



PARISH COUNCIL

Minutes of the Meeting of Brickhill Parish Council held virtually on Thursday 2nd July 2020 commencing at 7.30pm.

Present: Cllrs Fitzpatrick, Holloway, Green, Blakeman, Retout, Charles Royden, Rider, Corinne Royden, Grant, Johns, Reeve, Jarman-Webb, Borough Cllr S Moon, one member of the public and the Clerk (Mrs S Bottoms) were in attendance.

Absent: Cllr Ward, Durham and Borough Cllr Phillippa Martin-Moran-Bryant.

1.	<p><u>Apologies for Absence:</u></p> <p>Cllr Durham and Borough Cllr Phillippa Martin-Moran-Bryant.</p>	
2.	<p><u>Declarations of interest in items on the agenda</u></p> <p>i) <u>To receive written requests for a dispensation:</u></p> <p>None received.</p> <p>ii) <u>To consider any requests for a dispensation:</u></p> <p>None.</p>	
3.	<p><u>To confirm the minutes of the meeting held on Thursday 4th June 2020:</u></p> <p>The minutes were signed as a true record of the meeting.</p>	
4.	<p><u>Public Open Session (15 mins):</u></p> <p>None.</p>	

5. **Financial Matters: To consider and agree action on the following:**
 i) To approve bank reconciliations and any accounts for payment: **It was resolved** to approve the following:

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
J Caves	BACS 19	£135.00	Internal Auditor
Paul Riches Skips	BACS 20	£263.00	Skip Hire Allotments
Associated Telecom Solutions	DD	£14.89	Telephone
Bedford Borough Council	DD	£3503.74	Salaries June
John O Connor	BACS 15	£1080.00	White Line Marking WG
Viking	BACS 18	£287.88	Stationery and Stamps
Phoenix Surfacing	BACS 14	£7619.04	Footpath Surfacing WG
Came & Co	BACS 16	£1351.08	Annual Insurance
NPower	BACS 17	£70.54	Electricity for Fountain
Otis Ltd	BACS 21	£607.88	Lift Servicing
NPower	BACS 22	<u>£68.94</u>	NPower
	Total Payments	£15001.99	

- ii) To agree to expenditure up to £700 to clean the toddler play equipment and bins on Waveney Green: **It was resolved** to give permission to the Clerk to spend up to £700.
- iii) To note that the Clerk has reviewed the parish council insurance ahead of renewal: This was noted.
- iv) To note the delay until the 1st September for the public inspection of accounts for 2019-20: This was noted.

Clerk

6.	<p><u>To receive an update on the Neighbourhood Development Plan and agree further action:</u></p> <p>The Groundworks grant for £10,000 has been received. Cllr Fitzpatrick reported that Urban Vision has formally started work, supporting the Brickhill group. Dave Chetwyn is the lead contact with Urban Vision. He is writing the plan template, while members of the group will be providing appropriate local information. The initial focus is on planning policies. These will be intended to preserve what is liked about Brickhill, while also aiming to improve the various aspects under consideration.</p> <p>The initial policy themes are: Local Green Space, Natural Environment, Design, Housing, Retail, Employment, Transport and Community Facilities. The plan cannot contradict the key policies in the Borough Local Plan, so some of the initial work is to consider those planning policies as they relate to Brickhill and to see which, if any, need to be augmented in the Brickhill NDP. Later work will consider non-planning policies, as well as the vision and aims. Once an outline document has been created, it will be feasible to consult further with residents and get more people involved in the plan as a whole. Getting details about the plan to residents on paper is fundamental in order to increase awareness and participation.</p> <p>Cllr Fitzpatrick thanked all those involved in the work to date.</p>	
7.	<p><u>To receive reports from the Borough Councillors:</u></p> <p>Borough Cllr Moon agreed to forward a report from the Great Barford councillors to the Clerk. With regards Woodlands Park adoptions, snagging lists are now being produced. Borough Cllr Rider had forwarded a copy of the report from the Brickhill councillors and provided a brief verbal summary. The Clerk agreed to put both reports on the website. Borough Cllr Rider reported that as a consequence of objections, the project to install grasscrete parking on Rookmead had been delayed and has been subject to inclusion in legislation requiring further wildlife studies. This will also involve additional cost.</p> <p><u>Average Speed Cameras:</u></p> <p>The Brickhill councillors continue to receive requests for enforcement of speed limits on Brickhill Drive. This road is on the list for attention by Bedford Borough Council alongside over 70 others. The parish council has agreed to pay for a set of cameras with conditions. Cllrs Rider and Royden would recommend those conditions are removed to enable some provision for the safety of residents. It was resolved that the Clerk should contact Matthew Soper at the borough council for a full costing for the installation of a pair of average speed cameras on Brickhill Drive. The Clerk would ask for that costing to be received in time for the September meeting and that this issue should then go on the September agenda.</p> <p><u>Combat on Waveney Green:</u></p> <p>There are regular reports of body combat classes on Waveney Green. Cllrs Rider and Royden would like the parish council to clarify whether this is an approved activity and whether users have the required insurance etc so that they can inform residents. The Clerk reported that she has not had any contact from any such groups requesting to use Waveney Green.</p> <p>It was resolved that Cllr Grant would contact the Clerk should he obtain any details of such groups.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Grant</p>

