

Minutes of the Formal Meeting of Brickhill Parish Council held in the Wren Room (linked via Zoom to residents and the Clerk) at St Marks Church and Community Centre on Monday 7th June 2021 commencing at 7.30pm.

Present:

Cllrs Fitzpatrick, Grant, Jarman-Webb, Brazier and Rani, 18 members of the public and the Clerk (Mrs S Bottoms) were in attendance.

Absent: Cllrs, Green, Johns, Blakeman, Ward, Charles Royden, Barlow, Lamswood, Rider, Corinne Royden, Holloway, Borough Cllr Moon.

Summary of the meeting: -

Table 1 – The Minutes

Item	Description	Action
1.	<p>Apologies for Absence:</p> <p>It was noted that since early May, only decisions reached by parish councillors held at a parish council meeting at which they were present in person could be acted upon. It had been agreed therefore, that to remain COVID safe, an informal virtual meeting would be held on the 3rd June at which recommendations could be proposed. A quorate of five parish councillors would attend St Marks Church and Community Centre on the 7th June (i.e. this meeting). Their role was to formally agree the recommendations which had been proposed at the 3rd June meeting. As a result, all remaining parish councillors as well as Borough Cllr Moon were considered to have given apologies.</p> <p>Cllr Fitzpatrick welcomed everyone and reminded them that the meeting was being recorded.</p>	
2.	<p>Declarations of interest in items on the agenda:</p> <p>i) To receive written requests for a dispensation: None received.</p>	

Item	Description	Action
	<p>ii) To consider any requests for a dispensation:</p> <p>With regards item 5, 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.</p>	
3.	<p>To agree the minutes of the meeting held on Thursday 6th May and Thursday 3rd June 2021:</p> <p>Both sets of minutes were agreed as a true record of the meetings.</p>	
4.	<p>Public Open Session (15 mins):</p> <p>A resident had requested to speak and had e-mailed in correspondence. As the Parish Councillors that this correspondence was addressed to were not present, the Clerk agreed to forward it directly to those concerned and ask that they reply.</p> <p>A resident addressed the parish council and discussed potential conflicts of interest between parish councillors who were also borough councillors and the content of some recent literature. Cllr Fitzpatrick again said that the issues raised needed to be addressed directly with those individual councillors and it was for them to answer the matters raised.</p>	Clerk
5.	<p>East West Rail:</p> <p>i) To consider and agree the outcome of the on-line survey and to agree a response by Brickhill Parish Council to the latest EWR consultation:</p> <p>A draft response had been circulated following the meeting held on the 3rd June amongst those councillors in attendance at that meeting. Discussion took place as to whether an appendix should be included which consisted of comments received by participants in the survey.</p> <p>It was agreed that it should but not until any details identifying individuals and any statements which might provoke legal challenge were removed.</p>	Cllr Brazier The Clerk

Item	Description	Action
	<p>Cllr Brazier agreed to make further amendments and to circulate the final letter around those councillors present this evening. Once agreed, it would be forwarded to all parish councillors and it would be passed to the Clerk for submission to the latest EWR consultation. A copy would be placed on the website.</p>	
6.	<p>Financial Matters: To agree:</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> <p>ii) To agree to allow the Clerk to process payroll, PAYE and pension contributions on the 27th of each month:</p> <p>It was resolved to approve this.</p> <p>iii) The report from the internal auditor: It was received and approved. No issues were raised.</p> <p>iv) The Accounting Statements for 2020-21: It was resolved to approve and sign this.</p>	<p>Cllr Fitzpatrick</p> <p>Cllr Fitzpatrick</p>
7.	<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 that Cllr Grant takes the lead to:</p> <p>i) Follow up with Mr Prigmore regarding positive signing for HGVs exiting Manton Lane</p> <p>ii) Engage with the process of updating the Freight Strategy Document</p>	Cllr Grant

