

**Minutes of the Meeting of Brickhill Parish Council held in St Marks Church and Community Centre on Thursday 3<sup>rd</sup> November 2022 commencing at 7.30pm.**

**Present:**

Cllrs Fitzpatrick, Green, Grant, Holloway, Blakeman, Rider, Ward, Rani, Lamswood, Brazier, Borough Cllrs S Moon, the Clerk (Mrs S Bottoms) and one member of the public.

**Absent:** Cllrs Johns, Barlow, Charles Royden, Corinne Royden, Jarman-Webb, and Borough Cllr Martin-Moran-Bryant.

*Summary of the meeting: -*

*Table 1 – The Minutes*

Item	Description	Action
1.	<b>Apologies for Absence:</b> Cllrs Barlow, Charles Royden and Corinne Royden.	
2.	<b>Declarations of interest in items on the agenda:</b>  i) To receive written requests for a dispensation: None received.  ii) To consider any requests for a dispensation: None received.	
3.	<b>To agree the minutes of the meeting held on Thursday 6<sup>th</sup> October 2022:</b>  The minutes were agreed as a true record of the meeting.	
4.	<b>Public Open Session:</b>  i) Letter regarding anti-social behaviour/bench on Waveney Green:	<b>Clerk</b>

Item	Description	Action
	<p>Following discussion, <b>it was resolved</b> that the Clerk should arrange with Bedford Borough Council to remove the bench.</p> <p>In addition, the Clerk would raise again with the local Community Police the issue of drug use and anti-social behaviour taking place on Waveney Green.</p>	
5.	<p><b>Financial Matters:</b></p> <p>i) To agree the bank reconciliations and any accounts for payment: These are listed in table 2 below.</p> <p><b>It was resolved</b> to agree the bank reconciliations and the accounts for payment.</p> <p>ii) To note that the Finance Advisory Group will be meeting early December to consider a draft budget for 2023-24:</p> <p>The Clerk will arrange this meeting to take place on Zoom.</p>	Clerk
6.	<p><b>To receive reports from the Borough Councillors:</b></p> <p>Borough Cllr Charles Royden had circulated a report to all parish councillors on behalf of the Brickhill Ward Councillors. The Clerk will put a copy on the website. It was noted that due to the lateness in sending the report some parish councillors, especially those in the Planning Committee meeting which had been held just before this meeting, had not had the opportunity to read it. Borough Cllr Rider said that she would ask Borough Cllr Royden if he could in future try to get the report circulated earlier.</p> <p>Cllr Grant expressed concern that the police, having placed counters on Avon Drive for a period of 7 days, believed the results suggested that compliance with the speed limit was generally fairly good. He was concerned that having sampled 16,720 vehicles travelling in a Westbound direction and finding the average speed was 37 mph suggested a large number were travelling in excess of 37mph.</p> <p>Borough Cllr Moon had circulated in advance of the meeting a report on the road junctions/priority on Ashmead Road. He noted that there had been concern from the beginning expressed by Woodlands Park residents at aspects of the road layout and in particular the problems at</p>	Clerk Borough Cllr Rider

Item	Description	Action
	<p>the three main junctions on Ashmead Road. The criticisms included the ambiguity of priorities and the speed at which some drivers take the corners. In summary the problem appears, at least in part, to be the unusual arrangement whereby the main spine road through the estate is, at each of the three junctions, the subordinate leg of a T junction.</p> <p>Another issue has been the absence of road markings clarifying priority at three turnings off Ashmead Road; at least one of which has seen several albeit relatively minor incidents.</p> <p>There have been discussions involving Ward and Parish Councillors and Highways officers and the proposals shown on the attached plans are suggested changes to road furniture and markings to deal with or at least minimise the criticisms mentioned above.</p> <p>The report noted that the Parish Council is invited to comment before the plans are submitted for detailed consideration by highways engineers.</p> <p>Borough Cllr Moon, having arrived at this meeting, was able to listen to the views of the Parish Council.</p> <p>Following discussion, <b>it was resolved</b> that Ashmead Road should always be the priority road. But in addition, traffic islands would be placed on Ashmead Road at the junction with Gala Close, Laxton Way and Grenadier Close.</p> <p>Borough Cllr Moon was thanked for producing the report and would feed back the comments of the Parish Council to the Highways officers.</p>	<p><b>Borough Cllr Moon</b></p>
7.	<p><b>To receive an update on the CCTV cameras on Woodlands Park and agree further action:</b></p> <p>The Clerk reported that following the agreement at the October meeting that the cameras are replaced as soon as possible, she circulated and got agreement from parish councillors to accept the quotation from ACE for three replacement cameras at the Owl Park at a cost of £7,552 ex. VAT.</p> <p>She is also in the process of making an insurance claim.</p>	

