



**Minutes of the Meeting of Brickhill Parish Council held on Thursday 1<sup>st</sup> September 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, Charles Royden, Corinne Royden, the Clerk (Sue Bottoms) and one member of the public were in attendance.

**Absent:** Cllrs Reeve, Rider, Manser, and Ward.

1.	<p><b><u>Apologies for Absence:</u></b> Cllrs Reeve, Rider and Manser, sent their apologies. <b>It was resolved</b> to accept these.</p>	
2.	<p><b><u>Declarations of interest in items on the agenda</u></b> i) <u>To receive written requests for a dispensation:</u> none received. ii) <u>To consider any requests for a dispensation:</u> none received.</p>	
3.	<p><b><u>Minutes of the Previous Meeting:</u></b> <b>It was resolved</b> to approve the minutes of 7<sup>th</sup> July 2016 as a true record of the meeting.</p>	
4.	<p><b><u>Public Open Session (15 mins):</u></b> Mr Ray Seymour attended from Brickhill Community Association. He expressed his concern at the apparent recent estrangement between the Association and the parish council. He explained the background to the formation of the Association and its subsequent relationship with the parish council following the taking over of a lease on the Centre by the parish council. He hoped that relations could be put on a better footing in the future. The sentiment was echoed by the parish council and it was noted that this item was on the agenda under 8.</p>	
5.	<p><b><u>To receive an update on Woodlands Park and agree further action:</u></b> <u>CCTV:</u> The Clerk reported that she was waiting for Steve Woollard to return from holiday and to sign the agreement on behalf of the borough council. She had confirmed with ACE Security that the quote for the purchase of the cameras was still valid.</p>	Clerk

	<p><b>It was agreed</b> that once the agreement had been signed, the Clerk should place the order with ACE Security.</p> <p><u>Persimmon/Adoption:</u> The parish council were already aware that the borough council were actively pursuing Persimmon to complete the agreed works in order that adoption could be completed. Cllr Charles Royden said that a strong letter had been sent to the Managing Director of Persimmon from the borough council. The Clerk had received that day and circulated a spreadsheet from Simon Fisher which was to serve as a starting point for progressing the agreed projects. Cllr Bailes said that with regards the green gym he would look again at the quotes received already. Alison, the Assistant Clerk, was getting quotes for similar equipment for Waveney Green and could get further quotes for Woodlands Park. Progress with the orchard would require a group being assembled of local volunteers in order to plant and carry out on-going maintenance. Cllr Fitzpatrick would forward some information on to Cllr Bailes. Cllr Bailes was thanked for his report.</p> <p><u>Brownley Link Path:</u> The Clerk has e-mailed confirmation to Simon Fisher that the parish council were prepared to contribute up to £5,000. Cllr Bailes was thanked for his report.</p>	<p><b>Cllrs Fitzpatrick and Bailes.</b></p>
6.	<p><b><u>To receive an update re: the recent encampment on Waveney Green and agree action:</u></b></p> <p>Following discussion, <b>it was agreed</b> that the parish council should write and thank Andrew Kyle at Bedford Borough Council (with a copy to the Chief Executive) for their rapid response both with regards to taking legal action to evict the travellers and the clean up. The parish council had received a bill for £425 for the clean-up which was at a significantly reduced rate. All were in agreement that this be settled.</p> <p><b>It was further agreed</b> that the parish council should write to the Chief Constable with copies to Superintendent Pink and the PCC to say that they were disappointed by the lack of support and action by the police. The suggestion that that number of travellers were causing little public nuisance was not acceptable given that this was on a public park next to a settled community not least because up to 80 persons were using the area as a public toilet. The Clerk was to draft the letter and pass to Cllrs Fitzpatrick and Charles Royden for comment.</p> <p>Thought needed to be given as to what action might be taken to prevent future encampments. The cost of supplying and installing bollards would be approximately £36,000 but this would not necessarily guarantee future encampments. The Clerk reported that Andrew Kyle was now asking the legal department to review the possibility of an injunction being placed on the area given this latest additional encampment.</p>	<p><b>Clerk Cllrs Fitzpatrick and Charles Royden</b></p>
7.	<p><b><u>To receive an update re: the leasing of the remainder of Waveney Green from Bedford Borough Council:</u></b></p> <p>Philip Carr in Property Services suggested that following the application under the Community Asset Transfer Scheme, the parish council would obtain a similar lease to that held for the existing section of Waveney Green. He suggested that the period of the lease should be set to tie in with that remaining on the current lease.</p> <p><b>It was agreed</b> that the Clerk make the application.</p>	<p><b>Clerk</b></p>
8.	<p><b><u>To receive a report from the Clerk on the Brickhill Community Centre and agree any action:</u></b></p> <p><u>Relationship with the Association:</u> Copies of the correspondence between the Association and the parish council had been circulated. <b>It was</b></p>	<p><b>Cllrs Bailes, Blakeman, Ward and</b></p>



- St Thomas More Upper School is accessed solely from Brickhill. Currently only part of the tennis courts are within Brickhill.
- Little Park Farm - this is accessible solely from Hawk Drive in Brickhill.
- A simple re-alignment of the parish boundary to include the above would also move a small wooded area into Brickhill.

