that residents call 101 and tell the police how they are being affected by the encampment e.g. cannot walk their dog or let their children play on the area. Andrew Kyle from the Borough Council will be attending the next Brickhill Community Safety Forum meeting on the 28th November to inform residents of what action can be taken to prevent them. Following a request for an update from Cllr Retout, Cllr Royden said that double yellow lines would be installed at the junction of Fulmar Road/Martin Close in the next financial year. They would also be going in at the junction of Dove Road/Avon Drive and in Severn Way as lorries struggle to reverse into the shops. Cllr Royden was thanked for his report.</p>	
13.	<p><u>To receive a report on the meeting between the representatives of Brickhill Parish Council and Brickhill Community Association:</u> Cllr Ward had sent her apologies for this meeting but forwarded a brief report on the meeting held on the 19th October. The aim of the meeting was to for both sides to get to know each other, share documentation held by both sides and to agree the aim of future meetings. The main outcome of the meeting was that both sides expressed a wish to work on a plan for the maintenance of the Centre. Both sides expressed a desire to ensure both sides complied fully with the terms of the agreement already in place. The date for the next meeting is set for 7th November. Cllr Ward was thanked for her report.</p>	
14.	<p><u>To review the move of the parish council office to St Marks and agree any further action:</u> (Cllr Charles Royden left the room whilst this and item 15 were discussed). The parish council had received a request from a resident to move parish council business back to the Brickhill Community Centre. The Clerk reported that the move from Brickhill Community Centre had taken place for a variety of reasons. She reported that the move had been very successful. St Mark's has a fully manned reception which can deal with any visitors should our staff not be present. The room is bigger and enables us to hold meetings without having to book a room. To date, two such meetings have taken place. It was resolved to agree that the move to St Mark's had been successful and the intention was for the parish council to stay there for the foreseeable future.</p>	

15.	To consider what support the parish council could give the community centre at St Mark's and agree any action: Cllr Bailes said that residents had mentioned to him that there are two community centres in Brickhill. The parish council have obligations and spend monies on Brickhill Community Centre but what funding does it provide to St Mark's. Cllr Fitzpatrick said that in the past funding had been provided for specific projects e.g. Open House. It was resolved that Cllr Bailes liaise with the officers at St Mark's to see what financial support might be helpful.	Cllr Bailes
16.	To receive any update re: the Brickhill/Clapham community governance review and agree action: (Cllr Charles Royden returned to the room). Cllr Fitzpatrick said that the community governance review had failed to reach the 5% threshold for the required number of signatures as a result of a number being lost through the validation procedure. As a result Brickhill had only achieved 4.4%, Cllr Fitzpatrick had obtained more only to be told they had been submitted after the cut off date. The parish council now had to wait to hear about what was the next step in the process.	
17.	To note the litter pick on the 19th November at Ashmead Rd: The Clerk reported that the date had changed to the 26 th November as the Borough Council were unable to supply litter picking equipment on the earlier date.	
18.	To note the position regarding the vacancy in the Woodlands Park Ward: The Clerk reported that the minimum of ten signatures had been received and a notice of poll would be forthcoming shortly from the Borough Council.	
19.	To review the list of outstanding matters and agree any further action: i) <u>Proposed Neighbourhood Development Plan:</u> Cllr Fitzpatrick would put an article into the Brickhill News encouraging interested residents to attend a meeting on the 6 th December at St Mark's in order to consider how this might be progressed.	Cllr Fitzpatrick
20.	To agree the meeting dates for 2017: These were agreed as: 5 th January, 2 nd February, 2 nd March, 6 th April, 4 th May (Annual Meeting), 1 st June, 6 th July, 7 th September, 5 th October and 2 nd November. All will start at 7.30pm. The Planning Committee will meet at 6.30pm ahead of the full parish council meetings. In addition it will meet on the 4 th August and the 7 th December. The Annual Parish Meeting will be on the 24 th April at 7.30pm. All the meetings will be held at St Mark's Church and Community Centre.	
21.	Staffing Matters: 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.	
22.	Date of Next Meeting: Thursday 5 th January 2017 at 7:30pm at St Mark's Church and Community Centre, Calder Rise, MK41 7UY.	

.....Approved by Chairman
5th January 2017