

Minutes of the Meeting of Brickhill Parish Council held virtually on Thursday 6th May 2021 commencing at 7.30pm.

Present:

Cllrs Fitzpatrick, Green, Blakeman, Ward, Charles Royden, Rider, Corinne Royden, Holloway, Grant, Jarman-Webb, Brazier, Barlow, Borough Cllr Moon, 46 members of the public and the Clerk (Mrs S Bottoms) were in attendance.

Absent: Cllrs Rani and Morris.

Summary of the meeting: -

Table 1 – The Minutes

Item	Description	Action by
1.	<p>Election of Chairman and signing of a Declaration of Acceptance of Office: Cllr Fitzpatrick was proposed by Cllr Charles Royden, seconded by Cllr Holloway and there being no other nominations, was duly elected as Chairman. Cllr Fitzpatrick noted that it had been the intention to have an item on the agenda for police but unfortunately our local officer has said that he is not allowed to use Zoom. This is a police policy. If there are any issues people wish to raise regarding policing in Brickhill, he will be happy to deal with them.</p>	Clerk
2.	<p>Election of Vice Chairman: Cllr Blakeman was proposed by Cllr Fitzpatrick and seconded by Cllr Corinne Royden and there being no further nominations, Cllr Blakeman was duly elected as Vice Chairman.</p>	

Item	Description	Action by
3.	Apologies for Absence: Cllrs Rani and Johns and Borough Cllr Phillippa Martin-Moran-Bryant.	
4.	<p>Declarations of interest in items on the agenda:</p> <p>i) To receive written requests for a dispensation: None received.</p> <p>ii) To consider any requests for a dispensation:</p> <p>With regards item 13, Cllr Fitzpatrick declared that he is a paid employee of Network Rail but has no financial interest in EWR. He will be contributing to the discussion on the item but will not be taking part in any voting on any motions raised. Cllrs Jarman-Webb and Brazier said that they represented the Parish Council with regards Bfare but did not feel it precluded their taking part in discussions or any vote on items raised under item 13. Just ahead of item 13i, Cllr Barlow declared an interest as a director of the Bfare Ltd, the non-profit company.</p>	
5.	<p>To confirm the minutes of the meeting held on Thursday 1st April 2021:</p> <p>The minutes were signed as a true record of the meeting.</p>	
6.	<p>To consider and agree action re: co-option to fill the vacancies for North Ward and South and West Ward:</p> <p>Four candidates have presented themselves, 3 for North Ward and 1 for South and West Ward. Statements had been circulated to parish councillors in advance although Cllr Brazier had not had time to consider that received from a late applicant. Cllr Fitzpatrick said that although the Clerk had put out an advert for the</p>	

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	<p>vacancies to be received by the 3rd May, legally the cut-off date is the meeting itself and so the Parish Council must consider all applications. Equally there is nothing in the Parish Council's standing orders, nor anything agreed at the last Parish Council meeting to prevent such consideration of applications. Some Parish Council's do stipulate a cut off in their standing orders. Three of the candidates attended the meeting. The candidates were given the opportunity to address the Parish Council and were then questioned by the parish councillors. Voting took place firstly for the vacancy in North Ward and having received the majority vote, Mr Peter Lamswood was duly co-opted. Cllr Fitzpatrick moved on to the vacancy for South and West Ward for which there was only one candidate. As a result, Mr Mike Barlow was duly elected to fill the vacancy. Mr Barlow had already completed and forwarded to the Clerk his signed Declaration of Acceptance of Office and so was now a parish councillor able to take part in the meeting and vote. The Clerk would forward the Declaration of Acceptance of Office to Mr Lamswood. He would be able to take part in discussions this evening but would not be able to act as a parish councillor nor take part in any voting until he had completed that paperwork and returned it to the Clerk. The Clerk would also send out further paperwork for the newly co-opted parish councillors to complete. Cllr Fitzpatrick congratulated both new parish councillors and welcomed them onto the Parish Council.</p>	Action: the Clerk
7.	<p>Public Open Session (15 mins):</p> <p>Planters under the signs "Welcome to Brickhill": The resident questioned whether there had been any planting under the sign adjacent to Eagle Gardens. He also asked whether planters could be installed. Cllr Fitzpatrick said that consideration would be given to all suggestions but the problem was with watering and maintenance.</p>	

