



Minutes of the Meeting of Brickhill Parish Council held on Thursday 4th July 2019 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm.

Present: Cllrs Fitzpatrick, Holloway, Green, Jarman-Webb, Bailes, Blakeman, Retout, Rider, Durham, Charles Royden, Ward, Grant, Johns, Borough Councillor Moon, 2 members of the public and the Clerk (Mrs S Bottoms) were in attendance.

Absent: Cllr Reeve, Corrine Royden and Borough Cllr Martin-Moran-Bryant.

1.	Apologies for Absence: Cllr Reeve, Corrine Royden and Borough Cllr Martin-Moran-Bryant.	
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> Cllr Green item 7, Cllr Retout local interest in item 7, Cllr Blakeman item 12.</p>	
3.	<p>To confirm the minutes of the meeting held on Thursday 6th June 2019:</p> <p>The minutes were signed as a true record of the meeting.</p>	
4.	Public Open Session (15 mins): None.	
5.	<p>To consider co-option to fill the two vacancies on South and West Ward and agree action:</p> <p>Three candidates had sent into the Clerk resumes about themselves and two of the candidates presented themselves at the meeting for consideration.</p> <p>Following discussion and a vote, it was resolved to co-opt Morris Johns and Alastair Grant onto the parish council.</p> <p>Both signed the Declaration of Acceptance of Office and joined the other parish councillors at the table.</p> <p>The Clerk agreed to forward the necessary paperwork to the newly appointed councillors.</p> <p>The Clerk also agreed to contact the unsuccessful candidate and thank her for offering her services.</p>	Clerk.

6.

Financial Matters: To consider and agree action on the following:

i) To approve bank reconciliations and any accounts for payment: Following discussion, **it was resolved** to accept these.

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
Associated Telecom Solutions	DD	£19.81	Telephone Charges
Bedford Borough Council	DD	£4,265.74	Salaries June
S Bottoms	BACS 30	£90.00	Gardening Competition Vouchers
Open Spaces	BACS 25	£45.00	Membership
Shaun Reilly	BACS	£557.00	Allotments
Ark Farm	BACS 37	£612.00	Zoo for GOTG
Highline Adventure	BACS 38	£661.50	Balance for Spider Mountain
Brickhill Primary School	101235	£240.00	Hire of School
Alshalati	101236	£6.00	Key Refund
John O Connor	BACS 39	£1,200.00	Pitch Marking
Otis Ltd	BACS 26	£586.76	Service
NPower	BACS 27	£45.99	Electricity for Fountain April
NPower	BACS 28	£47.51	Electricity for Fountain May
S Bottoms	BACS 31	£99.98	Refund for Norton
St Marks Church Community Centre	BACS 32	£212.33	Office and Hall Hire May
St Marks Church Community Centre	BACS 33	£212.33	Office and Hall Hire
Sport Support	BACS 34	£362.98	Summer Activity - Bushcraft
Sport Support	BACS 35	<u>£411.48</u>	Summer Activities - Multi
	Total Payments	£9,676.41	

	<p>ii) <u>To decide whether to renew the contract with LCPAS re: the DPO Service:</u> The Clerk explained that last year it was unclear if parish councils needed to employ a DPO. As a result, the parish council employed the services of LCPAS and paid £300 for a de-luxe package. It has since been confirmed that parish councils technically do not need to employ a DPO but given the size of the council perhaps it would be sensible to do so but at a lower level, £150, at least for the next year.</p> <p>Following discussion, it was resolved to continue for a further year at a cost of £150.</p> <p>iii) <u>To review the annual insurance and agree to renew:</u></p> <p>Following discussion, it was resolved to accept the quotation from Inspire and to accept the 3 year long term agreement at the reduced cost of £1286.65.</p> <p>iv) <u>To agree Terms of Reference for Finance and Personnel Advisory Group and to put a copy on the website:</u></p> <p>It was resolved to agree these terms of reference and the Clerk would put a copy on the website.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7.	<p><u>To consider approval for the replacement of the boiler at the Brickhill Community Centre:</u></p> <p>Cllr Retout had given consideration to the three quotes which the Clerk had obtained last year on an efficiency basis and length of warranty. Following discussion, it was resolved, that Cllr Fitzpatrick would approach Christy Plumbing to obtain some clarification on their quote. It was noted that given the age of the quotation, there might be a slight increase if the quotation was accepted now.</p> <p>It was agreed that assuming Cllr Fitzpatrick was satisfied with his further enquiries, the quote would be accepted provided that it did not exceed £9,000.</p>	<p>Cllr Fitzpatrick</p> <p>Clerk</p>
8.	<p><u>To receive an update on Woodlands Park and agree further action:</u></p> <p>Cllr Bailes reported that there had been no further movement from either the borough council or Persimmon with requests for meetings or their attendance at a future parish council meeting presently being ignored.</p> <p>The estate vegetation in the smaller sculpture parks is growing out of control and makes the estate look an eyesore. It is imperative that progress is made on the items that remain unresolved, some since the estate was built in 2009.</p> <p>In the case of Graze Hill, a planning decision was expected before 17th June. There is no extension listed but it is still “awaiting decision” with a decision overdue.</p> <p>With regards outstanding works on Woodland Park, the borough council arborist had confirmed that the trees previously mentioned in the June minutes will be pruned. The previously overflowing bins are now on a regular emptying route for the borough council so hopefully will not need to keep being reported.</p> <p>Cllr Bailes was thanked for his report.</p>	