Moving these areas into Brickhill Parish would give the parish council a more formal role in commenting on and addressing issues that arise there.

2) A number of properties on the eastern side of Brickhill should be formally removed from the Parish. No. 1 Rowallan Drive appears to have been placed in Brickhill by accident by a drafting error while drawing the parish/ward boundary, while 4 properties in Maple Place, Polhill Avenue were built on land taken from the back gardens of several properties, including two in Brickhill. Two of the Maples Place properties are completely in Brickhill, while two are partly in Brickhill.

In the Brickhill/Ravensden Community Governance Review, No. 2a Rowallan Drive was removed from Brickhill Parish. To be consistent, the same action should be taken to No. 1 Rowallan Drive and the four properties in Maple Place. None of these properties are accessed directly from Brickhill Parish.

In both council tax and electoral registration perspectives, none of these five properties are being considered to be in Brickhill. However the definitive parish boundary map shows they are either in or partly in Brickhill Parish.

3) The Borough Council wishes to see any parish governance in the Borough to be robust, representative and enabled to meet the challenges that lay before it. Brickhill Parish Council has 15 councillors (including one current vacancy) representing the parish through 4 parish wards. The Parish Council has achieved Foundation Status in Local Council Award Scheme and is working towards Quality Status. It communicates with residents through newsletters, its website and social media. Adjusting the parish boundary would enable greater cohesiveness between the local community in Brickhill and the Parish Council.

4) The Borough Council is consulting on a range of aspects of Community Governance. Brickhill Parish Council's views on these matters are:

- i) Parish Council name - no change is proposed to the name 'Brickhill Parish Council'.
- ii) Parish Warding - no change from the current 4 wards. Having wards supports a closer relationship between councillors and the residents of an area.
- iii) Names of parish wards - no change needed to the names of the current wards (East, North, South and West, Woodlands Park). They are descriptive and fair representations of the parts of the parish.
- iv) Number of councillors - no change from the current 15. This number enables a similar ratio of electors to councillors to occur across Brickhill Parish.
- v) Electoral arrangements - the parish council supports changes taking effect as soon as possible; on the assumption that it is not necessary to have a further set of elections prior to May 2019.

	The Clerk would arrange for the submission to go to the relevant parties. 5% of Brickhill residents (385 people) and 5% of Clapham people (174 residents) need to respond in support of this. Parish Councillors agreed to help Cllr Fitzpatrick to obtain the required number of signatures.	
11.	<b><u>To receive an update re: the proposed Neighbourhood Development Plan and agree action:</u></b> The Clerk reported that the re-designation of the parish boundary following the removal of 2A Rowallan Drive has been sealed. Consultation ended on the 20 <sup>th</sup> August. This item was to go on the October agenda.	Clerk
12.	<b><u>To consider and agree the location of the new VAS signs in Brickhill Drive:</u></b> One was to be located outside No. 55 and not No. 57 and the other outside No. 68. This would now be progressed by the borough council.	
13.	<b><u>To receive any update on the installation of signage at the various entrances to Brickhill and agree action:</u></b> Cllr Fitzpatrick reported that he had met with Andrew Prigmore. The proposal was for four mounted on metal posts in the verge and two in the form of cantilevered over the footway. The sign at the top of Brickhill Drive would be located on the left at the top of the hill near the entrance to Eagle Gardens as this was a more appropriate location. The parish council <b>agreed</b> to wait for prices from Andrew Prigmore and consider at the October meeting.	Clerk
14.	<b><u>To consider a date for a community bulb planting and agree action:</u></b> We have two litterpicks scheduled for October 22 <sup>nd</sup> meeting at Hawk Drive and 19 <sup>th</sup> November meeting at Bramley Way/Ashmead Road. <b>It was agreed</b> to combine the 22 <sup>nd</sup> October into a joint litterpick and bulb planting and change the location to Rooksmead Pond. These events would be publicised nearer the date and the Clerk would order bulbs.	Clerk
15.	<b><u>To consider and agree a Data Protection Policy and agree action:</u></b> <b>It was agreed</b> to adopt this. The Clerk would arrange for it to go on the website. Once the CCTV is operational, a section of wording from the agreement between the borough council and the parish council would be added to it.	Clerk
16.	<b><u>To consider a Freedom of Information Policy and agree action:</u></b> <b>It was agreed</b> to adopt this. The Clerk would arrange for it to go on the website.	Clerk
17.	<b><u>Financial Matters:</u></b> i) <b><u>To approve bank reconciliations and any accounts for payment: It was resolved</u></b> to accept these.	