Item	Description	Action by
8.	<p>To review the Terms of Reference for the two Committees and the Advisory Group and to elect members:</p> <p>Planning Committee (5 members): Cllrs Blakeman, Brazier, Grant and Green. The Terms of Reference was unchanged. The Clerk will update on the website.</p> <p>Finance and Personnel Advisory Group (3 members): Cllrs Fitzpatrick, Royden and Ward. The Terms of Reference was unchanged. The Clerk will update on the website.</p> <p>Allotments and Open Spaces Committee (4 members): Cllrs Holloway, Fitzpatrick and Jarman-Webb. The Clerk agreed to include Mowsbury Walk in the Terms of Reference. She will update the website.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
9.	<p>To nominate one person to vote at the General Meetings of Brickhill Community Association: Cllr Corinne Royden was appointed. Cllr Green agreed to inform the Centre Manager.</p>	Cllr Green
10.	<p>To consider introducing a temporary amendment to the Standing Orders to ensure the Parish Council is compliant to Government rules and regulations to cover the ending of virtual Parish Council and other meetings whilst COVID restrictions continue:</p> <p>It was noted that the Parish Council will need to comply with whatever Government restrictions are in force at the time of the meeting and thus restrict members of the public. The public could be encouraged to e-mail in questions in advance or attend the meeting one at a time to ask their questions within the 15 minutes allowed for public questions. A hybrid meeting was an option with everyone linked via Zoom including the</p>	

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	<p>public. It is hoped that this will only be necessary whilst COVID regulations continue. The practicalities will need to be worked out.</p> <p>It was agreed to add an amendment to the standing orders to ensure, whilst COVID restrictions are in force, that the Parish Council meets both regulations in place at any point in time by the Government but also in force regarding requirements for parish councils.</p>	Clerk
11.	<p>To consider the recording and transmission of Parish Council meetings following the ending of virtual meetings:</p> <p>Cllr Fitzpatrick recalled that in the past a previous parish councillor did record and upload the meeting live to Utube but ideally in the future we would look to improve the quality of the recording depending on the costs involved.</p> <p>It was agreed that Cllr Jarman-Webb would investigate technical options and report back. Cllr Fitzpatrick asked to be kept updated.</p>	Cllr Jarman-Webb
12.	<p>Financial Matters: To consider and agree action on the following:</p> <p>i) To approve bank reconciliations and any accounts for payment:</p> <p>It was resolved to approve the bank reconciliations and the accounts for payment. See Table 2 below.</p>	

Item	Description	Action by
	<p>ii) To agree the allocation of reserves at the 31st March 2021</p> <p>The Clerk had circulated the end of year reserves to all parish councillors. With the exception of the usual earmarked reserves, new ones had been created to cover additional commitments made during 2020-21. They were Mowsbury Walk £24,000, Transport Initiative £75,000 for speed cameras in Brickhill Drive and £10,000 for Rooksmead. NDP £8,110.00 to cover grant monies due to be returned to Groundworks UK. It was resolved to agree the reserves.</p> <p>iii) To agree to continue to pay Wave, Associated Telecom and British Telecom by direct debit:</p> <p>It was resolved to continue these.</p> <p>iv) To agree to pay HMRC by direct debit: The Clerk explained that it would be simpler to pay by bacs.</p> <p>It was resolved to do so.</p> <p>v) To review and agree subscriptions to outside bodies: BATPC, SLCC, NSALG (allotments):</p> <p>It was resolved to continue these.</p>	
13.	To agree further action re: East West Rail to include:	

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	<p>i) To consider a grant to Bfare:</p> <p>Cllr Brazier reported that she had received 3 requests from residents in East Ward in support of the Parish Council giving Bfare a contribution. These had been circulated around the parish councillors.</p> <p>Cllr Brazier said that both she and Cllr Jarman-Webb had attended two Bfare meetings in the last couple of weeks and noted that Ravensden, Clapham, Renold, Wilden, Wyboston, Bletsoe and Roxton have all contributed to Bfare.</p> <p>Cllr Brazier proposed that Brickhill Parish Council agree to the grant to Bfare to support the action of the previously mentioned parishes. This was seconded by Cllr Jarman-Webb. He noted that the other parish councils are giving £1,200 and are much smaller and in a worst financial position and he hoped that the Parish Council would be able to match that.</p> <p>Cllr Fitzpatrick said that the COVID situation made it more difficult for people to take part in the consultation. Borough Cllr Moon had forwarded to him a copy of a letter which he and Borough Cllr Martin-Moran-Bryant had written to EWR. Cllr Fitzpatrick said that he has an expectation that any process followed should be done correctly and if there is a basic scheme which must be followed then EWR should be following that to the letter and the fact that they are shortening that prescribed period is not helpful so Cllr Fitzpatrick proposed that Brickhill Parish Council should endorse the letter sent, support an extension to the consultation and write to EWR accordingly.</p>	Clerk

