

### Minutes of the Meeting of Brickhill Parish Council held virtually on Thursday 5<sup>th</sup> November 2020 commencing at 7.30pm.

**Present:**

Cllrs Fitzpatrick, Ward, Holloway, Green, Blakeman, Retout, Durham, Charles Royden, Rider, Corinne Royden, Grant, Johns, Reeve, Jarman-Webb, Rani (joined the meeting at 7.45pm), Borough Cllr Phillippa Martin-Moran-Bryant (joined the meeting at 8.15pm) and the Clerk (Mrs S Bottoms) were in attendance.

**Absent:**

Cllr Johns and Borough Cllr S Moon.

*Summary of the meeting: -*

*Table 1 – The Minutes*

Item	Description	Action by
1.	<p><b>Apologies for Absence:</b></p> <p>Cllr Johns and Borough Cllr S Moon.</p>	
2.	<p><b>Declarations of interest in items on the agenda:</b></p> <p>i) To receive written requests for a dispensation: None received.</p>	

Item	Description	Action by
	ii) To consider any requests for a dispensation: Cllr Charles Royden declared an interest in item 14 on the agenda and did not take part in the discussion or the decision reached.	
3.	<b>To approve the reason for a parish councillor being unable to attend parish council meetings during the current COVID crisis:</b> This was no longer an issue as Cllr Durham had been able to join this meeting.	
4.	<b>To confirm the minutes of the meeting held on Thursday 1<sup>st</sup> October 2020:</b> The minutes were signed as a true record of the meeting.	
5.	<b>Public Open Session (15 mins):</b> None.	
6.	<b>Financial Matters:</b> To consider and agree action on the following: <ul style="list-style-type: none"> <li>i) To approve bank reconciliations and any accounts for payment:               <p style="margin-left: 40px;"><b>It was resolved</b> to approve the bank reconciliations and the accounts for payment listed in the table that appears at the end of these minutes.</p> </li> <li>ii) To note the conclusion of the external audit by Mazars of the accounts for 2019-20:</li> </ul>	

Item	Description	Action by
	<p>The Clerk reported that Mazars had not found any issues with the accounts. The conclusion of the audit was noted and the Clerk agreed to put the audited version on the website along with the completion notice.</p> <p>iii) To note the need to source an alternative payroll services provider from 1<sup>st</sup> April 2020:</p> <p>Cllr Charles Royden agreed to forward details of the company used for the Woodland Burial Trust as well as the name of the accountant used by St Marks. Cllr Ward will also forward suggestions to the Clerk.</p> <p>In addition, the Clerk will also see what other parish councils who will be similarly affected are planning to do.</p>	<p>Clerk</p> <p>Cllr Charles Royden</p> <p>Cllr Ward</p> <p>Clerk</p>
7.	<p><b>To receive reports from the Borough Councillors:</b></p> <p>Written reports were circulated from the Brickhill and Woodlands Park Ward councillors and the Clerk agreed to arrange for copies to go on the website.</p>	Clerk
8.	<p><b>To receive an update on the Neighbourhood Development Plan and agree further action:</b></p> <p>Cllr Fitzpatrick reported that meetings have been taking place mainly between himself and Roy Rowlands over the last few weeks with the aim of trying to design a mini questionnaire to go in the Brickhill News. Unfortunately, the questionnaire has not been finished and in addition the decision has been reached that, given the start of the 4-week lockdown, it would not be sensible to go ahead with the November edition of Brickhill News as delivery would have been difficult. The focus of the questionnaire will be on asking Brickhill residents for their views on the green open</p>	

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	<p>spaces and which they value and for which evidence can be provided to give them high level protection. Once the questionnaire is ready, it will be circulated around the parish councillors for comment.</p> <p>At the recent Town and Parish Council Forum meeting, discussion had taken place on the value of NDPs in the light of the new call for sites by Bedford Borough Council and the Central Government consultation on planning for the future. The perspective was that it was still worth continuing developing the NDP basing it on the current site allocation agreed under the current Local Plan.</p>	
9.	<p><b>To receive an update re: average speed camera and agree any further action:</b></p> <p>The Parish Council had received an update from Allan Burls of Bedford Borough Council which has been circulated. Mr Burls had reported that since his meeting on site with the Parish Council, he has discussed the matter with the camera supplier and internal colleagues and there is agreement with regards the location of the two cameras as discussed, placing one near to the junction with Eagle Gardens with another north of the junction with Kestrel Road.</p> <p>To maximise the effectiveness of the system throughout the length of Brickhill Drive, Bedford Borough Council are proposing to place an additional camera near to Larkway. This additional camera is expected to ensure compliance with the speed limit near to the school and to realise adherence to the speed limit throughout the length of Brickhill Drive.</p> <p>Mr Burls will now be engaging with the supplier and utility companies in order to undertake works necessary to provide specific proposed camera locations at which time he will be able to provide a proposal plan to the Parish Council. He would anticipate being able to provide this by the middle of December. Discussion then took place</p>	

