

**Minutes of the Annual Meeting of Brickhill Parish Council held in St Marks Church and Community Centre on Thursday 15<sup>th</sup> May 2023 commencing at 7.30pm.**

**Present:**

Cllrs Fitzpatrick, Green, Grant, Holloway, Blakeman, Lamswood, Rani, Ward, the Clerk (Mrs S Bottoms).

**Absent:** Borough Cllr Sawyer.

*Summary of the meeting: -*

*Table 1 – The Minutes*

Item	Description	Action
1.	<p><b>Election of Chairman and signing of the Declaration of Acceptance of Office:</b></p> <p>As this is the first meeting after the election of the new parish council, all elected parish councillors firstly signed the Declaration of Acceptance of Office.</p> <p>Cllr Fitzpatrick was then nominated by Cllr Blakeman, seconded by Cllr Holloway and there being no other nominations, Cllr Fitzpatrick was duly elected as Chairman for 2023-24 and signed the Declaration of Acceptance of Office.</p>	
2.	<p><b>Election of Vice-Chairman:</b></p> <p>Cllr Fitzpatrick nominated Cllr Blakeman, seconded by Cllr Holloway and there being no other nominations, Cllr Blakeman was duly elected as Vice-Chairman for 2023-24.</p>	
3.	<p><b>Apologies for Absence:</b></p> <p>Borough Cllr D Sawyer.</p>	

Item	Description	Action
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> <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 2<sup>nd</sup> March 2023:</b></p> <p>The minutes were agreed as a true record of the meeting.</p> <p><b>To note the minutes of the informal meeting held on the 6<sup>th</sup> April 2023:</b></p> <p>It had not been possible to hold the Parish Council meeting because the meeting was not quorate.</p> <p>Cllr Fitzpatrick thanked Charles and Corinne Royden, Wendy Rider, Morris Johns, Mike Barlow, Paula Brazier and Michael Jarman-Webb who had all decided not to stand again as parish councillors. He especially thanked Charles and Wendy Rider who had been involved with Brickhill Parish Council from its inception.</p> <p>He also again marked the untimely death of Borough Cllr Stephen Moon who will be sadly missed.</p>	
6.	<p><b>Public Open Session:</b> None.</p>	
7.	<p><b>To consider how to fill the vacancies on the Parish Council:</b></p> <p><b>It was resolved</b> that the vacancies should be advertised. Prospective parish councillors be invited to attend the next Parish Council meeting having sent in a brief about themselves and what qualities they will bring to the Parish Council and also what areas of the Parish Council they are interested in. It is important to recruit parish councillors who will be active in the work of the Parish Council and not simply attend the meeting.</p> <p><b>It was further resolved</b> that Cllr Fitzpatrick would draft a covering note to go out to prospective candidates. Prospective</p>	<p><b>Clerk</b></p> <p><b>Cllr Fitzpatrick</b></p>

Item	Description	Action
	candidates will be considered at each Parish Council meeting until the vacancies are filled.	
8.	<p><b>To review the Terms of Reference for the two Committees and the Advisory Group and to elect members:</b></p> <ul style="list-style-type: none"> <li>i) Planning Committee (4 members): Cllrs Blakeman, Ward, Green and Grant.</li> <li>ii) Finance and Personnel Advisory Group (3 members): Cllrs Fitzpatrick, Ward and Blakeman.</li> <li>iii) Allotments Committee (4 members): Cllrs Fitzpatrick, Holloway, Grant and Rani.</li> </ul> <p><b>It was resolved</b> that the Clerk will put May 2023 on all Terms of Reference.</p>	Clerk
9.	<p><b>To nominate one person to vote at the General Meetings of Brickhill Community Association:</b> Cllr Rani.</p>	
10.	<p><b>Financial Matters:</b></p> <ul style="list-style-type: none"> <li>i) To agree the bank reconciliations and any accounts for payment: <b>It was resolved</b> to accept these.</li> <li>ii) To agree the allocation of reserves at the 31<sup>st</sup> March 2023: <b>It was resolved</b> to accept these.</li> <li>iii) To agree to continue to pay Wave, Associated Telecom and British Telecom by direct debit: <b>It was resolved</b> to continue to do so.</li> <li>iv) To review and agree subscriptions to outside bodies: BATPC, SLCC and NSALG (allotments): <b>It was resolved</b> to continue these.</li> <li>v) To give further consideration as to how funding for “Support for Children in Need” might be actioned:</li> </ul> <p><b>It was resolved</b> to ask the Headteacher of Scott Primary if monies need to be allocated for Scott Primary. Then those parish councillors interested can come forward</p>	