Item	Description	Action by
	<p>This was agreed. Borough Cllr Moon confirmed that the Code of Conduct on Consultations as referred to in the letter is correct. He noted that to date they had not received a reply but noted that the more people who support this letter, the more likely they are to get a reply from EWR.</p> <p>Cllr Fitzpatrick referred to the recent meeting between the Mayor, Borough Cllr Headley and Brickhill Parish Council. He said there were some things which the Parish Council should be trying to find out more about in regards to what EWR is obliged to do and what they should or could do including legal obligations to maintain the network of public footpaths in the area as well as access between Brickhill and Clapham and to build on the things which were identified and shared at the meeting with the Mayor. Cllr Barlow said that Borough Cllr Headley had said in that meeting said that all costs are available for comparison in the EWR consultation, but this is not correct. There is a lot of information available but some key bits are not and when EWR are asked, cannot point to them. One piece missing is the relative comparison between the pre-consultation costs in 2019 and the post consultation costs which they said to the minister they would put in and are still absent. The second piece of information that EWR have been repeatedly asked for is the current costs. They have the current costs for some sections but not for around Bedford, so it is not possible to make a comparison to see if the current costs for the route E compare with either the costs in 2019 nor in 2020 when the route was selected and crucially the expensive section including the viaduct and the workings north of Bedford on to the Clapham flood plain. Bedford Borough Council should also be very interested in these as well, given the implication for some of the Bedford residents. Cllr Brazier said that it was worthwhile consulting with other parishes to see how they are consulting with residents. Cllr Fitzpatrick had already discussed this with some of them and all seem to be doing things slightly differently. Cllr Brazier was asked to share any further information she had with fellow parish councillors. Cllr Fitzpatrick moved on to how to engage with residents. A simple approach would be to say to residents to look at the consultation and send in their views. Cllr Brazier suggested a simple Google form type of survey to collect people's opinions as they have in other parishes. This would collate all the data. Cllr Fitzpatrick mentioned Survey</p>	

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	<p>Monkey. All residents should also be encouraged to submit their own responses to the consultation as it was likely that EWR will take notice of the quantity of responses. Cllr Grant raised the information circulated by CPRE Beds with advice about how to word a response to the consultation and it was important to get that information out to residents. There is also information on the Bfare website. Cllr Grant proposed that the Parish Council should consult with residents and it be done as soon as possible. Cllr Barlow seconded that. The point of the survey is to inform the response from Brickhill Parish Council.</p> <p>Returning to the grant application, due to technical issues, the Clerk had not received the grant application in advance of the meeting so it was shared by Cllr Fitzpatrick via screen share with all parish councillors and residents attending the meeting. Cllr Barlow said that this is about putting Brickhill Parish Council's monies to supporting what residents want in challenging the existing route. Following a question from Cllr Grant, Cllr Barlow said that to date each of the parish councils (7 already have agreed and he believed Great Barford have also voted to do so last evening) have put in £1,200, and currently there is approximately £11,000 in the fighting fund. Any significant unused funds from parish councils will either be returned on a pro-rata basis or if a nominal amount, it would be donated to a local community cause or charity.</p> <p>Whether this is a one-off request depends on the outcome but all parishes can decide if they want to contribute to any further action. Cllr Brazier referred to the grant criteria and believed this request fully met those. The impact of EWR on Brickhill residents is clear and supported Cllr Barlow who said it was a once in a lifetime event with massive impact on the parish. Cllr Charles Royden said he was unable to support the application as he felt it was not a good use of public monies. It was important to deal with the realities as they stand. Route E is the route that EWR have selected coming out of the railway station in Bedford and so it was important to deal with that reality and ensure that we get the best for Brickhill residents and he would prefer that the money was spent on trying to make sure that we go for the route furthest from Brickhill and use the monies to start expanding our country park and getting the very best out of what is being proposed.</p>	<p>Cllrs Fitzpartick, Brazier and Barlow</p> <p>All councillors</p>

Item	Description	Action by
	<p>The Government have clearly said that this route is going ahead. Cllr Jarman-Webb said that we want the route as far away from Brickhill and we are trying to represent our residents through Bfare to do something about this.</p> <p>Following the proposal put forward earlier by Cllr Brazier and seconded by Cllr Jarman-Webb, the vote took place. It was lost by 5:4 with 2 abstentions. Cllr Barlow did not vote as he had declared an interest earlier and Cllr Lamswood because he had yet to sign his Declaration of Acceptance of Office so could not vote.</p> <p>ii) To consider a strategy to consult with residents re: Route E and the alignment to meet the 9th June deadline for response:</p> <p>Discussion took place on this above. Cllr Fitzpatrick agreed to draft a set of questions to be circulated and for the document to be as simple but inclusive as possible. He would initially circulate to Cllrs Barlow and Brazier before it went to the wider Parish Council. The response by Brickhill Parish Council to the consultation can then be agreed at the 3rd June meeting.</p> <p>Thought also needs to be given to the longer term as the current consultation is just one step in the process.</p>	
14.	<p>To receive reports from the Borough Councillors:</p> <p>A report had been received from the Brickhill Borough Councillors and the Clerk had circulated to all parish councillors and will put a copy on the website.</p>	Clerk

