

**Minutes of the Annual Meeting of Brickhill Parish Council held in St Marks Church and Community Centre on Thursday 5<sup>th</sup> May 2022 commencing at 7.30pm.**

**Present:**

Cllrs Fitzpatrick, Green, Holloway, Brazier, Grant, Blakeman, Rider, Jarman-Webb, Charles Royden, Corinne Royden, Lamswood, Ward, Rani, the Clerk (Mrs S Bottoms), PC Junaid Ashiq and one member of the public were in attendance.

**Absent:** Cllrs Johns, Barlow and Borough Cllrs S Moon and P Martin-Moran-Bryant.

*Summary of the meeting: -*

*Table 1 – The Minutes*

Item	Description	Action
1.	<p><b>Election of Chairman:</b></p> <p>Cllr Fitzpatrick was nominated by Cllr Charles Royden and seconded by Cllr Holloway and there being no further nominations, Cllr Fitzpatrick was duly elected as Chairman and signed the Declaration of Acceptance of Office.</p>	
2.	<p><b>Election of Vice-Chairman:</b></p> <p>Cllr Blakeman was proposed by Cllr Fitzpatrick and seconded by Cllr Rider and there being no other nominations was duly elected as Vice-Chairman.</p>	
3.	<p><b>Apologies for Absence:</b></p> <p>Cllrs Johns, Barlow and Borough Cllrs S Moon and P Martin-Moran-Bryant.</p>	
4.	<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
	<p>ii) To consider any requests for a dispensation: None received.</p>	
5.	<p><b>To agree the minutes of the meeting held on Thursday 7<sup>th</sup> April 2022:</b></p> <p>The minutes were agreed as a true record of the meeting.</p>	
6.	<p><b>Public Open Session:</b> None.</p> <p>PC Junaid Ashiq introduced himself and discussed his role in community policing in Brickhill and answered questions from the parish councillors.</p> <p>He was thanked for attending and would try to attend the next Parish Council meeting.</p> <p>He stayed for a while then left the meeting.</p>	
7.	<p><b>To review the Terms of Reference for the two Committees and the Advisory Group and to elect members:</b></p> <p>The Terms of Reference for the Planning and Allotments &amp; Open Spaces Committee and the Finance Advisory Group were <b>agreed</b>.</p> <p>The Clerk will put the updated version on the website.</p> <p>i) Planning Committee (5 members): Cllrs Blakeman, Grant, Brazier and Green.</p> <p>ii) Finance and Personnel Advisory Group (3 members): Cllrs Fitzpatrick, Corinne Royden and Ward.</p> <p>iii) Allotments and Open Spaces Committee (4 members): Cllrs Fitzpatrick, Holloway and Jarman-Webb.</p>	Clerk
8.	<p><b>To nominate one person to vote at the General Meetings of Brickhill Community Centre:</b></p> <p>Cllr Corinne Royden.</p>	

Item	Description	Action
9.	<p><b>Financial Matters:</b></p> <p>i) To agree the bank reconciliations and any accounts for payment:</p> <p>These are listed in table 2 below. <b>It was resolved</b> to agree the bank reconciliations and the accounts for payment.</p> <p>ii) To agree the allocation of reserves at the 31<sup>st</sup> March 2022:</p> <p>The <b>agreed</b> allocation is shown in table 3 below. Discussion took place regarding reserves set aside for youth activities. Cllrs Ward, Brazier and Rani would liaise about possible activities for older youths. They will bring proposals to a future meeting.</p> <p>iii) To agree to continue to pay Wave, Associated Telecom and British Telecom by direct debit:</p> <p><b>It was resolved</b> to agree these.</p> <p>iv) To review and agree subscriptions to outside bodies: BATPC, SLCC and NSALG (allotments):</p> <p><b>It was resolved</b> to agree these.</p>	<p><b>Clerk</b></p> <p><b>Cllrs Brazier, Ward and Rani</b></p>
10.	<p><b>To consider and agree action re: future funding options for the Brickhill Neighbourhood Development Plan.</b></p> <p>Cllr Fitzpatrick circulated a note summarising the position. To complete the NDP, a proposal has been received from UrbanVision (the consultants employed to support the development of the Plan) for £3,850. There is £1,000 in the budget which is likely to be spent on consultation activities with the residents of Brickhill.</p> <p>Following discussion, <b>it was resolved</b> to fund the proposal by UrbanVision and apply for a further grant. Should that grant be awarded, the cost to the Parish Council would be £2,775. Should it not be awarded, the cost would be £3,850. This would be funded out of uncommitted reserves.</p>	<p><b>Cllr Fitzpatrick</b></p>

