

**Minutes of the Meeting of Brickhill Parish Council held in St Marks Church and Community Centre on Thursday 7<sup>th</sup> September 2023 commencing at 7.30pm.**

**Present:**

Cllrs Fitzpatrick, Green, Grant, Rani, Ward, Holloway, Blakeman, Lamswood, Borough Cllrs Rider and Sawyer, DPCC Ian Dalgano and the Clerk (Mrs S Bottoms).

**Absent:** None

*Summary of the meeting: -*

*Table 1 – The Minutes*

| Item | Description  | Action |
|------|--|--------|
| 1.   | <p><b>Apologies for Absence:</b></p> <p>None.</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>None received.</p> <p>ii) To consider any requests for a dispensation:</p> <p>None received.</p> |        |
| 3.   | <p><b>Attendance by Deputy Police and Crime Commissioner Mr Ian Dalgarno:</b></p> <p>Mr Dalgarno outlined his role as DPCC. He explained that neither he nor the PCC can instruct the Chief Constable on</p>                 |        |

| Item | Description   | Action              |
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|      | <p>operational police matters. They can though raise with the police any matters which come to their attention.</p> <p>There are now over 1,450 police officers which is the most uniformed officers Bedfordshire has ever had and the youngest police force in the country. But he noted that 400 of those have only two years' service and are still in their probation and training period. This puts stress on the other police officers.</p> <p>The PCC is keen to increase the number of officers in the Community Policing Team, currently 51 which is down from originally 61 due to people moving into new roles. The commitment is to get numbers back up by October. Efforts are being made to recruit specials who will be based in their local communities.</p> <p>A bid has been made to Government for funding for safer streets which would focus on anti-social behaviour.</p> <p>Funding would be used for mobile CCTV cameras, activities and groups to keep youths occupied and off the streets and away from county line gangs.</p> <p>In summary, the Department of the PCC appreciate the problems in rural communities and are trying to put additional resources into those areas.</p> <p>Discussion took place around dangerous use of scooters and cycles, the lack of a police presence in Bedford and rough sleepers in the town centre. The growing problem of shoplifting and the apparent view that under £200 is not significant and worth pursuing.</p> <p>Discussion also took place around the recent speed survey done by police in Avon Drive and the police view that the majority of the traffic was compliant. The Parish Council had been concerned about those vehicles doing over 60mph at all times of day and it had disagreed with the police response that these would be emergency vehicles.</p> | <p><b>Clerk</b></p> |

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|      | <p>Discussion took place around the recent problem of cars gathering and racing around parts of Brickhill.</p> <p>Discussion also took place around the recent encampment on Waveney Green which occurred on the Sunday and although the police attended nothing was done and it was left to the Community Police Team to deal with on the Monday.</p> <p>The area is covered by an injunction and the encampment was immediately adjacent to the childrens play area. Despite this the police did not use their S61 powers. To use this they would need grounds e.g. threatening and anti-social behaviour.</p> <p>The injunction is a civil matter and not for the police to enforce. The Parish Council needs to establish if there is a time limit in place regarding the injunction or whether it is incorrectly written with regards to eviction. Apparently the legislation has also recently changed regarding travellers.</p> <p>The Clerk will contact Bedford Borough Council to get a copy of the current injunction and raise the concerns regarding its validity and action needed to provide increase protection in the future.</p> <p>Mr Dalgano said that should another encampment occur and the Parish Council feels that there is a lack of police support, to contact either himself or the PCC and they will raise those concerns with senior police officers.</p> <p>The demise of the public Community Safety Forums which were used for the setting of police priorities was raised and the fact that these have been replaced with on-line surveys. The Forums gave the public the opportunity to meet with officers.</p> <p>Mr Dalgarno asked to be kept informed of any initiatives that the Parish Council might be activating. Mr Dalgarno was thanked for attending.</p> |        |

