

Minutes of the Annual Meeting of Brickhill Parish Council held in St Marks Church and Community Centre on Thursday 2nd May 2024 commencing at 7.30pm.

Present:

Cllrs Fitzpatrick, Green, Grant, Holloway, Blakeman and the Clerk (Mrs S Bottoms).

Absent: Cllrs Rani, Lamswood and Ward, Borough Cllrs Royden, Rider, Sawyer and Vann.

Summary of the meeting: -

Table 1 – The Minutes

Item	Description	Action
1.	<p>Election of Chairman and signing of Declaration of Acceptance of Office:</p> <p>Cllr Fitzpatrick was nominated by Cllr Holloway and seconded by Cllr Green and there being no other nominations was duly elected as Chairman for 2024-25 and will sign the Declaration of Acceptance of Office at the June meeting.</p>	
2.	<p>Election of Vice Chairman:</p> <p>Cllr Blakeman was proposed by Cllr Fitzpatrick and seconded by Cllr Holloway and there being no other nominations was duly elected as Vice Chairman for 2024-25.</p>	
3.	<p>Apologies for Absence:</p> <p>Cllr Lamswood and Borough Cllr Rider.</p>	

Item	Description	Action
4.	<p>Declarations of interest in items on the agenda:</p> <p>i) To receive written requests for a dispensation:</p> <p>None received.</p> <p>Cllr Fitzpatrick asked that his previous written request for a dispensation regarding matters relating to East West Rail be withdrawn as he is no longer employed by Network Rail.</p> <p>ii) To consider any requests for a dispensation:</p> <p>None received.</p>	
5.	<p>To agree the minutes of the meeting held on Monday 4th April 2024:</p> <p>The minutes were agreed as a true record of the meeting.</p>	
6.	<p>Public Open Session:</p> <p>None.</p>	
7.	<p>To review the Terms of Reference for the two Committees and the Advisory Group and to elect members:</p> <p>i) Planning Committee (max. 5 members):</p> <p>Cllrs Grant, Blakeman and Green.</p> <p>ii) Finance and Personnel Advisory Group (3 members):</p> <p>Cllrs Fitzpatrick, Blakeman and Grant.</p> <p>iii) Allotments Committee (3 members):</p> <p>Cllrs Holloway, Fitzpatrick and Grant.</p>	

Item	Description	Action
8.	<p>To nominate one person to vote at the General Meeting of Brickhill Community Association:</p> <p>It was hoped Cllr Ward would continue this role. The Clerk will e-mail her for confirmation and pass her contact details to the Centre Manager at Brickhill Community Centre so she can be invited to the AGM.</p>	Clerk
9.	<p>Financial Matters:</p> <p>i) To agree the bank reconciliations and any accounts for payment:</p> <p>It was resolved to accept these.</p> <p>ii) To agree to continue to pay Wave, Associated Telecom and British Telecom by direct debit:</p> <p>It was resolved to agree to this.</p> <p>iii) To review and agree subscriptions to outside bodies: BATPC, SLCC and NSALG (allotments):</p> <p>It was resolved to agree to this.</p> <p>iv) To receive the Accounts Summary 2023-24:</p> <p>These were received.</p> <p>v) To agree the allocation of reserves at the 31st March 2024:</p> <p>It was resolved to agree to these.</p> <p>vi) To receive the report from the internal auditor:</p> <p>It was resolved to accept this.</p> <p>vii) To agree and sign the Annual Governance Statement for 2023-24:</p> <p>It was resolved to agree to this. It was duly signed by Cllr Fitzpatrick.</p> <p>viii) To agree and sign the Accounting Statements for 2023-24:</p>	Clerk

Item	Description	Action
	<p>It was resolved to agree to these. They were duly signed by Cllr Fitzpatrick.</p>	
10.	<p>To receive reports from the Borough Councillors:</p> <p>A report had been received from Borough Cllrs Rider and Royden and circulated to members of the Parish Council.</p> <p>The Clerk had arranged for a copy to go on the website.</p>	
11.	<p>To receive an update on the Brickhill Neighbourhood Development Plan and agree any further action:</p> <p>Cllr Fitzpatrick had circulated amongst his fellow parish councillors a support proposal from Dave Chetwyn of Urban Vision which will take the Parish Council through to the end of the NDP.</p> <p>It was resolved to agree this.</p> <p>It was noted that the end date for the consultation had to be extended to the 30th May to ensure a clear 6 week consultation period to include statutory consultees. To date there have been two responses from those consultees.</p> <p>There have also been twenty responses to the survey.</p>	
12.	<p>To receive an update on the Annual Parish Meeting held on Thursday 25th April in Brickhill Community Centre:</p> <p>The meeting took place at the Brickhill Community Centre at 7.00pm. First face-to-face meeting since COVID.</p> <p>Following discussion, it was resolved that Cllr Fitzpatrick would visit Brickhill Primary to discuss uses for additional funding for 2024-25 for children in need.</p>	<p>Cllr Fitzpatrick</p>
13.	<p>To receive the annual inspection reports on the play areas and agree any action:</p>	<p>Clerk</p>

