

**Minutes of the Meeting of Brickhill Parish Council held in St Marks Church and Community Centre on Thursday 6<sup>th</sup> July 2023 commencing at 7.30pm.**

**Present:**

Cllrs Fitzpatrick, Green, Grant, Ward, Holloway, Blakeman, Lamswood, Borough Cllr Royden and the Clerk (Mrs S Bottoms).

**Absent:** Cllr Rani. Borough Cllrs Rider, Vann and Sawyer.

*Summary of the meeting: -*

*Table 1 – The Minutes*

Item	Description	Action
1.	<p><b>Apologies for Absence:</b></p> <p>Cllr Rani. Borough Cllrs Rider, Vann and Sawyer.</p>	
2.	<p><b>Declarations of interest in items on the agenda:</b></p> <p>i) To receive written requests for a dispensation:</p> <p>Cllr Fitzpatrick had sent into the Clerk a written request to take part in Parish Council business (both discussion but also potential voting) concerning East West Rail. He works for a separate company but some residents may inaccurately believe there is a connection. He asked for this dispensation to last for four years.</p> <p>Following discussion, <b>it was resolved</b> that this dispensation should be granted.</p> <p>ii) To consider any requests for a dispensation:</p> <p>None received.</p>	

Item	Description	Action
3.	<p><b>To agree the minutes of the meeting held on Monday 1<sup>st</sup> June 2023</b></p> <p>The minutes were agreed as a true record of the meeting.</p>	
4.	<p><b>Public Open Session:</b> None.</p>	
5.	<p><b>To consider and agree action re: co-option onto the Parish Council:</b></p> <p>Cllr Fitzpatrick circulated a draft note to be sent to potential candidates.</p> <p>Following discussion, <b>it was resolved</b> to slightly amend the wording to ask potential candidates to provide some information about themselves and their interests and talents.</p>	<p><b>Clerk</b></p>
6.	<p><b>To receive reports from the Borough Councillors:</b></p> <p>Written reports had been received from Borough Cllr Vann on behalf of himself and Borough Cllr Sawyer and from Borough Cllr Charles Royden on behalf of himself and Borough Cllr Rider.</p> <p>Borough Cllr Royden was present and willing to answer questions.</p> <p>The Clerk would put both reports on the website.</p> <p>Discussion took place around flooding and sewerage. Anglia Water are trying to divert the sewerage to another drain but are taking their time.</p> <p><b>It was resolved</b> that the Parish Council would write in support of the action already taken by the Borough Councillors. Borough Cllr Royden would forward the contact at Anglia Water he had been in correspondence with.</p>	<p><b>Clerk</b></p> <p><b>Borough Cllr Royden</b></p>

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7.	<p><b>Financial Matters:</b></p> <p>i) To agree the bank reconciliations and any accounts for payment: <b>It was resolved</b> to accept these.</p> <p>ii) To give further consideration as to how funding for “Support for Children in Need” might be actioned:</p> <p>Cllrs Fitzpatrick and Grant met on the 27<sup>th</sup> June to consider the applications made by the two nurseries and two schools.</p> <p>They recommended giving :-</p> <p>All Nations Pre-School £500, St Marks Pre-School £700, Brickhill Primary £1,200 and Scott Primary £1,500.</p> <p>Following discussion, <b>it was resolved</b> that the Clerk should make these payments.</p> <p>iii) To receive an update re: electrical costs linked to the ventilation project at the Community Centre and any financial decisions needed to be taken.</p> <p>As per the June meeting, Cllr Fitzpatrick has written to the Community Centre Management Committee.</p> <p>The Clerk reported that the £20,000 grant has now been transferred from the Community Centre. The Clerk has settled the invoices for the ventilation works (£11,368.94 inclusive of VAT x 2). She will also settle the invoice for the electrical works (£4,707.89 inclusive of VAT) as agreed under 7i above.</p> <p>The Community Centre has received a quotation for £300 to repair the damaged flooring. This includes a</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