Item	Description	Action
	<p>action.</p> <p>The Clerk had circulated a copies of the reports. <b>It was resolved</b> that she would break down the issues raised into categories so quotations could be obtained.</p>	
	<p>i) To consider action to increase the safety surface near the exit from the Brickhill Primary side entrance:</p> <p>It was resolved that the Clerk obtain quotations.</p>	Clerk
	<p>iii) To consider action re: disintegrating dog bins:</p> <p>The Clerk reported that she has approached the borough council with regards replacing the three bins within Waveney Green itself.</p>	Clerk
	<p>iv) To receive an update re: new benches:</p> <p>The Clerk reported that these have been ordered from Glasdon's (three) and she has met on site with an official from Bedford Borough Council who will be installing them.</p>	Clerk
	<p>v)To consider action re: wildflower meadow weedkilling and re-seeding:</p> <p>The Clerk reported that having had no further update from the Borough Council, she has asked for support from Borough Cllr Royden.</p>	Clerk
	<p>vi) To consider action re: trees to the rear of Francis Groves and the overhanging tree to the rear of 23 Falcon Avenue:</p> <p><b>It was resolved</b> that the Clerk arrange for contact to be made with a tree surgeon for a proposal for works to be undertaken along this area, perhaps in stages. They would be asked to quote to trim the Christmas tree as well. Cllr Grant was willing to meet with a tree surgeon on site.</p>	Clerk
	<p>vii) To note the action taken to plant the saplings:</p> <p>Cllrs Fitzpatrick, Grant and Holloway had undertaken this. Thanks were given to Cllr Blakeman who undertook some later remedial works.</p>	Clerk Cllr Grant

Item	Description	Action
	<p>viii) To note the current situation re: light on the Christmas tree:</p> <p>The Clerk noted the lights had been removed. We also have the 5<sup>th</sup> December committed with The Lions for a visit from Santa.</p>	
13.	<p><b>To receive an update on Woodlands Park matters:</b></p> <p>The Clerk has ordered another bench for installation on Ashmead Road adjacent to Westrope Way. Cllr Rani will send a photo for another possible location, perhaps near the large pond.</p> <p>With regards football dug-outs at the playing fields, Cllr Ward will suggest the football club initially make contact with Bedford Borough Council.</p>	<p><b>Cllr Rani</b></p> <p><b>Cllr Ward</b></p>
14.	<p><b>To receive an update on the Brickhill Neighbourhood Development Plan:</b></p> <p>Cllr Fitzpatrick and others met with Dave Chetwyn from Urban Vision ahead of this meeting. Cllr Fitzpatrick will circulate the latest draft of the NDP plan to all councillors. It has been into the Borough Council for comment and Dave Chetwyn has since amended it further. The aim is to continue with Dave Chetwyn to support the production of the plan.</p> <p>Shortly the NDP Group will be undertaking screening which involves writing to Natural England, Historic England and the Environment Agency to establish if any want some particular types of assessment to be undertaken. It is thought none of these will be needed. In parallel it is hoped to undertake some consultation with residents.</p> <p>To date, the support has been paid for out of grant monies which has now run out. Cllr Fitzpatrick proposed that the Parish Council accept the proposal from Urban Vision of £4,200-£6,050 ex Vat to provide support to complete the NDP.</p> <p>Following discussion, the proposal went to a vote. Following that, <b>it was resolved</b>, Cllr Ward abstained, that the Clerk should write accepting this proposal.</p>	<p><b>Clerk</b></p>