| Item | Description   | Action                           |
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| 4.   | <p><b>To agree the minutes of the meeting held on Monday 6<sup>th</sup> July 2023:</b></p> <p>The minutes were agreed as a true record of the meeting.</p>  |                                  |
| 5.   | <p><b>Public Open Session: None.</b></p>  |                                  |
| 6.   | <p><b>To consider and agree action re: co-option onto the Parish Council:</b></p> <p>There are currently no candidates to consider.</p>   | Clerk                            |
| 7.   | <p><b>To receive reports from the Borough Councillors:</b></p> <p>Joint written reports had been received from Borough Cllrs Vann and Sawyer and Borough Cllrs Royden and Cllr Rider. Borough Cllrs Rider and Sawyer were present and willing to answer questions. The Clerk would put both reports on the website.</p> <p>Cllr Rani suggested that residents of Woodlands Park feel that the area is being neglected. Cllr Rider said that since the Ward came under the responsibility of herself and Cllr Royden they have been very active. They have undertaken a walk of the area along with Bedford Borough Council officers and made a list of problems including the state of the ponds. The area has been neglected but she and Cllr Royden are working hard to solve the problems but it will take time. Cllr Rani asked to be included if possible in future walkabouts as she may be aware of more problems.</p> <p>Cllr Grant raised the state of the algae on Rooksmead Pond as well as a traffic cone which still needs removing. Borough Cllr Sawyer will look into when the pond will be cleaned out and report back to Cllr Grant.</p> | Clerk<br><br>Borough Cllr Sawyer |

| Item | Description  | Action  |
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| 8.   | <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 consider the Christmas tree quote from the Christmas Tree Decorators and agree any action:</p> <p>Following discussion, it was agreed to accept the quotation for a three year rental agreement for 6,000 static pure white lights at a cost per year of £2,880 ex VAT. The agreement is to only decorate the bottom 40 ft. The lights will be removed each year and stored by the company and the tree redressed each year.</p> <p>iii) To note the purchase of a memorial picnic bench in memory of Alison Southern.</p> <p>The Clerk reported that the bench had been ordered with a plaque from Glasdons. It is being delivered to Bedford Borough Council's depot and staff will deliver to the allotments. Some of the tenants will help to piece it together and locate. Cost for the bench and plaque £1119.20.</p> <p>iv) To receive a report from the external auditors Mazars re: Accounts 2022-23:</p> <p>The report was received by the Parish Council. The external auditors had raised no issues so no further action was required. The Clerk will put a Completion Notice and a copy of the audited accounts, including the report by Mazars, on the website.</p> | <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> |
| 9.   | <p><b>To discuss the recent visit by travellers to Waveney Green and any action required:</b></p>  | <p><b>Clerk</b></p>   |

| Item | Description   | Action                             |
|------|---|------------------------------------|
|      | <p>Cllr Fitzpatrick thanked Borough Cllr Royden for his actions through the Borough Council officers to get action as well as a speedy clean-up.</p> <p>As discussed under 3 above, the Clerk will contact Bedford Borough Council regarding the injunction.</p>  |                                    |
| 10.  | <p><b>To receive any update re: East West Rail:</b></p> <p>Cllr Fitzpatrick had attended the last drop in session on the outskirts of Milton Keynes.</p> <p>Cllrs Grant and Lambswood had met today with representatives of East West Rail and walked the proposed local section of the route.</p> <p>It was noted that footpath 5 had been ploughed up and not reinstated so slightly undermined the argument that these are valuable community assets. Neither of the representatives had previously visited the route but were very engaged and motivated in terms of what is required.</p> <p>They were on board for ensuring that footpath access continues both during and after construction and the advantage of joining up footpaths which currently are not.</p> <p>They discussed the issue of Carriage Drive and the failed attempt to get it turned from a footpath to a bridleway. Cllr Fitzpatrick would forward what information he has about the Hawk Drive/Carriage Drive court case to Cllrs Grant and Lambswood to forward to the EWR representatives.</p> <p>Both were thanked for taking the time to meet with EWR.</p> | <p><b>Cllr<br/>Fitzpatrick</b></p> |
| 11.  | <p><b>To receive an update on Waveney Green and Mowsbury Walk Play Area issues and agree any further action:</b></p> <p>i) To note the acceptance of the quotations for works to Waveney Green and Mowsbury Walk play areas</p>   |                                    |