8.	<p><u>To consider and agree action on the following:</u></p> <p>i) <u>Proposed Extinguishment of Part of Public Footpath 10 & 19 Ribble Way and Bure Close:</u> The parish council had no objections.</p> <p>ii) <u>Proposed Extinguishment of Part of Public Footpath BRI/27 Bourneside, Trent Rd, Kimbolton Rd:</u> The parish council had no objections.</p> <p>iii) <u>Public Path Diversion Order Part of Footpath No. 19 and Part of Bridleway No. 23:</u> The parish council had no objections.</p>	
9.	<p><u>Brickhill Community Centre - to note the letter from Ray Seymour, then to consider and agree any action:</u></p> <p>The rules are changing on the 4th July regarding the opening up of centres, but the Brickhill Community Centre is not planning to do so until the 1st September. Indoor sporting and fitness activities remain strongly advised not to run. Unfortunately this is a significant proportion of the activities which use the centre plus a number of groups consisting of elderly individuals. Such groups may not be able to return until a vaccine is found. It will therefore be hard for users to commit to return in September.</p> <p>Following discussion, it was resolved that the Clerk should write back to the Chairman. In the letter it should be acknowledged that the parish council appreciates the difficulties in running the centre during the COVID crisis and that it wishes to offer its support as required.</p> <p>The committee should be asked to keep the parish council informed of any issues which may affect its ability to continue.</p>	Clerk
10.	<p><u>COVID-19 - to consider current Government guidance and to agree any actions:</u></p> <p>The Clerk had circulated information in advance of the meeting. The continued advice is to work from home where possible. The latest NALC advice is to continue to hold meetings virtually although there is the possibility to consider hybrid meetings.</p> <p>It was resolved to hold the September meeting remotely and to review the situation over time.</p> <p>Play areas have the go-ahead to re-open on the 4th July, but the advice to the parish council is to continue to keep its areas closed, in line with Bedford Borough Council given the high levels of COVID in the Bedford area. Once the government guidance has been reviewed, a risk assessment produced, appropriate signage produced and the borough council gives notice of a date to re-open its play areas, then the parish council will be ready to do the same.</p> <p>The new equipment is being installed on the 13th July as well as the new surface under the toddler unit. The toddler equipment is also being cleaned.</p>	Clerk.
11.	<p><u>Ashmead Road yellow lines consultation - to note the parish council response to the Objection to TRO C9001.C758:</u></p> <p>The Clerk reported that she had written to the borough council in support the installation of the yellow lines.</p>	

12.	<u>To note the Houses in Multiple Occupation: Supplementary Planning Document consultation from 9th June to 7th July 2020 and agree any action:</u> It was resolved that the parish councillors should respond individually.	
13.	<u>To note the LFA Consultation on the new Model Code of Conduct 6th June – 17th August:</u> Parish councillors should make their own responses.	
14.	<u>Further items for consideration at the next meeting:</u> i) <u>Co-option to fill the vacancy in the Woodlands Park Ward:</u> It was resolved that the Clerk should write to all interested parties, inviting them to the September meeting when the vacancy would be filled. ii) <u>Newsletter:</u> Consideration would then be given as to when to start producing the next newsletter.	Clerk Clerk
15.	<u>To review the list of outstanding matters and agree any further action:</u> The list was reviewed. i) <u>Upgrade the website to meet the Accessibility Regs for Public Bodies at a cost of £400:</u> The Clerk had circulated a proposal from Simon Edgar to upgrade the existing website for a cost of £400 and to continue the current maintenance contract for £100 per month. Following discussion, it was resolved that the councillors were to consider the proposal and unless any concerns were expressed by the 9th July, the Clerk was to contact Simon Edgar to accept the proposal.	Clerk
16.	<u>Date of Next Meeting:</u> Thursday 3 rd September 2020 at 7.30pm via Zoom.	

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Approved by Chairman
3rd September 2020