



**Minutes of the Annual Meeting of Brickhill Parish Council held on Thursday 12<sup>th</sup> May 2016 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm**

**Present:** Cllrs Reeve, Blakeman, Johns, Chrusciak, Bailes, Charles Royden, Corinne Royden, Ward, Holloway, Retout, Clerk (Sue Bottoms), John McKinney and Steve Woollard from Bedford Borough Council were in attendance.

**Absent:** Cllrs Rider and Manser.

1.	<p><b><u>Election of Chairman and the signing of a Declaration of Acceptance of Office:</u></b></p> <p>Cllr Fitzpatrick was nominated by Cllr Charles Royden, seconded by Cllr Holloway and there being no other nominations, was duly elected as Chairman of the Parish Council. Cllr Fitzpatrick signed the Declaration of Acceptance of Office.</p>	
2.	<p><b><u>Election of Vice-Chairman:</u></b></p> <p>Cllr Blakeman was nominated by Cllr Fitzpatrick, seconded by Cllr Charles Royden and there being no other nominations was duly elected as Vice-Chairman of the Parish Council.</p>	
3.	<p><b><u>Apologies for Absence:</u></b></p> <p>Cllrs Rider and Manser sent their apologies.</p> <p><b>It was resolved</b> to accept these.</p>	
4.	<p><b><u>Declarations of interest in items on the agenda</u></b></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> none received.</p>	
5.	<p><b><u>Minutes of the Previous Meeting:</u></b></p> <p><b>It was resolved</b> to approve the minutes of 7<sup>th</sup> April 2016 as a true record of the meeting.</p>	

6.	<p><b><u>Public Open Session (15 mins):</u></b></p> <p>None.</p>	
7.	<p><b><u>To review and approve the committee structure of Brickhill Parish Council and to elect members to the following existing committees/working groups:-</u></b></p> <p>i) <u>Planning Committee</u> (5 members): Cllrs Blakeman, Chrusciak, Johns, Manser and Bailes.</p> <p>ii) <u>Finance and Personnel Advisory Group</u> (3 members) Cllrs Fitzpatrick, Corinne Royden and Ward</p> <p>iii) <u>Allotments and Open Spaces Committee</u> (5 members): Following discussion, <b>it was resolved</b> to increase membership to five. Cllrs Reeve, Chrusciak, Bowler, Holloway and Carter.</p>	
8.	<p><b><u>To appoint Parish Council representatives to outside bodies:</u></b></p> <p>Brickhill Community Safety Forum (1) <b>it was resolved</b> that Cllr Fitzpatrick be appointed.</p>	
9.	<p><b><u>To nominate one person to vote at the General Meetings of Brickhill Community Association:</u></b></p> <p><b>it was resolved</b> that Cllr Ward be appointed.</p>	
10.	<p><b><u>To receive an update from the Woodlands Park Working Group and to consider proposals from the Working Group:</u></b></p> <p>i) <u>Gates:</u></p> <p>Cllr Bailes confirmed that there had been no significant objections from adjacent residents. He had spoken in person to the main objector and sorted out his concerns.</p> <p>ii) <u>Adoptions:</u></p> <p>The Clerk confirmed receipt of communication from Persimmon Homes confirming that they are liaising with the Borough Council and are close to reaching an agreement which will enable the parish council to undertake their planned projects on Woodlands Park. This was confirmed by Paul Pace from BBC.</p> <p><b>It was resolved</b> that the Clerk establish whether Bedford Borough Council were to fund safety gates on the entrance/exits from the Owl Park.</p> <p>iii) <u>CCTV:</u></p>	Clerk

	<p>John McKinney and Steve Woollard from BBC attended to discuss the matter.</p> <p>They explained that Bedford Borough Council had been undertaking a review of the maintenance pricing structure for CCTV cameras. This had involved considering the costs to be incurred by the Borough Council and looking at schemes in place by other councils across the country. John McKinney agreed to honour the charge of £1500 per annum which had been quoted when the project had originally been considered. The offer was made for councillors to visit the CCTV monitoring centre at the Borough Council.</p> <p><b>It was resolved</b> to agree to spend the sum of £15,000 which was to be used for the purchase of the cameras and to cover the maintenance contract for a period of 5 years. John McKinney would finalise the contract and forward it to be signed by the parish council. Steps would then be taken to arrange installation of the cameras and link them up to the Borough Council system.</p> <p>iv) <u>Footpath between Carron Road and Grenadier Close:</u></p> <p>Cllr Charles Royden said that some ward funding was going towards surfacing the muddy section. <b>It was resolved</b> that the parish council contribute £3000 from undesignated reserves.</p>	<p><b>John McKinney</b></p> <p><b>Clerk</b></p>
11.	<p><b><u>To consider boundary signage and agree action:</u></b></p> <p><b>It was resolved</b> to defer this to a later meeting.</p>	
12.	<p><b><u>To receive an update on the meeting between Brickhill Parish Council and the Brickhill Community Association:</u></b></p> <p>The Clerk confirmed that a meeting had taken place on the 22<sup>nd</sup> April involving Cllr Blakeman, the Clerk and from the Association Stuart Green, Cheryl Green, and Sue Stewart (Centre Manager). The Clerk reported that the main outcome was that the two organisations would liaise with regards their future 5 year plans for maintenance and improvement works on the Centre to ensure a co-ordinated approach.</p> <p><b>It was resolved</b> to consider the matter further once the minutes had been received from the meeting and a future meeting had been planned.</p>	<p><b>Clerk</b></p>
13.	<p><b><u>To receive an update on the installation of PV panels on Brickhill Community Centre:</u></b></p> <p>These were now installed and the Clerk agreed to forward details of the website which monitors and records their output.</p>	<p><b>Clerk</b></p>
14.	<p><b><u>To consider the traffic implications from the opening of the new by-pass and agree any action:</u></b></p>	

