



**Minutes of the Meeting of Brickhill Parish Council held virtually on Thursday 3<sup>rd</sup> September 2020 commencing at 7.30pm.**

**Present:** Cllrs Fitzpatrick, Holloway, Green, Blakeman, Retout, Ward, Charles Royden, Rider, Corinne Royden, Grant, Johns, Jarman-Webb, Borough Cllr Phillippa Martin-Moran-Bryant, two members of the public and the Clerk (Mrs S Bottoms) were in attendance.

**Absent:** Cllrs Reeve, Durham and Borough Cllr S Moon.

1.	<b><u>Apologies for Absence:</u></b> Cllrs Reeve, Durham and Borough Cllr S Moon.	
2.	<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> Cllr Ward declared a personal interest in item 8 as a user of the group.  <b>It was resolved</b> that she could participate in the discussion and any decisions reached regarding this item.</p>	
3.	<p><b><u>To confirm the minutes of the meeting held on Thursday 2<sup>nd</sup> July 2020:</u></b></p> <p>The minutes were signed as a true record of the meeting.</p>	
4.	<p><b><u>Public Open Session (15 mins):</u></b></p> <p>None.</p>	
5.	<p><b><u>To consider co-option to fill the vacancy in the Woodlands Park Ward and agree action:</u></b></p> <p>Two residents remained interested in filling the vacancy and both had sent in resumes which the Clerk had circulated to the parish councillors. Both were given the opportunity to address the parish council. Following this, both residents were asked to leave the meeting whilst the parish councillors voted.</p> <p><b>It was resolved</b> by a majority to co-opt Sudesh Rani onto the parish council.</p> <p>Both residents re-joined the meeting. The Clerk agreed to forward the Declaration of Acceptance of Office, the Register of Interests paperwork and other information to the successful candidate. Cllr Fitzpatrick thanked the other candidate for expressing an interest and suggested that he may be interested in discussing joining the Steering Group for the NDP which was currently being developed.</p>	

6.

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

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

**It was resolved** to agree the bank reconciliations and the payments below.

Payee Name	Reference	Amount Paid	Transaction Detail
British Telecom	DD	£129.72	Broadband
Bedford Borough Council	DD	£3,503.74	Salaries July
Associated Telecom Solutions	DD	£14.78	Telephone Charges
Grummitt Electrical	BACS 29	£451.20	Replace Extractor Fans BCC
Chris Horne Gardens Ltd	BACS 30	£198.00	Mow Allotment
Grummitt Electrical	BACS 28	£1,320.00	Light Fittings Upgrade BCC
NPower	BACS 23	£69.10	Electricity for fountain
S Bottoms	BACS 24	£111.58	Norton Anti Virus
Bedford Borough Council	BACS 25	£1,207.88	Grounds Maintenance WG
Rialtas Business Solutions	BACS 26	£148.80	Allotment Software
Rialtas Business Solutions	BACS 27	£148.80	Alpha Software
Adrian Cotton	BACS 31	£56.00	Refund Plot and Key Deposit
Signs Express	BACS 32	£209.18	COVID Signage

Playsource	BACS 34	£895.20	Cleaning Play Equipment
Reids Playground Maintenance	BACS 36	£852.00	Removing bike racks etc WG
Bedford Borough Council	BACS 33	£1,612.17	Election Re-Charges
Reids Playground Maintenance	BACS 35	£17,584.80	New Equip/Surfacing WG
St Marks Church Community Centre	BACS 37	£941.65	Office Rent Mar-July 20
Reids Playground Maintenance	BACS 38	£228.00	Repair Mulch under Swing
Bedford Borough Council	DD	£3,503.74	Salaries August
Associated Telecom Solutions	DD	£14.51	Telephone Charges
Rialtas Business Solutions	BACS 39	£432.00	End of Year Close
Reids Playground Maintenance	BACS 43	£336.00	Push Up Gym Equip Mulch Repair
St Marks Church Community Centre	BACS 44	£188.33	Office Hire
Susan Stewart	BACS 45	£92.99	Lift Ladder - Community Centre
Reids Playground Maintenance	BACS 40	£336.00	Repair Mulch Cross Trainer
Grummitt Electrical	BACS 41	£2,295.64	Electrical Works BCC
ACE Security	BACS 42	£270.00	CCTV Maintenance
	<b>Total Payments</b>	<b>£37,151.81</b>	

- ii) To consider any costing proposal received from the borough council and to consider the possibility and agree any action to spend up to £60,000 on the purchase and installation of a pair of average speed cameras on Brickhill Drive:

The Clerk had circulated information in advance to the parish councillors which she had received from Allan Burls of Bedford Borough Council. A pair of average speed cameras would cost approximately £85,000 which would include the purchase and installation and a 12m warranty and a 5 year maintenance package. At the end of that period, the borough council would take over the maintenance and responsibility of the cameras.