Item	Description	Action
	<p>iii) Propose a night time ban on HGV movements through Brickhill. This is not currently a problem however it could become so</p> <p>iv) Obtain information from the Freight Monitoring System (Appendix A Action 3.1) for relevance to Brickhill</p>	
8.	<p>To receive reports from the Borough Councillors:</p> <p>No reports had been received from the Brickhill or the Great Barford Borough Councillors.</p>	
9.	<p>To agree to the recording and transmission of Parish Council meetings following the ending of virtual meetings:</p> <p>At the 3rd June meeting the following discussion took place. Cllr Jarman-Webb said that Chris Bailes, who is the ex parish councillor who used to organise recordings, is initially willing to come over and record some future meetings until we are sorted. It is understood that he has got new equipment with improved sound recording quality. The Clerk did confirm that despite her and many other Clerks writing to the Government with the support of their MPs extolling the benefits of virtual meetings, including in terms of participation by residents, the Government has refused to allow the continuation of virtual meetings. Consideration will be given to holding a hybrid meeting with parish councillors present in the room. The first step should be sorting account details for Youtube followed by how to combine Zoom and Youtube transmission. We only have a July meeting scheduled beyond next Monday's meeting then a break for August. A decision will need to be made in the future as to at what point all councillors are comfortable being back in the room together. It was resolved to agree to this.</p>	
10.	<p>To note the successful planting around the Brickhill signs and agree further action:</p> <p>At the 3rd June meeting, Cllr Fitzpatrick was pleased that the flowers did appear and were not cut off by the Borough Council grass cutters. It was recommended that more are planted. If</p>	Cllr Fitzpatrick

Item	Description	Action
	members of the public have other locations for bulb planting, then let the Parish Council know. It was resolved to agree to this.	
11.	<p>Correspondence: This was noted or see action below:</p> <p>The Clerk circulated all correspondence. The Clerk said she responds to all those sending correspondence acknowledging receipt and informing them that she would forward copies to the parish councillors. She said that any councillors who feel that particular correspondence relate to their actions, they should write back directly to the resident. Many ask why councillors have voted the way that they have and of course those individual councillors are the only ones really placed to answer those questions.</p> <p>Discussion took place around the cut off date attached to co-option vacancies and it was resolved to agree that in future the date of the next meeting should be the closing date for applications.</p>	
12.	<p>To review the list of outstanding matters and agree any further action:</p> <p>Agreement took place on the recommendation reached on the 3rd June as per below:</p> <p>Mowsbury Walk Play Area:</p> <p>The Clerk reported that the three pieces of new equipment had now been installed along with the new surfacing plus two new signs showing that the area was now maintained by Brickhill Parish Council. The invoice for the works is included under accounts for payment. Cllr Grant agreed that he would write a piece for inclusion on the Parish Council website and social media.</p> <p>Sleepers on Ashmead Road:</p> <p>Cllr Fitzpatrick said that he has still to arrange a meeting with Cllr Holloway and others.</p> <p>Waste bins on Ashmead Road:</p> <p>The Clerk was still chasing her contact at the Borough Council.</p>	<p>Cllr Grant</p> <p>Cllr Fitzpatrick</p>

Item	Description	Action
	<p>Police Attendance:</p> <p>It was agreed to try to get support for this higher up the police authority. It was noted that it is important to have concerns to discuss with the police should they attend.</p> <p>Meeting Document Storage:</p> <p>The Clerk is investigating options.</p> <p>It was resolved to agree to these proposed actions.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
13.	<p>Date of Next Meeting:</p> <p>Thursday 2nd September 2021 at 7.30pm at St Marks Church and Community Centre, Calder Rise. This is dependent on any COVID restrictions in existence at that time.</p>	

Approved by

Chairman
1st July 2021

Table 2 Reconciliations for Approval (see item above)

Payee	Reference	Amount Paid	Transaction Details
Reids Playground Maintenance	BACS 16	£348.00	Repair surface X Trainer WG
CCS Ltd	BACS 17	£540.00	Works linked to Legionella BCC
S Bottoms	BACS 19	£1,846.01	Salaries May
Associated Telecom Solutions	DD	£26.17	Telephone
D Britton	BACS 20	£121.36	Salary May
HMRC	BACS 21	£809.09	PAYE
Bedfordshire Pension Scheme	BACS 22	£820.73	Pensions
Bedford Borough Council	BACS 23	£4,200.00	CCTV Monitoring
Mark Fitzpatrick	BACS 24	£99.00	Refund Survey Monkey - EWR
John Caves	BACS 25	£135.00	Internal Audit
St Marks Church and Community Centre	BACS 26	£188.33	Rent for office
RPM	BACS 27	£18,523.20	Play surfacing Mowsbury Walk
	Total Payments	£27,656.89	

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