Item	Description	Action
11.	<p><b>To receive reports from the Borough Councillors:</b></p> <p>Cllr Charles Royden said that a detailed report by the Brickhill Borough Councillors had been presented at the recent Annual Parish Meeting. He was willing to answer any questions on that report.</p>	
12.	<p><b>To receive an update on the play areas:</b></p> <p><b>i) Waveney Green:</b></p> <p>The Clerk reported seeing comments on Facebook that the Green was constantly covered in litter.</p> <p>Whilst the regular litter picker has been away, the Clerk has been covering his duty and has rarely picked up more than a small amount of litter.</p> <p>It was noted that a panel from the toddler multi-unit had been pulled off and the Clerk has arranged for RPM to visit and repair.</p> <p>Some of the wooden benches need replacement and the Clerk suggested doing so with benches made from recycled materials at a cost of approximately £355 ex VAT and installation per bench.</p> <p>The Clerk will also pursue getting a bench on the Green nearer Falcon Avenue with the same officer dealing with iii) below.</p> <p><b>ii) Mowsbury Walk Play Area:</b></p> <p>The resurfacing has been completed. It will take time for the grassed areas to re-grow.</p> <p><b>iii) Pig Park on Woodlands Park:</b></p> <p>The Clerk had received an update from the officer at Bedford Borough Council who has made contact with Persimmon Homes regarding a wood carver. It gave her a contact who had done similar work for them and photographs of his work had been circulated.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Cllrs Rani and Jarman-Webb</b></p>

Item	Description	Action
	<p>The wood carver has visited the Pig Park and is of the view that the sitting up pig could be refurbished and he would make a replacement pig for the one which has clearly deteriorated. Approximate cost would be £1.950.</p> <p>The Clerk had received reassurances from BPHA that the organisation would be happy for its grant monies to be used in this way. The Clerk will make further contact with the Borough Council officer.</p> <p>It was noted that the other smaller parks are also in need of refurbishment but it was noted that they are the responsibility of Bedford Borough Council.</p> <p>It would be good to seek the views of residents about work to the other parks.</p> <p>Cllr Fitzpatrick noted that £5,000 had been put in the budget in addition to the monies already in reserve for Woodlands Park to be spent on play equipment, benches etc on Woodlands Park.</p> <p><b>It was agreed</b> that Cllrs Rani and Jarman-Webb would consider this matter and come back to the next meeting with a number of suggested locations.</p> <p>Cllr Charles Royden said that he has had requests for a seat on Bramley Way between Anjulita Court and the noticeboard on Ashmead Road so this should be included in the possible locations considered.</p> <p>It would be possible to then consult with local residents about the choice of locations.</p>	
13.	<p><b>To receive any further update on EWR:</b></p> <p>It was noted that there will be a face-to-face consultation on the 18<sup>th</sup> May at Wyboston Lakes 2pm to 8pm with buses being laid on to transport residents to the event.</p> <p>This was to be promoted via social media.</p>	<b>Clerk</b>

Item	Description	Action
14.	<p><b>To consider any further action following a recent traffic accident at the junction of Ashmead Road and Gala Close:</b></p> <p>A resident informed the Parish Council about an accident at the junction of Ashmead Road and Gala Close on the 4<sup>th</sup> March this year. Apparently other residents had experience similar issues at the junction.</p> <p>The resident also commented that there are so many cars parked on the road in Russet Close that they were concerned what would happen should emergency vehicles need to gain access.</p> <p><b>It was agreed</b> that the priorities on all the junctions with Ashmead Road as far as Laxton should be reviewed by the Borough Council. The aim would be making Ashmead Road priority throughout. The Clerk will contact Mr Prigmore at the Borough Council.</p> <p>Cllr Charles Royden said that he would contact enforcement to ensure that the double yellow lines already in situ in the area of Ashmead Road and Gala Close are enforced and went on to say that if anyone sees vehicles parked on double yellow lines to ring 01234 718359 and, assuming available, enforcement will attend.</p>	<p><b>Clerk</b></p> <p><b>Cllr Charles Royden</b></p>
15.	<p><b>To consider requesting that the short path between Kimbolton Road to Trent Road be recorded as a public path:</b></p> <p>Following discussion, <b>it was resolved</b> that the Clerk should write to the Rights of Way Officer at Bedford Borough Council asking that this be actioned.</p>	Clerk
16.	<p><b>To report on the Annual Parish Meeting held on the 27<sup>th</sup> April 2022:</b></p> <p>Speakers included representatives from</p> <ul style="list-style-type: none"> <li>• Park Wood</li> <li>• All Nations Church,</li> <li>• Borough Cllr Charles Royden</li> <li>• The headteachers from Brickhill and Scott Primary Schools</li> <li>• Cllr Mark Fitzpatrick as Chair of Brickhill Parish Council</li> </ul>	Clerk