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	regarding the future possibility of having further areas of Brickhill covered by average speed cameras, for example Waveney Avenue. It was agreed that the first priority was to get the current three cameras installed.	
10.	<p><b>To agree prizes for the Christmas window display and any further action:</b></p> <p>Cllr Fitzpatrick reported that this was aimed at trying to raise the moral of the local residents. The intention was to have promoted this in the Brickhill News. That was now not possible.</p> <p>Following discussion, <b>it was resolved</b> to scale this back for this year and simply encourage residents to decorate a window visible from the road, take a photograph and post it on the Brickhill Facebook page. Everyone will be encouraged to visit the site and “like” their favourites.</p> <p>The Clerk will put information on the noticeboards and social media. It was noted that despite the current crisis, the lights on the Christmas tree on Waveney Green would, as in previous years, be switched on early in December.</p>	Clerk
11.	<p><b>To review and adopt the Complaints Policy:</b></p> <p>It was resolved to accept this version and for the Clerk to arrange for a copy to go on the website.</p>	Clerk

Item	Description	Action by
12.	<p><b>To review and adopt the Treasury Policy:</b></p> <p>It was resolved to accept this version and for the Clerk to arrange for a copy to go on the website.</p>	Clerk
13.	<p><b>To review and adopt the Contract Privacy Notice:</b></p> <p>It was resolved to accept this version and for the Clerk to arrange for a copy to go on the website.</p>	Clerk
14.	<p><b>To consider the Pre-Order Consultation for the Extinguishment of Footpath No 9 in Brickhill and agree any action:</b></p> <p>Following discussion, <b>it was resolved</b> that the Clerk should write to Bedford Borough Council to inform it that the Parish Council object to the extinguishment of Footpath No 9. The Parish Council would favour a re-routing of the footpath to avoid the property affected. One option would be for it to follow the existing hard surfaced footpath.</p>	Clerk
15.	<p><b>Correspondence: List circulated separately:</b></p> <p>No action.</p>	
16.	<p><b>Outstanding matters from previous meetings:</b></p> <p>The list was reviewed:</p> <ul style="list-style-type: none"> <li>i) Surface to be installed on the slope near the green gym on Ashmead Road:</li> </ul>	Borough Cllrs Moon and Martin-Moran-Bryant

Item	Description	Action by
	<p>Discussions are taking place with Bedford Borough Council as well as a quotation being sought from Phoenix Resurfacing. Cllr Fitzpatrick was arranging to send some photographs of the area to Cllr Martin-Moran-Bryant. Cllr Fitzpatrick was not clear where exactly the proposed access should be.</p> <p>He agreed to firstly send the photographs and if necessary meet with Cllr Holloway to clarify the position.</p>	<p>Clerk Cllr Fitzpatrick</p>
17.	<p><b>To agree the dates for meeting for 2021-22:</b> This was agreed. The Clerk will forward these to be placed on the website.</p>	Clerk
18.	<p><b>Date of Next Meeting:</b> Thursday 7<sup>th</sup> January 2021, at 7.30pm on Zoom. Joining details will be attached to the January agenda and available on the Parish Council website.</p>	

Table 2 - Bank Reconciliations for Approval (see item above)

Payee	Reference	Amount Paid	Transaction Details
NPower	BACS 47	£72.49	Electricity for Fountain
Otis Ltd	BACS 48	£607.88	Lift Service
Wave	DD	£817.96	Water Charges Allotments
National Allotment Society	BACS 49	£66.00	Membership - Allotment Soc
NPower	BACS 50	£19.34	Electricity for the Fountain
British Telecom	DD	£129.72	Broadband
St Marks Church Community Cent	BACS 51	£188.33	Office Hire
Reids Playground Maintenance	BACS 52	£228.00	Repair to Toddler Unit
Bamboo Data	BACS 53	£90.00	Domain Renewal
Shaun Reilly	BACS 54	£1,120.00	Allotment Works May-October
Bedford Borough Council	DD	£3,598.03	Salaries October
Associated Telecom Solutions	DD	£14.99	Telephone Charges



Payee	Reference	Amount Paid	Transaction Details
NSYS	BACS 55	£1,286.24	New Website and Service
P Chester & Sons Ltd	BACS 56	£470.40	Survey of Heating System BCC
Blanchere Illumination UK Ltd	BACS 57	£727.20	Christmas Tree Lights
Paul Riches Skips	BACS 58	£263.00	Skip for Allotment
S Bottoms	BACS 59	£80.00	Refund for Allotment Training
NPower	BACS 60	£14.01	Electricity for Fountain
P Chester & Son (Bedford) Ltd	BACS 61	£7,468.48	Pump and Extractor Fan Replacement at Brickhill Community Centre
	<b>Total Payments</b>	<b>£17,262.07</b>	

*Approved by*

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 Chairman  
 7<sup>th</sup> January 2021