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8.	<p><b>To receive the Minutes of the October Planning Committee meeting and any update following the meeting of the Planning Committee held ahead of this meeting</b></p> <p>Cllr Fitzpatrick said that this item was simply to note the activity of the Planning Committee and to give parish councillors the opportunity to ask questions of that Committee.</p> <p>As there were no questions, the meeting moved on to item 9.</p>	
9.	<p><b>To receive an update on the Neighbourhood Development Plan:</b></p> <p>Cllr Fitzpatrick reported that the updated version of the draft plan has been received back from the Borough Council with comments.</p> <p>Cllr Fitzpatrick and a member of the Working Group met with Dave Chetwyn, the NDP consultant to review those comments. Dave Chetwyn has now commented on them and the next stage will now be for Cllr Fitzpatrick to update the draft plan.</p> <p>Once the Working Group has had the opportunity to see the latest version, it will be circulated to parish councillors. It is then planned to go out to public consultation.</p> <p>There are a number of stages to go through before the Parish Council will be asked to formally approve the NDP to go to the Borough Council.</p>	
10.	<p><b>To note the date for the Christmas Tree lights switch on: 6<sup>th</sup> December and to agree to make a donation to The Lions for helping Santa visit the event</b></p> <p>The Clerk reported that the cost to put the lights on the tree and then remove them will be £1,346.40. The Borough Council has confirmed all the sets of lights in its possession are working, but still need to confirm if it holds any spare un-used sets.</p> <p>The tree does grow each year and so usually approximately £500 of additional lighting sets are purchased.</p>	

Item	Description	Action
	<p>Unfortunately, it is not possible to purchase additional sets to connect to the existing ones as they are no longer manufactured.</p> <p>The Clerk is trying to get confirmation from the Borough Council if the supply column on Waveney Green would allow additional sets to be connected separately.</p> <p>If that is not possible, it will be necessary to manage with the sets we have and perhaps look to change the power supply column next year.</p> <p>Scott and Brickhill Primaries are going to perform and are liaising regarding selection of songs/carols.</p> <p>The Lions will be bringing Santa at approximately 6pm.</p> <p>The Clerk is trying to make contact with the resident who helped with the sound system for the music last year in the hope that he will be able to help again.</p> <p>Timings are still being finalised as to the start time but it is expected that the aim will be to switch on the tree lights about 5.45pm. After which the children will sing and the event will end with the arrival of Santa.</p> <p>The Clerk said that she could do with perhaps two councillors who could help with marshalling duties especially with the arrival and departure of the vehicle and trailer carrying Santa.</p> <p>The Clerk will contact councillors nearer the time to seek helpers.</p> <p>The Clerk thanked Cllr Ward for her help in securing a visit from Santa.</p> <p>Following discussion, <b>it was resolved</b> that the Parish Council would make a donation of £150 after the event to The Lions for distribution amongst the charities it is supporting this year and to thank it for attending.</p>	<p><b>Clerk</b></p>

