BRICKHILL PARISH COUNCIL

2025-26-1

Minutes of the Meeting of Brickhill Parish Council held in St Marks Church and Community Centre on Thursday 1st May 2025 commencing at 7.30pm.

Present:
Cllrs Fitzpatrick, Green, Lamswood, Holloway, Testa, Blakeman, the Clerk (Mrs S Bottoms) and Borough Cllr Rider.

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

Summary of the meeting: -
Table 1 – The Minutes

Item	Description	Action
1.	**Election of Chairman and signing of Declaration of Acceptance of Office:** Cllr Blakeman nominated Cllr Fitzpatrick and Cllr Holloway seconded the nomination and with no further nominations, Cllr Fitzpatrick was duly elected as Chairman for 2025-26. The Clerk to provide the Declaration of Acceptance of Office.	**Clerk**
2.	**Election of Vice Chairman:** Cllr Fitzpatrick nominated Cllr Blakeman and this was seconded by Cllr Holloway. With no further nominations, Cllr Blakeman was duly elected as Vice Chairman for 2025-26.	
3.	**Apologies for Absence:** Cllrs Grant, Rani, Ward and Borough Cllrs Vann, Sawyer and Royden.	

Item	Description	Action
4.	**Declarations of interest in items on the agenda:** i) To receive written requests for a dispensation: None received. ii) To consider any requests for a dispensation: None received.	
5.	**To agree the minutes of the meeting held on 3rd April 2025** The Minutes were signed as a true record of the meeting.	
6.	**Public Open Session**: None.	
7.	**To review the Terms of Reference for the two Committees and the Advisory Group and to elect members:** i) Planning Committee (5 members): Cllrs Blakeman, Ward, Green and Grant. ii) Finance and Personnel Advisory Group (3 members): Cllrs Fitzpatrick, Blakeman and Grant. iii) Allotments Committee (3 members): Cllrs Holloway, Fitzpatrick and Grant. There was to be no change to the existing Terms of Reference.	
8.	**To nominate one person to vote at the General Meetings of Brickhill Community Association:** Cllr Ward was nominated. The Clerk to ask that the Centre Manager notifies Cllr Ward of the dates of the meetings.	**Clerk**

Item	Description	Action
9.	**Financial Matters:** i) To agree the bank reconciliations and any accounts for payment: **It was resolved** to accept these (see below). ii) To consider and grant to Brickhill Primary School of £1,200: **It was resolved** to accept make the grant for £1,200. iii) To agree to continue to pay Wave, Associated Telecom and British Telecom by direct debit: **It was resolved** to continue with this arrangement. iv) To review and agree subscriptions to outside bodies: BATPC, SLCC and NSALG (allotments): **It was resolved** to agree these.	**Clerk** **Clerk**
10.	**To receive reports from the Borough Councillors:** A copy of the report from the Brickhill Borough Councillors had been received and the Clerk would arrange for a copy to be put on the website. Borough Cllr Rider spoke to the report.	**Clerk**
11.	**To receive any update re: NDP and agree any further action:** Cllr Fitzpatrick said that the Parish Council has received notification this week from the Borough Council officer that authorisation has now been received for the consultation this to begin. We have received posters to promote the start of the 6 week period of consultation. This will also be promoted via our social media and website and the Borough Council will leaflet drop through all properties in Brickhill. This consultation gives residents and businesses the opportunity to comment on the draft plan. The Parish	

Item	Description	Action
	Council will be given a selection of independent inspectors to choose from.	
12.	**To consider and agree action re: a Parish Council work plan:** Cllr Fitzpatrick has amended the earlier version. He has spoken to the relevant officer regarding protecting Waveney Green from illegal encampments. Elsewhere in the Borough the work was put out to tender. Cllr Fitzpatrick will continue the communication with the Borough officer to try to get an idea of potential cost to decide whether it is something the Parish Council wishes to fund.	**Cllr Fitzpatrick**
13.	**Brickhill Community Centre:** i) To consider and agree action re: proposal for a condition survey of the Centre: Cllr Fitzpatrick has been in communication with Robinson and Hall who undertook the detailed building survey in 2011. Following discussion, **it was resolved** that Cllr Fitzpatrick should ask the company to undertake the same building survey as originally undertaken at a cost of £3,250 ex. VAT as well as a further £325 ex VAT for use of a drone to survey the roof. ii) To discuss and agree action re: lift maintenance contract: The Clerk reported that it had been hoped to end our relationship with Otis and move to a new lift company Chaney Lifts Ltd, but unfortunately the Parish Council is locked in a 5 year rolling contract until 01/04/27 meaning that if the Parish Council wished to exit the contract early it would incur a termination fee of 50% of the remaining term's billing value which is £2,719.92.	**Cllr Fitzpatrick** **Clerk**