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
Sundorne Bouncy Castles	BACS 32	£ 305.00	GOTG Bouncy Castles
Highline Adventure	BACS 29	£ 655.50	GOTG Spider Mountain
Milhouse Marquees	BACS 30	£ 1,350.00	GOTG Marquee Hire
Tracy August	BACS 31	£ 150.00	GOTG face painting
Bedford Borough Council	DD	£ 3,390.70	Salaries July
NSYS	BACS 33	£ 675.67	Website
Odin	BACS 34	£ 900.00	GOTG 16 Cave
St Johns Ambulance	BACS 35	£ 279.60	GOTG First Aid
Home Counties Toilet Hire	BACS 36	£ 444.00	GOTG 16 Toilets
Sport Support	BACS 37	£ 1,290.00	Summer Activities
Michael Del-Boyer	BACS 38	£ 80.00	GOTG 16 PA system
iThink Telecom	DD	£ 21.36	Telephone Charges
Chris Horne Gardens Ltd	BACS 39	£ 600.00	Wildflower meadow
Playsafety Ltd	BACS 40	£ 138.60	Inspection
Bedford Borough Council	BACS 41	£ 6,000.00	VAS Signs
Bedford Borough Council	DD	£ 3,390.70	Salaries August
Shaun Reilly	1164	£ 340.00	Allotment Maintenance
Jo Barrow	BACS 42	£ 60.00	Newsletter Distribution
NB Removals	BACS 43	£ 147.00	Office Relocation
YMCA	BACS 44	£ 24.05	Hire of Minibus Summer Activit
Brickhill Good Neighbours	BACS 45	£ 200.00	Grant
Rialtas Business Solutions	BACS 46	£ 135.60	Alpha Software Support
Rialtas Business Solutions	BACS 47	£ 135.60	Alpha Support Allotments
iThink Telecom	DD	£ 23.21	Telephone Charges
Viking	BACS 48	£ 100.76	Stationery
Talk of the Town Community Tra	1165	£ 56.00	Minibus Hire Summer Activities
St Marks Church Community Cent	1166	£ 22.50	Hall Hire
	<b>Total Payments</b>	<b>£ 20,915.85</b>	

18.	<p><b><u>To note the date of the Christmas dinner for the over 65 years and agree action:</u></b></p> <p>This will be held on Friday 16<sup>th</sup> December in the Church Hall, St Marks. Given the late decision to hold this, it had been difficult to get dates. It would not have been possible to hold this event at Brickhill Community Centre as it heavily used on Fridays.</p>	Clerk
19.	<p><b><u>To receive an update on the fair held on Waveney Green on the 13<sup>th</sup>/14<sup>th</sup> August and any further action:</u></b> The Clerk reported that all the feedback had been positive.</p> <p><b>It was agreed</b> that Mr Gumble be allowed to use Waveney Green again next August should he wish to do so.</p>	Clerk
20.	<p><b><u>To receive a report from the Borough Councillors:</u></b></p> <p>Cllr Royden reported that it would be possible to put a fountain in the Rooksmead pond which should help with aeration. Extending double yellow lines has gone out to consultation and further action will take place once responses have been considered.</p>	
21.	<p><b><u>To note the possible election for the vacant post of parish councillor in the East Ward:</u></b> The Clerk reported that she would post the information on the website and the noticeboards. The deadline for nominations was noon on the 9<sup>th</sup> September. Possible date for the poll was 6<sup>th</sup> October.</p>	
22.	<p><b><u>To review the list of outstanding matters and agree any further action:</u></b></p> <p><u>St Thomas More Travel Plan:</u> Cllr Blakeman had not heard anything regarding the planned residents meeting. What he did know was that the bus that used to drop off and pick up at Moriston Road would now do so within the school grounds. This would avoid 50-70 children negotiating the road.</p> <p><b>It was agreed</b> that this item would be placed on the October agenda.</p>	Clerk
23.	<p><b><u>Staffing Matters:</u></b> 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>	Cllr Fitzpatrick
24.	<p><b><u>Date of Next Meeting:</u></b> Thursday 6<sup>th</sup> October 2016 at 7:30pm at St Mark's Church and Community Centre, Calder Rise, MK41 7UY.</p>	

.....Approved by Chairman

1<sup>st</sup> September 2016