| Item | Description  | Action              |
|------|--|---------------------|
|      | <p>The Clerk reported that she had accepted the quotation from Playsource for £9,658 ex VAT to remove the rubber mulch under the green gym equipment and to replace with new rubber mulch to cover the whole area on which the equipment sits as well as break out and re-fit the two pieces of loose equipment. She is waiting for a date for the work to be carried out.</p> <p>She has accepted the quotation from RPM to do the rest of the work as per its quotation for a total of £3,765 ex VAT. This includes installing a semi circle near the school entrance, removal of graffiti, removal of the stepping posts (as most are now loose) and some small replacements of bolts etc.</p> <p>The Clerk felt that it was sensible to monitor the wear to the surface under the OXO unit over the next year and take action if necessary. RPM had attended to carry out the work whilst the travellers were on the Green so were unable to do so.</p> <p>The Clerk is awaiting a new date for works to start.</p> <p>She has also accepted the quote from RPM of £1,495 ex VAT to carry out general repairs to Mowsbury Walk as identified in the annual professional inspection. This work has been carried out.</p> <p>The roundabout with 4 seats on Mowsbury Walk was identified on the annual report as the bearing being worn / damaged and the item is not operating correctly - repair / replace. RPM have stripped the unit down and have identified that the bearing and the spindle are both worn. Essentially the unit is approaching the end of its life.</p> <p>Following discussion, <b>it was agreed</b> to accept the quotation from RPM of £580 ex VAT which will give it an extended life and look to replace in a future year.</p> | <p><b>Clerk</b></p> |

| Item | Description   | Action                                    |
|------|---|---|
|      | <p>ii) To consider the quotation to replace the dog waste bins on Waveney Green:</p> <p>Cllr Grant and the Clerk met with officers from Bedford Borough Council to review the dog waste bins on Waveney Green which are in a poor condition. Having reviewed the state of all bins on Waveney Green, a quotation had been received from Bedford Borough Council for £2,603.88 to dispose of two dog waste bins and replace with dual bins and replace two further existing bins.</p> <p>This includes the cost of the concrete bases, the bins and the removal and disposal of the existing bins and installation costs for the new bins.</p> <p>Cllr Grant would re-check to see if four are needed and the Clerk will check with the officer from the Borough Council that these will be serviceable by the current litter collection teams.</p> <p><b>It was agreed</b> that the Parish Council should spend up to £2,603.88 provided that they are serviceable and following the re-check on numbers and locations by Cllr Grant.</p> <p>iii) Other Matters:</p> <p>The Clerk confirmed that the new benches have been installed on Waveney Green and the works have been completed to the footpath on Waveney Green as well as on the Mowsbury Walk play area.</p> | <p><b>Clerk</b><br/><b>Cllr Grant</b></p> |
| 12.  | <p><b>To receive any update on the Brickhill Neighbourhood Development Plan and any further action needed:</b></p> <p>Cllr Fitzpatrick has sent in the documentation for consideration to the Environment Agency, Natural England and English Heritage.</p>   |   |



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|      | <p>The on-line survey is live via the Parish Council website and is mentioned in the latest newsletter.</p> <p>A number of individuals have replied and Cllr Fitzpatrick will be doing a summary from that and circulating the results. In the next newsletter he intends to reflect back on the questions which have been asked.</p> <p>This week a drop-in meeting took place for residents to allow them to directly ask questions. He has still not written to some of the landowners.</p> <p>Looking at some other NDP's, Brickhill only focussed on three local green spaces and Cllr Fitzpatrick is now questioning if more should be designated. Supporting justification would be required.</p> |   |
| 13.  | <p><b>To receive an update on Woodlands Park matters:</b></p> <p>The Clerk reported that the bench has been installed at the Westrope Way end of Ashmead Road. Once Cllr Rani has established if there was a coded lock on the gate to the car park at the changing rooms, the Clerk will contact Bedford Borough Council to find out the combination.</p>   | <p><b>Clerk</b><br/><b>Cllr Rani</b></p>                  |
| 14.  | <p><b>To agree to further Spring planting across Brickhill:</b></p> <p>Cllr Fitzpatrick was given permission to purchase more Spring bulbs for planting.</p> <p>Cllr Rani suggested some should be planted on the diamond area in Ashmead Road. Perhaps the Borough Council need to be consulted. Some would be passed to Cllr Rani for planting in Woodlands Park.</p> <p>Cllrs Rani and Fitzpatrick to consider dates for a litter pick.</p>   | <p><b>Clerk</b><br/><b>Cllrs Fitzpatrick and Rani</b></p> |
| 15.  | <p><b>Correspondence: List circulated separately</b></p>   |   |