Item	Description	Action
	<p>These had been circulated. The Clerk would give more consideration, but issues raised in the report were low level concerns.</p> <p>The Clerk will see if the bins due to be installed on Waveney Green could be installed closer to the path or otherwise consider additional rubber mulch being installed.</p>	
14.	<p>To consider a response to the Borough Council's Right of Way Improvement Plan consultation:</p> <p>Cllr Fitzpatrick had circulated a draft and following some suggested tweaks the Clerk will forward to the consultation.</p>	Cllr Fitzpatrick and the Clerk.
15.	<p>To agree action re: the complaint about litter at the Woodlands Park football pitches:</p> <p>The Clerk will contact Paul Pace of Bedford Borough Council and ask for signage to be erected and for contact to be made with hirers to stress need to clear litter.</p>	Clerk
16.	<p>To receive any update on outstanding matters from previous meetings:</p> <ul style="list-style-type: none"> i) RTI accuracy and QR codes: Awaiting update from Borough Cllr Rider. ii) Transit van in layby on Avon Drive: It is now known that the owner lives locally – all are taxed/MOTed. It was noted some had gone. iii) Trailer and pallets: The Borough Council is progressing this. 	
17.	<p>Correspondence:</p> <ul style="list-style-type: none"> i) EV Charging strategy. Please return this to transportplan2050@bedford.gov.uk by Monday 3 June. 	Clerk

Item	Description	Action
	<p>The Clerk will retrieve the information sent to the Borough Council previously when possible locations in Brickhill were sought.</p> <p>ii) Licensing application: Applicant: Vincenzo Vaccaro-Notte trading as Gino Soft Whip – noted.</p>	
18.	<p>To review and agree action re: role of Assistant Clerk/Allotments Officer:</p> <p>Under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), press and public are excluded from this item of the agenda.</p>	Clerk
19.	<p>Date of the Next Meeting:</p> <p>Thursday 6th June 2024 at 7.30pm at St Marks Church and Community Centre, Calder Rise.</p>	

Approved by

Chairman
6th June 2024

Table 2 Payments for Approval

Payee	Reference	Amount Paid	Transaction Details
Rachel Howton	BACS 12	£ 166.40	Litter Picker Salary April 24
HMRC	BACS 13	£ 911.61	PAYE
Bedfordshire Pension Fund	BACS 14	£ 962.12	Pensions April
S Bottoms	BACS 15	£ 2,125.55	Salaries April
Bedford Bricklaying and Gen	BACS 16	£ 516.00	Work to MW
Associated Telecom Solutions	DD	£ 24.82	Telephone
Pam Anthony	BACS 17	£ 150.00	Payroll
Brickhill Community Centre	BACS 18	£ 36.25	Hall Hire
Rialtas Business Solutions	BACS 19	£ 682.80	Year-end Closure
Play Inspection Company	BACS 20	£ 402.00	Play Inspections
P Chester & Sons Ltd	BACS 21	£ 1,908.62	Water Heater etc Com Centre
Fleet	BACS 22	£ 80.00	Refund overpayment Allotment
John Caves	BACS 23	£ 135.00	Internal Audit
Heathfield	BACS 24	£ 56.00	Plot Refund 212 and key
Red N	BACS 25	£ 218.00	Lift Lighting
S Bottoms	BACS 26	£ 24.49	Expenses APM
CCS Ltd	BACS 27	£ 330.00	Water Risk Assessment BBC
St Marks Church Community Centre	BACS 28	£ 6.93	Room Hire April
St Marks Church Community Centre	BACS 29	£ 23.10	Large Hall April
St Marks Church Community Centre	BACS 30	£ 55.44	Room Hire April NDP

Payee	Reference	Amount Paid	Transaction Details
St Marks Church Community Centre	BACS 31	£ 188.33	Office Hire April
	Total Payments	£ 9,003.46	