9.	<p><u>To receive a report from the Borough Councillors:</u></p> <p>Reports from the Great Barford Councillors and Brickhill Councillors have been circulated and put on the website.</p>	
10.	<p><u>To receive an update and agree any further action following the recent encampment on Fosters Brow:</u></p> <p>The Clerk reported that she had met Danny Hendrickson on site to consider the options. She had circulated the quotation received from ACE Security. Although it refers to Option 1 and 2 re: the Scout Hut, both would be needed to give coverage. The camera at the allotments would need to be in place to enable the other cameras to operate. The total cost of these three cameras would be £4,337. To get coverage would require a new column (12m) to be installed and the Clerk has received a quotation from the borough council of approximately £1,000. This could be used in the future as a mast for other cameras in Brickhill.</p> <p>The Clerk did discuss whilst on site the grassed area behind the Scout Hut where the travellers had recently been. Another camera could be located on the column where the mobile camera had recently been located. The suggested camera would be of the same specification as that covering the allotments. To include this camera would bring the total cost for all the cameras to £7,082.</p> <p>It was agreed that, having confirmed a few technical issues, the Clerk should place the order with ACE Security and the borough council for the installation of the cameras and the column.</p> <p>There would also be a future charge for maintenance and monitoring by the borough council.</p>	Clerk
11.	<p><u>To consider funding additional defibrillators in Brickhill and agree action:</u></p> <p>Cllr Retout was concerned that there are no publicly accessible (24 hours a day) defibrillators in Brickhill. The estimated cost of purchasing such a defibrillator is £1,400.</p> <p>It was resolved that councillors would give consideration to possible location and approach the owners.</p>	All councillors
12.	<p><u>To review the impact of previous action and any further action needed to co-ordinate safe and considerate car use, cycling and walking in Brickhill:</u></p> <p>This was raised by a resident at the last parish council meeting when he asked for it to go on the agenda. He would like an article in Brickhill News to feature the need for considerate cycling.</p> <p>He had highlighted the dangers of cyclists using pavements and in particular travelling at speed.</p> <p>Cllr Blakeman discussed the matter in detail and agreed to write an article to go in the next edition of Brickhill News and on the website.</p>	Cllr Blakeman Clerk
13.	<p><u>To decide whether to re-apply for recognition as a Quality Parish Council:</u></p> <p>The Clerk reported that the parish council acquired Foundation Status in December 2015.</p> <p>Following discussion, it was resolved that the parish council should apply for renewal of quality status at the end of the current 4 year period at the highest level that it could achieve.</p>	Clerk

14.	<p><u>To note that Gathering of the Green is on Saturday 6th July and agree any action needed:</u></p> <p>The Clerk reported that all was in hand but that she would need volunteers to provide support on the day.</p>	
15.	<p><u>To review outstanding matters and agree any further action:</u></p> <p>This was reviewed.</p> <p>i) <u>Lift Pit at the Brickhill Community Centre:</u></p> <p>The Clerk reported that The Cook Group had agreed to reduce its charge by £1,000 and as a result the work is now booked to take place on the 5th-7th August. The charge from Otis had increased to £3,081.60. This is because the engineer and the third party vendor have agreed that Otis will need to be onsite whilst they are there also, as Otis cannot leave access to the shaft uncontrolled with no hoarding in place.</p> <p>It was resolved that the Clerk should approve the works.</p>	Clerk
16.	<p><u>Date of Next Meeting:</u></p> <p>Thursday 5th September 2019, at 7.30pm at St Mark’s Church and Community Centre, Calder Rise.</p>	

.....Approved by Chairman
5th September 2019