A fixed camera would cost approximately £56,000 for the same maintenance and long term package.

Allan Burls would be happy to meet on site to discuss the options and suitable locations. A power source is of course needed at the location. There was evidence up to about five years ago that Brickhill Drive was a black spot for accidents but numbers have since reduced possibly linked to the installation of the VAS sign. Data might be helpful to clarify the position. There were concerns about technical issues at this location e.g. what was the minimum distance possible between cameras.

Discussion also took place about other roads in Brickhill where speeding was an issue including Kimbolton Road, Avon Drive and Waveney Avenue. The local PCSO had suggested to Cllr Jarmon-Webb that Avon Drive was the obvious location to be considered. It was acknowledged that speeding is a problem across the whole of Brickhill and is unlikely to reduce. The parish council needs to be seen to be proactive with regards the problem and not to be seen to be waiting for a serious accident to occur.

The Brickhill Ward Councillors both supported Brickhill Drive as the location for cameras and would contribute ward funding towards their purchase. Borough Cllr Charles Royden reported that he and fellow Borough Cllr Rider had received numerous requests from residents for cameras here and the location is close to the top of the list in terms of meeting the criteria for the Borough Council list for the installation of cameras within the borough. This is supported by data and also by the police. This area has had numerous accidents. The mayor's detection vehicle is active and sending out letters to those caught speeding and the police have been out themselves issuing fines but the only thing that reduces speed is average speed cameras. Ward funding had been used to purchase three VAS signs for Waveney Avenue, Avon Drive and Kimbolton Road which record the speed vehicles are travelling and flashes it at the driver. It was also noted that the VAS sign currently located on Brickhill Drive could be relocated should cameras go in at this location. Cllr Charles Royden would prefer a three camera system along a greater length of Brickhill Drive.

**It was resolved** that the parish council would contribute towards average speed cameras on Brickhill Drive to the value of £75,000 with the remaining £10,000 being met by the ward councillors. This was subject to the Borough Council deciding the best locations. If possible it would like this to be part of a three camera system if there were funds available and would work with the Borough Council to achieve this if possible.

Cllrs Fitzpatrick, Morris, Grant, Green and the Clerk would meet with Allan Burls at the Brickhill Drive shops at 1.30pm on the 10<sup>th</sup> September to further discuss the options and identify how to progress this.