Item	Description	Action
	The Parish Council has not been happy with the service from Otis who seem to turn up at the Community Centre without notice and on days the Centre Manager is not there. **It was resolved** that the Clerk should write to Otis stating that from now on, for each quarterly visit, the Parish Council would expect that contact is made a week in advance with the Centre Manager (01234 312332) to arrange a visit during her office hours with the opportunity for her to discuss any issues. This would also enable her to warn any users of the upper hall that the lift may be out of action during the visit**. It was further resolved** that contact would be made with Otis at the start of 2027 to terminate the contract at the end of March 2027 and also to contact Chaneys regarding starting a new contract. iii) Completion of the DEC Survey: This has been completed. Consideration now needs to be taken as to how to make the Centre more energy efficient. The Centre Manager has noted that the upper hall gets cold in Winter. This is possibly due to a lack of insulation in the roof. Some investigation is needed into this. There might be a possibility of grant funding but one problem is a lack of data as to how much energy is used in the upper hall compared to the lower hall. The installation of a smart meter could help. Linking up to the Mayor's Climate Change Fund might be an option allowing the possibility of putting more solar panels on the roof alongside a battery. The existing panels are linked to Fit tariffs and so nothing can be done with those. iv) Agreement between the Parish Council and Brickhill Community Association:	

Item	Description	Action
	Cllr Fitzpatrick suggested that a meeting should take place to review this agreement to ensure it is still functioning.	
14.	**To receive an update on the Foster's Brow to Murdock Road connection:** No update was available	
15.	**To receive any update re: North Bedford Pinetum:** Cllr Fitzpatrick will review the recent communication from the Borough officer. **It was resolved** to leave the matter with Cllrs Fitzpatrick and Grant.	**Cllrs Fitzpatrick and Grant**
16.	**To receive any update on outstanding matters from previous meetings:** RTI accuracy and QR codes: No response back. The Clerk has chased the officer again. Transfer of land rear of 97 Curlew Crescent: The Borough will arrange removal of rubbish – a key access to the allotments is being organised. No progress. The key has still not been collected to access the allotments. Cllr Fitzpatrick to check if the rubbish is still there. Altering timing of fountain on Rooksmead – need to monitor charges. Chasing information from Npower. The Clerk will try to speak to the company. Dug- Outs on Woodlands – Borough response forwarded to Cllr Rider.	**Cllr Fitzpatrick** **Clerk.**

Item	Description	Action
17.	**Correspondence**: PCSO 7122 Charlie Jarvis-Banks: Noted. Future litterpicks: Information to go in a future newsletter Bedford Youth Giving: Noted. Request for grant aid Autismbeds: Decision not to support the request.	
18.	**Employment matter.** 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.	
19.	**Date of the Next Meeting:** Thursday 5th June 2025 at 7.30pm in St Marks Church and Community Centre, Calder Rise.	

Approved by .....

Chairman

5th June 2025

Table 2 Payments for Approval

Payee	Reference	Amount Paid	Transaction Details
British Telecom	DD	£ 275.64	Broadband
HMRC	BACS 1	£ 1,225.97	PAYE
S Bottoms	BACS 2	£ 1,022.67	Salaries (April)
C Tyrrell	BACS 3	£ 887.99	Salaries (April)
Morelock	BACS 4	£ 3,672.00	Morelock Signs Ltd
Associated Telecom Solutions	DD	£ 21.29	Telephone
White Hart Press	BACS 5	£ 725.00	Newsletter Printing
Bedfordshire Pension Fund	BACS 17	£ 384.14	Pensions
Bedford Borough Council	BACS 6	£ 257.95	Dog and Waste bins WG
Bedford Borough Council	BACS 7	£ 4,410.00	CCTV Monitoring
NPower	BACS 8	£ 128.69	Electricity for Fountain
Otis Ltd	BACS 9	£ 815.98	Lift Service
Bedford Borough Council	BACS 10	£ 543.61	Grounds Maintenance WG
Bedford Borough Council	BACS 11	£ 399.81	Grounds Maintenance MW
St Marks Church Community Centre	BACS 12	£ 9.88	Hall Hire
St Marks Church Community Centre	BACS 13	£ 188.33	Office Rent
St Marks Church Community Centre	BACS 14	£ 19.76	Hall Hire
Rialtas Business Solutions	BACS 15	£ 243.60	Software Allotments
Rialtas Business Solutions	BACS 16	£ 243.60	Software Alpha
S Bottoms	BACS 18	£ 55.30	Microsoft Licence
CMR Ltd	BACS 19	£ 330.00	DECRR Certificate
St Marks Church Community Centre	BACS 20	£ 19.76	Hall Hire

Payee	Reference	Amount Paid	Transaction Details
St Marks Church Community Centre	BACS 21	£ 188.33	Office Rent
St Marks Church Community Centre	BACS 22	£ 9.88	Hall Hire
	Total Payments	**£ 16,079.18**	