Item	Description	Action
	<p>cleaning of the whole floor plus sealing of the grooved area.</p> <p>The Manager of the Brickhill Community Centre will forward the invoice to be settled once the work has been done. Cllr Green will inform the Manager.</p> <p>iv) To note that the Clerk has accepted the quotation for £217.13 to weed kill and re-seed the wildflower area on Waveney Green. This was noted.</p> <p>The Clerk reported that the re-seeding would take place at the appropriate time.</p> <p>v) To consider the quotation for tree works to Waveney Green.</p> <p>Following discussion, <b>it was resolved</b>, to accept the quotation from The Tree People to undertake works to the rear of No 32 Francis Grove, 23 Falcon Avenue, the removal of the dead Fir opposite Dart Road at a total cost of £750 including VAT.</p> <p>In addition, the Tree People would be asked to tidy the copse at the rear of Francis Grove up to a cost of £200 excluding VAT.</p>	<p><b>Cllr Green</b></p> <p><b>Clerk</b></p>
8.	<p><b>To consider agreeing the Screening Report for Brickhill Neighbourhood Plan:</b></p> <p>Cllr Fitzpatrick explained that one of the things that must be done for neighbourhood plans is to “screen” them. There is a standard process to follow to identify if a Strategic Environmental Assessment (SEA) is required.</p> <p><b>It was resolved</b> that in the case of the Brickhill NDP, a SEA is not required. Cllr Fitzpatrick will forward the necessary information to the Clerk in order that she can write to the Environment Agency, Historic England and Natural England for comments and asking for them to confirm that a SEA is not required.</p>	<p><b>Cllr Fitzpatrick</b></p> <p><b>Clerk</b></p>

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9.	<p><b>To consider action to be taken following the route announcement by East West Rail</b></p> <p>Cllr Lamswood had circulated a report on the recent virtual meeting between interested parties and EWR.</p> <p>Cllr Fitzpatrick had circulated slides as well as a briefing note to all parish councillors. As the current plan stands with regard Route E, unless a bridge is provided where Bridleway 54 runs and/or the footpath from Hawk Drive to Carriage Drive is redesignated as a bridleway, there will be no connection to the countryside for cyclists or horse riders.</p> <p>Following discussion, <b>it was resolved</b> that the Clerk should make contact with EWR highlighting the concerns of the parish council and request a meeting with it to discuss.</p>	Clerk
10.	<p><b>To receive an update on Waveney Green issues and agree any further action:</b></p> <p>iii) Quotations for works to Waveney Green and Mowsbury Walk play areas:</p> <p>A quotation had been received from RPM and the Clerk was waiting for a quotation from Play Source. Given that the next meeting is not until September, <b>it was resolved</b>, that the decision as to which quotation is accepted be delegated to the Clerk. Prior to giving the go ahead, the Clerk will inform the Parish Council via e-mail as to what is proposed.</p> <p>iv) To consider action re: the Christmas Tree on Waveney Green:</p> <p>As previously discussed, Bedford Borough Council will no longer dress a tree taller than 15 ft. None of the other real trees on Waveney Green would be suitable.</p> <p>Cllr Grant and the Clerk met with an officer from the borough council to discuss options. He agreed to send information regarding the cost of a temporary</p>	Clerk