Item	Description	Action
15.	<p><b>To consider and agree any action re: received response from the Chief Constable re: the police speed data:</b></p> <p>The Parish Council was not happy with the response. The letter suggested Inspector Hunt has been tasked with liaising with the Parish Council so it would be sensible to try to arrange a meeting with her. It was noted that PCSO Wheeldon intends to conduct some speed checks on Avon drive during peak hours and give reassurance to the residents of the speed checks being done. He had also asked if the parish councillors for Brickhill would like a speed watch scheme put together for the area. PCSO Wheeldon to be contacted for information about both of these matters.</p> <p><b>It was resolved</b> that the Clerk ask the designer of the existing Brickhill Drive scheme if additional safety cameras could be added to the existing scheme. Inspector Hunt be contacted about a meeting and PCSO Wheeldon about speed checks and speed watch.</p>	Clerk
16.	<p><b>To discuss and agree any action re: the Annual Parish Meeting which is being held virtually at 7pm on Tuesday 23<sup>rd</sup> May 2023:</b></p> <p>The meeting will be held on Zoom because of other commitments by some participants. An agenda and Zoom link will be published. It is hoped to hold this meeting in public next year.</p>	Clerk
17.	<p><b>Correspondence:</b></p> <p>OSS comments on Falcon Ave POC 2023:</p> <p>Cllr Fitzpatrick noted that the Open Spaces Society should have, but did not, consult with the Parish Council. Cllr Fitzpatrick has tried to make contact with the representative of the OSS but has not been successful.</p> <p>EWR Representatives Group:</p> <p><b>It was resolved</b> that Cllr Green should replace Mike Barlow on the Group. It is not clear when the next meeting is but the information does get circulated around the parish councillors.</p>	

Item	Description	Action
	Community Network Meeting in June:  E-mail re: injured child/footpaths in Brickhill:  The Clerk has put the person in contact with Borough Cllr Royden.	
18.	<b>Date of the next meeting:</b>  Thursday 1 <sup>st</sup> June 2023 at 7.30pm at St Marks Church and Community Centre, Calder Rise.	

*Approved by*

.....  
 Chairman  
 1<sup>st</sup> June 2023



Table 2 Reconciliations for Approval (see item above)

Payee	Reference	Amount Paid	Transaction Details
British Telecom	DD	£161.38	Broadband
Urban Vision	BACS 1	£2,520.00	NDP
BATPC	BACS 2	£1,881.00	Membership
St Marks Church Community Centre	BACS 3	£18.48	Hall Hire
St Marks Church Community Centre	BACS 4	£9.24	Hall Hire
St Marks Church Community Centre	BACS 5	£188.33	Office Hire (March)
St Marks Church Community Centre	BACS 6	£13.86	Hall Hire
Play Inspection Company	BACS 7	£354.00	Play Inspection Company
D Britton	BACS 8	£145.60	Litter Picking
HMRC	BACS 9	£869.53	PAYE
S Bottoms	BACS 10	£1,999.69	Salaries (April)
The Bedfordshire Pension Fund	BACS 11	£911.61	Pensions (April)
Associated Telecom Solutions	DD	£40.85	Telephone
Red N	BACS 12	£312.00	Alarm works to Com Centre
Gemini Lock & Safe Ltd	BACS 13	£1,560.00	Padlocks and keys
St Marks Church Community Centre	BACS 14	£188.33	Office Rent (April)
St Marks Church Community Centre	BACS 15	£13.86	Hall Hire
St Marks Church Community Centre	BACS 16	£18.48	Hall Hire
Rialtas Business Solutions	BACS 17	£158.39	Allotment Software
Rialtas Business Solutions	BACS 18	£154.47	Alpha Software
Rialtas Business Solutions	BACS 19	£594.00	Close down

Payee	Reference	Amount Paid	Transaction Details
Otis Ltd	BACS 21	£720.83	Lift Service
NPower	BACS 20	£121.25	Electricity for Fountain
	<b>Total Payments</b>	<b>£12,955.18</b>	