Item	Description	Action by
15.	<p>To review and approve an application for a new grant to support the work on the NDP: Following discussion, Cllr Grant proposed and Cllr Blakeman seconded it and it was resolved that a new application should be made for this financial year once the funding scheme re-opens.</p>	Cllr Fitzpatrick
16.	<p>To note the existence of the Bedford Freight Strategy document and to receive any update on the actions taken and the progress of the new version:</p> <p>It was resolved to move this item to the June agenda and that it would be further up the agenda as it has already been delayed for a number of meetings.</p>	Clerk
17.	<p>To consider the complaint re: the placing of the open letter to EWR from the Brickhill Ward councillors on the Brickhill Parish Council website:</p> <p>The Clerk explained that when she received the Brickhill Borough councillors report, she as usual, forwarded that on to the person who uploads information on the website. Attached to that report was the open letter to EWR which was also uploaded. When comments were received this was realised and the latter was removed. Cllr Charles Royden said that the aim of the Brickhill Borough councillors is to be as transparent with residents as possible and apologised if the letter suggested that it came from Brickhill Parish Council as that was not the intention. Cllr Fitzpatrick said that information from both Brickhill and Great Barford Borough councillors was welcome if it informed residents.</p>	

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18.	<p>To note the successful planting around the Brickhill signs and agree further action: It was resolved to move this item to the June agenda.</p>	Clerk
19.	<p>Correspondence: This was noted or see action below:</p> <ul style="list-style-type: none"> • Resident objecting to the average speed cameras on Brickhill Drive 3rd April. • Various correspondence from one resident: Cllr Fitzpatrick is in the process of responding to this and also from other residents on a similar theme. • Bedford Borough Council - two virtual meetings on EWR • Great Barford Neighbourhood Development Plan • CPRE Guide to EWR • FW: ERTA Newsletter May-June 2021 • EWR Keeping you connected: Newsletter Spring 2021 • CPRE May 2021 Newsletter • Letter from S Blanchflower - EWR 	
20.	<p>To review the list of outstanding matters and agree any further action:</p> <p>This was reviewed.</p>	

Item	Description	Action by
21.	<p>Date of Next Meeting:</p> <p>Thursday 3rd June 2021, at 7.30pm in St Marks Church and Community Centre, Calder Rise.</p>	

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

Payee	Reference	Amount Paid	Transaction Details
Payee Name	Reference	Amount Paid	Transaction Detail
Price	BACS 1	£ 12.00	Refund of allotment keys
British Telecom	DD	£ 133.56	Broadband
S Reilly	BACS 2	£ 575.00	Allotment Works
Price	BACS 1	£ 12.00	Refund of allotment keys
British Telecom	DD	£ 133.56	Broadband

Payee	Reference	Amount Paid	Transaction Details
S Reilly	BACS 2	£ 575.00	Allotment Works
Associated Telecom Solutions	DD	£ 16.56	Telephone
S Bottoms	BACS 3	£ 1,881.41	Salary (April)
D Britton	BACS 4	£ 151.56	Salary April
HCB Park Woodfine	BACS 13	-£ 743.49	Tax and NI
NPower	BACS 5	£ 52.63	Electricity for Fountain
BATPC	BACS 6	£ 1,847.00	Subscriptions
Otis Ltd	BACS 8	£ 620.04	Lift Service
St Marks Church Community Cent	BACS 11	£ 188.33	Office Rent for March
Rialtas Business Solutions	BACS 10	£ 432.00	Year End Close
S Bottoms	BACS 12	£ 141.34	Zoom, Stationery
HCB Park Woodfine	BACS 13	£ 743.49	Tax and NI
Proludic	BACS 7	£ 12,022.34	New Equipment Mowsbury Walk

Payee	Reference	Amount Paid	Transaction Details
Gemini Lock & Safe Ltd	BACS 9	£ 2,356.80	Allotments keys and locks
St Marks Church Community Cent	BACS 11	-£ 188.33	Office Rent March
St Marks Church Community Cent	BACS 14	£ 376.66	Office Rent March and April
HMRC	BACS 15	£ 743.49	Tax and NI
	Total Payments	£ 21,362.39	

Approved by

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 Chairman
 3rd June 2021