**Cllrs Fitzpatrick,  
Morris, Grant,  
Green and the  
Clerk**

<p>7.</p>	<p><b><u>To receive reports from the Borough Councillors:</u></b></p> <p>Borough Cllr Phillippa Martin-Moran-Bryant had circulated a copy of the <b>Great Barford Ward Councillors</b> report which the Clerk would arrange to put on the website. Borough Cllr Phillippa Martin-Moran-Bryant highlighted the following. The Borough Council has kept operating throughout the Coronavirus and meetings are being held online with the options to join online or by phone. If you would like to listen in, or ask a question at the beginning of a public meeting, please see the Borough Council website for more details <a href="http://www.bedford.gov.uk">www.bedford.gov.uk</a>.</p> <p>Littering has been an issue during the past few months and the ward councillors have raised this repeatedly with the Council as have members of the parish council and members of the public. The officers have been pretty stretched and so they have not been able to undertake more collections. She has highlighted this issue in the Bedford Independent (<a href="https://www.bedfordindependent.co.uk/view-from-the-villages-littering/">https://www.bedfordindependent.co.uk/view-from-the-villages-littering/</a>). Bin collections have now returned to normal, and the tip is operational with the booking system still in place.</p> <p>The Local Plan Consultation is open until Friday (4th September) and everyone is urged to take part. The consultation considers the time period that the plan should cover and the broad locations for growth. The Council has made 6 suggestions of options some of which will affect some parishes more than others, but you may prefer a combination of the options or have your own suggestions. It will be quite a difficult challenge for the council.</p> <p>She was thanked for her report and for attending the meeting. Borough Cllr Phillippa Martin-Moran-Bryant left following her report.</p> <p>The <b>Brickhill Ward Councillors</b> circulated a report which the Clerk agreed to put on the website.</p> <p>Cllr Royden reported that with regards COVID, Bedford is no longer an area of concern and we are pleased that rates of infection have fallen. However we are encouraging people to adopt the guidelines for social distancing.</p> <p>Work is now underway to construct a new pedestrian footbridge near the school to help improve road safety and reduce congestion. Utility works have started to divert underground equipment so that work can take place in the New Year to reconstruct the Manton / Lane Clapham Road roundabout, widen parts of Clapham Road and introduce new part time traffic lights at the Paula Radcliffe Way / Great Ouse Way junction.</p> <p>There have been meetings between the Borough Council and East West Rail and we now have the re-starting of consultations on East West Rail.</p> <p>Cllr Royden and Cllr Rider were thanked for their ward report.</p>	<p>Clerk</p> <p>Clerk</p>
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8.	<p><b><u>To consider and agree action regarding the use of Waveney Green by organised groups:</u></b></p> <p>To date the parish council has not had a formal policy regarding the use of Waveney Green, rather relying on groups contacting the parish council for permission to use the Green. To date there have not been any refusals, but with regards Mr Gumble and his annual fair, he has been asked to make a donation to charity. There is always a request to see the group's public liability, risk assessment and an agreement to make good any damage done.</p> <p>The parish council do want to encourage the use of the Green for general health and wellbeing. The Borough Council do have formal policies for the use of its public spaces. Currently these are under review, but the Borough Council has agreed to allow the parish council to use these if required. There would be some advantage to tying the parish council into those policies because they would be properly audited and it could use Borough Council resources to help with enforcement should the policies not be being adhered to.</p> <p>Following discussion, <b>it was resolved</b> to take no further action at this stage but to review it again once the revised policies are produced by the Borough Council.</p>	Clerk
9.	<p><b><u>To consider and agree action regarding planting around the Brickhill signs:</u></b></p> <p>Cllr Fitzpatrick noted that the planting organised by a contractor had for various reasons not been successful. <b>It was resolved</b> that Cllr Fitzpatrick should purchase larger daffodils at the parish council's expense and organise the planting of the bulbs possibly with the help of Cllr Grant.</p>	Cllrs Fitzpatrick and Grant
10.	<p><b><u>COVID-19 - to consider and agree any actions resulting from this:</u></b></p> <p>i) <u>Future meetings:</u> Cllr Rider said that the building is being "fogged" every two weeks and lasts for 72 hours each time. Each group is asked to sanitise after use but volunteers also carry this out. Discussion took place over the fact that Cllr Durham could not take part in virtual meetings as well as no doubt some residents. Discussion took place regarding hybrid meetings. Cllr Retout suggested that there were often technical difficulties with such meetings. <b>It was resolved</b> to continue with Zoom meetings for the October and November meeting and review perhaps via e-mail as to whether to return for the January meeting.</p> <p>ii) <u>To note the implications of the Amendment Regulations to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the 2020 Regulations):</u> Following the original legislation to enable virtual parish council meetings, the amendment now allows parish meetings to also be held virtually (these meetings were omitted from the original legislation). This means that next year between March and June, the parish meeting can be held virtually if the COVID situation requires this. The other change is that the details of the Zoom meeting of the parish council must be published with the agenda. Previously the way that the invitation to the meeting was published to members of the public had been left up to individual parish councils.</p> <p>iii) <u>Newsletter:</u> <b>It was resolved</b> that the Clerk should start taking steps to produce and print a newsletter for distribution late Autumn. She will need information for inclusion.</p> <p>iv) <u>Christmas Tree lights:</u> <b>It was resolved</b> to switch on the lights early in December but not to arrange a formal switch-on.</p>	Clerk  Clerk  Clerk

	v) <u>Any other matters:</u> It is difficult to know what will happen next year but thought needs to be given to a possible replacement to the Spring Tea perhaps later in the year. Equally Gathering on the Green. <b>It was resolved</b> to give thought to this early in 2021.	
11.	<p><b><u>To receive an update on the Neighbourhood Development Plan and agree further action:</u></b></p> <p>Cllr Fitzpatrick reported that the group had met a number of times. They have received a draft document from the consultant containing some draft policies. The group is now trying to firm up that document and add some more local detail. The challenge is the Government's proposed changes to the planning system which will affect the way the way NDP's will need to be construed.</p> <p>The group is now trying to finish off this draft document so it can be circulated more widely and hopefully via the newsletter we can start to further inform residents and seek their views as we move forward through the whole process.</p>	Cllr Fitzpatrick
12.	<p><b><u>Bedford Borough Council's Local Plan 2030-40 Consultation. Deadline 5pm 4<sup>th</sup> September 2020. To note and agree any action:</u></b></p> <p>Consultation ends 4<sup>th</sup> September and is focussing on 6 options for additional housing. Whether in large new settlements, tight up against the urban areas or attached to villages. It is difficult to comment as a parish council so councillors are encouraged as are all residents to respond individually.</p>	
13.	<p><b><u>To note that the Ministry of Housing, Communities and Local Government issued three consultations on reform of the planning system and to agree any action:</u></b></p> <p>This was noted.</p>	
14.	<p><b><u>To review the list of outstanding matters and agree any further action:</u></b></p> <p>The list was reviewed.</p>	
15.	<p><b>Date of Next Meeting:</b></p> <p>Thursday 1<sup>st</sup> October 2020 at 7.30pm via Zoom.</p>	

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Approved by Chairman  
1<sup>st</sup> October 2020