Item	Description	Action
	<ul style="list-style-type: none"> <li>• Cllr Peter Blakeman as Chair of the Planning Committee. Reports were sent in by Barrie Ingram and Gill Lake.</li> </ul> <p>Thanks to all who attended.</p> <p>The Clerk had spoken to the schools regarding the Christmas Tree switch on. She had asked for them to confirm any dates they were unable to be involved as early as possible. She would also liaise with St Thomas More.</p> <p>The Clerk asked Cllr Ward if it would be possible to secure a date for the Lions to attend as soon as possible.</p>	
17.	<p><b>Correspondence: List circulated separately:</b></p> <ul style="list-style-type: none"> <li>i) E-mail re: rear of Bourneside (this has been actioned).</li> <li>ii) E-mail re: Woodlands Park (Borough Cllr Martin-Moran-Bryant is actioning).</li> <li>iii) Rat infestation – Tyne Crescent. Bedford Borough Council is actioning.</li> <li>iv) Temporary road closure 23<sup>rd</sup> May – 25<sup>th</sup> May 08.30-17.00 hours – Rooksmead.</li> <li>v) E-mail from LiveLife – received and sent out 3<sup>rd</sup> May.</li> </ul>	
18.	<p><b>Review of outstanding matters:</b> Reviewed.</p> <ul style="list-style-type: none"> <li>i) Litter pick proposed for June: The Clerk has asked the Borough Council regarding borrowing the equipment either 11<sup>th</sup>, 18<sup>th</sup> or 25<sup>th</sup> June.</li> </ul>	Clerk
19.	<p><b>Date of the Next Meeting:</b> Wednesday 8<sup>th</sup> June 2022 at 7.40pm at St Marks Church and Community Centre, Calder Rise. This is dependent on any COVID restrictions in existence at that time. The slightly later start is due to there being another group in the hall until 7.30pm.</p>	

Approved by .....

Chairman 8<sup>th</sup> June 2022

Table 2 Reconciliations for Approval (see item above)

Payee	Reference	Amount Paid	Transaction Details
Sinja Plesa	BACS 5	£56.00	Allotment Refund
St Marks Church and Community Centre	BACS 6	£16.80	Large Hall Hire
St Marks Church and Community Centre	BACS 7	£188.33	Office Rent
St Marks Church and Community Centre	BACS 8	£12.60	Wren Room Hire
N Power	BACS 9	£7.76	Electricity for Fountain
Play Inspection Company	BACS 10	£354.00	Annual Play Inspection
Chris Horne Gardens	BACS 11	£348.00	Rotivate Wildflower Area and Re-seed
RPM	BACS 12	£25,746.00	Re-Surface Mowsbury Walk Play Area
HMRC	BACS 13	£867.69	PAYE
S Bottoms	BACS 14	£1,855.45	Salaries
D Britton	BACS 15	£121.36	Salaries
Bedfordshire Pension Scheme	BACS 16	£861.11	Pensions
	<b>Total Payments</b>	<b>£ 30,435.10</b>	

Table 3: Earmarked Reserves at the end 31<sup>st</sup> March 2022

IT Fund	£ 1,837.00
Election Costs	£ 4,540.83
Allotment Maintenance	£ 9,201.00
Key Deposits	£ 700.00
Plot Deposits	£ 1,000.00
Brickhill Community Centre	£ 35,455.00
Waveney Green	£ 51,137.98
Footpaths WG	£ 10,000.00
Legal Fees	£ 1,730.00
Capital Projects	£ 60,000.00
Woodlands Park	£ 3,836.00
Youth Initiative	£ 3,800.00
Mowsbury Walk	£ 26,455.00
CIL	£ 2,719.25
BPHA	£ 2,500.00
Transport Initiative	£ 95,000.00
NDP	£ 8,425.00
<b>Total</b>	<b>£ 318,337.06</b>