	Following discussion, <b>it was resolved</b> that the Clerk contact Glen Barcham at Bedford Borough Council to obtain any traffic data analysis that had been completed.	Clerk
15.	<p><b><u>To consider the implementation of a noticeboard and website content policy:</u></b></p> <p>The Clerk circulated a draft policy for noticeboards. Following discussion, <b>it was resolved</b> that she should make a number of suggested revisions and re-circulate for consideration at the next meeting.</p>	Clerk
16.	<p><b><u>To receive a report from the Borough Councillors:</u></b></p> <p>Cllr Charles Royden reported that the <b>Great Ouse Way</b> was now open and that favourable reports had been received from those who are now able to avoid using Shakespeare Road etc. Monitoring is underway to determine how this has affected travel behaviour. No increase in HGV traffic has been noted in Brickhill.</p> <p>Tests are underway at <b>Rooksmead Pond</b> to see whether there is any ingress of water from beneath the pond which would create problems if we introduced a liner. In the meantime a tender is being prepared for works.</p> <p><b>Dog fouling</b> continues to be one of the issues of most concern for residents, especially in the Hawk Drive area for children going to school. The Borough Council is seeking to take on new powers under the public space protection order, in the meantime CCTV is located in this area.</p> <p><b>Parking</b> around schools remains an issue especially outside Brickhill Lower and St Thomas More. We have attended on site and spoken to parents who are occasionally even parking on residents' properties.</p> <p>We have had a request for extra attention in <b>Kennet Rise</b> and we have advised parking control officers.</p> <p>We have witnessed the current <b>circus</b> being advertised with fly posting on Kimbolton Road and details have been passed to the Borough Council enforcement officers for fixed penalty tickets to be issued.</p> <p>We have met with residents in <b>Larksway</b> concerned about vehicle trading on the highway and advice has been given.</p> <p>Across the Borough, we are pleased that <b>Tavistock Street</b> was completed under schedule and under budget.</p> <p>The <b>incinerator</b> plans of Convanta have been resurrected in Stewartby.</p> <p>The <b>Kite Festival</b> is on Saturday and Sunday 11<sup>th</sup>/12<sup>th</sup> June in Russell Park and the River Festival is on Saturday and Sunday 16<sup>th</sup> and 17<sup>th</sup> July.</p> <p>Cllr Royden was thanked for his report.</p>	

17.

**Financial Matters:**i) To approve bank reconciliations and any accounts for payment:

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
Aniron Renewables	BACS	£ 5,096.52	1st payment PV panels
Bedford Borough Council	DD	£ 3,356.72	Salaries April
Otis Ltd	BACS 3	£ 527.73	Lift Servicing
BATPC	BACS 4	£ 1,816.00	Affiliation Fees
St Marks Church Community Centre	1149	£ 37.50	Hall Hire
K Tunster	1150	£ 31.00	Allotment Refund
G Sharp	1151	£ 6.00	Key Deposit Refund
Bedford Borough Council	BACS 2	£ 300.00	Salary Provision
British Telecom	DD	£ 88.50	Broadband Charges
Paul Riches Skips	BACS 5	£ 290.00	Skip Hire
Rialtas Business Solutions	BACS 6	£ 288.00	End of Year Closedown
Brickhill Community Centre	1152	£ 565.00	Quarterly room hire
iThink Telecom	DD	£ 18.50	Telephone Charges
St Marks Church Community Centre	1153	£ 37.50	Hall Hire
Red N Security	BACS 7	£ 65.00	Fixing buzzer to office
DJT Surfacing Ltd	BACS 8	£ 15,294.58	Footpath resurfacing WG
BATPC	BACS 9	£ 30.00	Staff Appraisal Course
Aniron Renewables	BACS 10	£ 15,289.56	PV Panels for Community Centre
Bedford Security Service	BACS 11	£ 44.60	Keys for Allotment
Brickhill Lower School	1154	£ 1,000.00	Grant towards Trim Trail
	<b>Total Payments</b>	<b>£ 44,182.71</b>	

	<p>ii) <u>To agree and sign the Annual Governance Statement for 2015-16:</u>  <b>It was resolved</b> to accept and sign the Statement.</p> <p>iii) <u>To agree and sign the Accounting Statements for 2015-16:</u>  <b>It was resolved</b> to accept and sign the Accounting Statements.</p> <p>iv) <u>To consider and adopt a revised set of Financial Regulations:</u>  <b>It was resolved</b> to accept these.</p> <p>v) <u>To agree that the Clerk attend a Staff Appraisal Course:</u>  <b>It was resolved</b> to agree to this.</p>	
18.	<p><b><u>Date of Next Meeting:</u></b>          Thursday 2<sup>nd</sup> June 2016 at 7:30pm at St Mark’s Church and Community Centre, Calder Rise, MK41 7UY.</p>	

.....Approved by Chairman  
 2<sup>nd</sup> June 2016