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|------|---|---|
|      | <p>i) BATPC County Committee elections and AGM: noted.</p> <p>Cllr Grant will still represent the Parish Council at the AGM.</p> <p>ii) E-mail re: free trees:</p> <p>The Clerk to contact Bedford Borough Council to find out their plans for replacing the dead trees. Once that is known then this initiative could be widely publicised.</p> <p>iii) E-mail re: speeding in Brickhill and Community Speed Watch.</p> <p>The Clerk will put an article in the next Brickhill News to see if volunteers might be interested in setting up a Speed Watch in Brickhill. She will let the resident know the action being taken.</p> <p>iv) E-mail re: travellers and protecting the Green.</p> <p>It was noted that to make Waveney Green traveller proof would be very difficult and would need to avoid restricting lawful access e.g. the fair which comes at the end of September, the vehicles used to cut the grass, undertake play area repairs and tree work etc.</p> <p>Posts were put around the green on Goldington Road at considerable cost but these have been dug out in the past to enable access.</p> <p>The Clerk will write to the residents to say that there are difficulties in securing the site but the Parish Council is raising with the Borough Council legal options to restrict access.</p> <p>v) E-mail re: large vehicle and Sturmer Way:</p> <p>The Clerk has forwarded this onto Borough Cllr Royden.</p> | <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> |

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|------|--|--------|
|      | vi) E-mail re: lack of maintenance of paths and parks in Woodlands Park.<br><br>Cllr Fitzpatrick in liaison with the resident.         |        |
| 16.  | <b>Date of the next meeting:</b> Thursday 5 <sup>th</sup> October 2023 at 7.30pm at St Marks Church and Community Centre, Calder Rise. |        |

*Approved by*

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

Table 2 Reconciliations for Approval (see item above)

| Payee                            | Reference | Amount Paid | Transaction Details          |
|----------------------------------|-----------|-------------|------------------------------|
| Associated Telecom Solutions     | DD        | £ 38.05     | Telephone Charges            |
| Pam Anthony                      | BACS 55   | £ 75.00     | Payroll April-June 23        |
| D Britton                        | BACS 56   | £ 145.60    | Salary July                  |
| HMRC                             | BACS 57   | £ 869.53    | PAYE                         |
| S Bottoms                        | BACS 58   | £ 1,999.69  | Salaries                     |
| Bedfordshire Pension Fund        | BACS 59   | £ 911.61    | Pensions                     |
| Bedford Borough Council          | BACS 60   | £ 980.12    | Bench pads WG and Ashmead Rd |
| NPower                           | BACS 69   | £ 130.00    | Electricity for Fountain     |
| S Bottoms                        | BACS 61   | £ 1,999.69  | Salaries Aug                 |
| D Britton                        | BACS 62   | £ 145.60    | Salaries Aug                 |
| HMRC                             | BACS 63   | £ 869.53    | PAYE                         |
| Bedfordshire Pension Fund        | BACS 64   | £ 911.61    | Pensions                     |
| DJT Surfacing Ltd                | BACS 65   | £ 1,926.05  | Footpath Mowsbury Walk       |
| DJT Surfacing Ltd                | BACS 66   | £ 2,481.12  | Footpath works to WG         |
| Bedford Borough Council          | BACS 67   | £ 1,115.26  | WG - Grass and Litter        |
| Bedford Borough Council          | BACS 68   | £ 371.94    | MW Grass and Litter          |
| Associated Telecom Solutions     | DD        | £ 35.09     | Telephone Charges            |
| ACE Security                     | BACS 71   | £ 283.50    | CCTV Maintenance             |
| St Marks Church Community Centre | BACS 72   | £ 13.86     | Room Hire                    |
| St Marks Church Community Centre | BACS 73   | £ 188.33    | Office Rental                |

| Payee                            | Reference             | Amount Paid        | Transaction Details      |
|----------------------------------|-----------------------|--------------------|--------------------------|
| St Marks Church Community Centre | BACS 74               | £ 36.96            | Room Hire                |
| White Hart Press                 | BACS 75               | £ 725.00           | Newsletter Printing      |
| Reids Playground Maintenance     | BACS 76               | £ 1,794.00         | Repairs to MW            |
| NPower                           | BACS 77               | £ 134.80           | Electricity for Fountain |
| S Bottoms                        | BACS 78               | £ 48.08            | Expenses                 |
| Mazars                           | BACS 79               | £ 756.00           | External Audit           |
| St Marks Church Community Centre | BACS 80               | £ 9.24             | Hall Hire                |
|                                  | <b>Total Payments</b> | <b>£ 23,063.50</b> |                          |