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	<p>real tree with new cabling which the Clerk had circulated.</p> <p>The borough council are considering hiring artificial trees from Blanchere manufactured from recycled plastic. The Clerk had received a quotation from Blanchere to hire a 25ft tree for 4 years.</p> <p>Following discussion, <b>it was resolved</b> that neither of these options were suitable for Waveney Green.</p> <p>The Clerk has since contacted The Christmas Tree Decorators to see what it could offer. A representative was visiting Waveney Green to assess the options. Once a quotation is received the Clerk will circulate.</p> <p>v) <b>Other matters:</b></p> <p>The new benches have arrived at the Bedford Borough Council depot. They will be fitted as soon as staffing levels allow.</p> <p>The Palmers Bench will also be refixed into position.</p> <p>The Clerk is meeting with an officer from the borough council on Monday to discuss replacement dog bins.</p> <p>She has also contacted Djt who have the tender with the borough council to obtain a quotation for work to the footpath on Waveney Green and also on Mowsbury Walk.</p> <p>The Clerk will also try to make progress on the installation of the picnic bench in memory of Alison Southern on the allotments.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
11.	<p><b>To receive an update on Woodlands Park matters:</b></p> <p>The Clerk reported that the bench has arrived and is in the depot at Bedford Borough Council. The base has been dug out and the bench will be installed as soon as staff are available.</p>	

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12.	<p><b>Correspondence: List circulated separately</b></p> <p>i) Request by DPCC Dalgarno to attend the Parish Council meeting on the 7<sup>th</sup> September.</p> <p>The Clerk will communicate back that this is acceptable. The DPCC will be given a slot on the agenda and the intention will be to have a structured session which will require Parish councillors bringing forward questions in advance to ask and issues to raise.</p> <p>The PCC is about strategic issues with regards how the police are operating and are organised so the focus must be on such matters. Possible issues include how the police engage with the Parish Council and the priority setting process which is now based on a survey.</p> <p>More feedback is needed on how the Parish Council can support the police to make the community feel safer.</p> <p>The Clerk will ask via social media for resident's views on policing in Brickhill with the aim of incorporating these into the structured session with DPCC Dalgarno. The Clerk will ask the administrator to forward them to the Parish Council with the aim of collating issues by mid-August.</p> <p>ii) PCC Annual Meeting with Parish Councils</p> <p>The Clerk will suggest an evening meeting and priority to be an efficient and effective police service, better communication with parish councils and more prevention of crime.</p> <p>iii) Parish and Town Council Network on the 20<sup>th</sup> July 2023 – noted.</p> <p>iv) State of paths on Carron Road Estate:</p> <p>Cllr Fitzpatrick will make contact with the resident. Cllr Holloway will find out the other issues for residents on Carron Road Estate.</p>	<p><b>Clerk</b></p> <p><b>All Parish Councillors</b></p> <p><b>Clerk</b></p> <p><b>Cllrs Fitzpatrick and Holloway</b></p>

Item	Description	Action
13.	<p><b>Date of the next meeting:</b></p> <p>Thursday 7<sup>th</sup> September 2023 at 7.30pm at</p> <p>St Marks Church and Community Centre, Calder Rise.</p>	

*Approved by*

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Chairman

7<sup>th</sup> September 2023



Table 2 Reconciliations for Approval (see item above)

Payee	Reference	Amount Paid	Transaction Details
D Britton	BACS 37	£ 145.60	Salaries June
HMRC	BACS 38	£ 869.73	PAYE
Bedfordshire Pension Fund	BACS 39	£ 911.61	Pensions
S Bottoms	BACS 41	£ 1,999.49	Salaries June
Associated Telecom Solutions	DD	£ 38.88	Telephone charges
Batchelor Air Con	BACS 40	£ 11,368.94	Ventilation - Brickhill CC
Bedford Borough Council	BACS 42	£ 4,410.00	CCTV Monitoring
Wave	DD	£ 108.28	Water Allotments
NPower	BACS 43	£ 131.04	Electricity for Fountain
S Bottoms	BACS 44	£ 186.47	Expenses
St Marks Church Community Centre	BACS 45	£ 188.33	Office Hire June
St Marks Church Community Centre	BACS 46	£ 13.86	Hall Hire June
St Marks Church Community Centre	BACS 47	£ 18.48	Hall Hire June
Otis Ltd	BACS 48	£ 720.83	Lift Service
Batchelor Air Con	BACS 49	£ 4,707.89	Electrical Works BCC
NPower	BACS 50	£ 131.90	Electricity for Fountain
	Total Payments	<b>£ 25,951.33</b>	