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11.	<p><b>Correspondence: List circulated separately:</b></p> <ul style="list-style-type: none"> <li>• Police Report: the speed awareness van has been requested for Avon Drive and Waveney Avenue and this has been authorised. Deployment of the van will start as soon as available. This captures speeding motorists and shares its data with the police and warning letters are sent out to drivers.</li> </ul> <p>Speed watch volunteers are being sought. If anyone is interested they are to contact Cllr Charles Royden in the first instance. It was noted that the speed awareness van has been active in both Avon Drive and Waveney Avenue.</p> <ul style="list-style-type: none"> <li>• Information re: EWR meetings.</li> <li>• NALC Chief Executive Bulletin.</li> <li>• Parish &amp; Town Council Network - Digital Experience Slides.</li> <li>• Bedford Borough Council representations made to the most recent Local Plan 2040 consultation have now been made public and are available on the council's web page. <i>Forwarded 21st October</i></li> <li>• Request for lighting on WG. Response made by Clerk. <i>Forwarded 21<sup>st</sup> October.</i> At this stage <b>it was resolved</b> not to consider this request further.</li> <li>• E-mail from resident re: bench on WG. <i>Forwarded 24<sup>th</sup> October. The resident had attended this meeting and raised the matter under 4. above.</i></li> </ul>	
12.	<p><b>Review of Outstanding Matters:</b></p> <p>i) Additional benches for Woodlands Park:</p> <p>Cllrs Rani and Brazier had identified the land adjacent to the CCTV cameras at the Westrope Way end of Ashmead Road.</p> <p>Other locations had also been identified and Cllr Rani would forward these to the Clerk.</p>	<b>Cllr Rani</b>

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13.	<p><b>To agree dates for Parish Council meetings for 2023:</b></p> <p>These will be the first Thursday in the month, with the exception of August and December for the full Parish Council and in the case of the Planning Committee it will, in addition, also meet on the first Thursday in August and December.</p> <p>As elections are to be held on the 4<sup>th</sup> May 2023, this will mean that the Annual Meeting of the Parish Council cannot be held on the 1<sup>st</sup> Thursday in May.</p> <p>It is also the Coronation on the 6<sup>th</sup> May plus a bank holiday on the 8<sup>th</sup> May. In order to comply with regulations, the Clerk will try to arrange a suitable date after the 11<sup>th</sup> May.</p> <p>She will also try to organise the Parish Meeting towards the end of May. The Clerk will put all dates on the website.</p>	<b>Clerk</b>
14.	<p><b>Date of the Next Meeting:</b></p> <p>Thursday 5<sup>th</sup> January 2023 at 7.30pm at St Marks Church and Community Centre, Calder Rise.</p>	

Approved by .....

Chairman  
5<sup>th</sup> January 2023

Table 2 Reconciliations for Approval (see item above)

Payee	Reference	Amount Paid	Transaction Details
British Telecom	DD	£ 147.65	Broadband Charges
Paul Riches Skips	BACS 88	£ 279.00	Skip for Allotment
D Britton	BACS 89	£ 121.36	Salaries WG
HMRC	BACS 90	£ 838.07	PAYE
Bedfordshire Pension Fund	BACS 91	£ 861.11	Pensions (Oct)
S Bottoms	BACS 92	£ 1,885.07	Salaries (October)
Bamboo Data	BACS 93	£ 90.00	Renewal of gov.uk domain
Associated Telecom Solutions	DD	£ 25.86	Telephone Charges
Robert Hall	BACS 94	£ 150.00	Repairs to roof of Centre
S Bottoms	BACS 95	£ 47.11	Expenses
NPower	BACS 96	£ 11.50	Electricity for the Fountain
The Tree People	BACS 97	£ 720.00	Tree Work WG
Chris Horne Gardens Ltd	BACS 98	£ 216.00	Mow Allotment
Viking	BACS 99	£ 356.72	Stationery and Ink
Bedford Borough Council	BACS 100	£ 612.58	Install benches
Bedford Borough Council	BACS 101	£ 75,000.00	Average Speed Cameras
Bedford Borough Council	BACS 102	£ 371.91	Mowsbury Walk Play Area
Bedford Borough Council	BACS 103	£ 1,115.23	WG Grass and Litter
St Marks Church Community Centre	BACS 104	£ 188.33	Office Rent
St Marks Church Community Centre	BACS 105	£ 18.48	Hall Hire
St Marks Church Community Centre	BACS 106	£ 9.24	Hall Hire
St Marks Church Community Centre	BACS 107	£ 13.86	Hall Hire
	<b>Total Payments</b>	<b>£ 83,079.08</b>	