

Minutes of the Meeting of Brickhill Parish Council held in St Marks Church and Community Centre on Thursday 4th September 2025 commencing at 7.30pm.

Present:

Cllrs Fitzpatrick, Grant, Green, Rani, Holloway, Blakeman, Testa, Lamswood, the Clerk (Mrs S Bottoms) and one member of the public.

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

Summary of the meeting: -

Table 1 – The Minutes

Item	Description	Action
1.	Apologies for Absence: Cllr Ward and Borough Cllrs Sawyer, Vann, Rider and Royden.	
2.	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.	
3.	To agree the minutes of the meeting held on 3rd July 2025 The Minutes were signed as a true record of the meeting.	
4.	Public Open Session: None.	

Item	Description	Action
5.	To consider co-option to the Parish Council: A prospective parish councillor attended and introduced herself to the parish councillors. It was resolved that should she feel after the meeting that she still wished to join the Parish Council, she should attend the October meeting at which she would be formally co-opted.	
6.	Financial Matters: i) To agree the bank reconciliations and any accounts for payment: It was resolved to accept these (see below). ii) To note the Local Government Services Pay Agreement 2025-26: This was noted. The Clerk to action.	Clerk Clerk
7.	To receive reports from the Borough Councillors: A copy of the reports from the Brickhill and De Parys Borough Councillors had been received ahead of the meeting and circulated to the parish councillors. In the absence of De Parys and Brickhill Borough Councillors, any questions or comments that the parish councillors might have regarding the reports should be directly addressed to them. The Clerk to arrange for copies to be put on the website.	Clerk
8.	To receive any update re: NDP: Cllr Fitzpatrick reported that over the Summer the Parish Council had received a list of questions/comments from the external examiner to which a response was created, with the help of Dave Chetwyn, our consultant. Following agreement by the parish councillors that response had	Cllr Fitzpatrick

Item	Description	Action
	been returned to the external examiner. Both her original letter and our subsequent response have been placed on the Parish Council website. The Parish Council now await to hear about the next steps in the process. Hopefully the next stage is a referendum on the NDP.	
9.	To receive any updates re: Brickhill Community Centre: Works required: The report by Robinson and Hall had been circulated. Following the recent meeting between the Brickhill Community Centre Management Committee and Cllr Fitzpatrick, he has compiled a list of possible repairs to be carried out. It was resolved to progress repairs marked with a Y on the list. Senior Citizens Christmas Party: It was resolved that this be booked for the 4th December with a budget of £500. Other matters: Cllr Fitzpatrick reported that the connection has been restored between the solar panels and the inverter/router enabling access to the data. To date there had been a gap in the available data since 2017. Cllr Fitzpatrick is currently trying to match it to the Borough Council's electricity data to enable understanding of how much expenditure is being saved by the panels. There are two panels which are not working and progress is being made towards getting them working again. Cllr Fitzpatrick has been investigating the insulation in the Centre and has already had one company attend. Two more are due. This is aimed at putting in an application for funding from the Mayor's Climate Change Fund. It appears that there may be insulation in the walls but not the roof. The overall aim is to reduce the overall cost of running the Centre.	Clerk Clerk Cllr Fitzpatrick

Item	Description	Action
10.	To receive an update re: Brickhill Allotments: Land between Curlew Crescent and the allotments: No update had been received from Bedford Borough Council. Rent Rise: It was resolved to approve the rent rise from April 2026 proposed by the Allotment Committee at its meeting on the 13th August 2025. The concessionary charges are to be removed and the new annual fees will be £65 for a full plot and £41 for a half plot.	
11.	Flooding in Brickhill: Cllr Fitzpatrick is chasing Melanie Bright of Bedford Borough Council regarding a contact for Anglian Water in order to establish what has already been done and future plans. He has also completed the survey referred to under 16v, to say that Brickhill Parish Council would welcome advice on managing flood risk. Cllr Grant understands that the Borough Council are getting up to two drain inspection/suction vehicles. It is important that this is accessed for the problem areas identified in Brickhill. Perhaps this is something which the Borough Councillors might be able to action.	Borough Councillors
12.	To consider and agree action re: a Parish Council work plan: Possible Waveney Green trim trail/jogging circuit: Cllr Fitzpatrick had circulated information regarding a possible Waveney Green trim trail/jogging circuit. This would be to promote the use of the tarmac paths for walking, jogging and running. There is a similar trail in Bedford Park with a map on the nearby noticeboard. It would be possible to add a map to the Parish Council	Cllr Fitzpatrick Clerk

Item	Description	Action
	website showing options and display it on the noticeboards and invite the public to an official launch in the autumn. It could also feature in the next newsletter. Book Swap shop for Brickhill: Cllr Fitzpatrick circulated examples already in situ in various locations of the country. It was resolved to ask residents if they have any suitable structures which could be used. Possibly ask if a school or any member of the public might be willing to maintain this as a project. Cllr Fitzpatrick will re-visit the draft work plan and recirculate.	Cllr Fitzpatrick
13.	To receive an update on the replacement VAS for Waveney Green: Cllr Fitzpatrick confirmed that this has arrived and the Clerk has contacted the Borough Council regarding removal of the redundant one and replacement with the new one at the same location on Waveney Avenue. There is currently a working VAS in Kimbolton Road heading south from The Pheasant just before Rowellan Drive. There is also a redundant one also in Kimbolton Road, beyond Rowellan Drive and also facing south which was originally funded by the Parish Council. This one was wired in as opposed to being solar powered and it is not clear if it is in the most suitable place. It was resolved to purchase, given the long lead time in obtaining them, an additional one. The Clerk to initially investigate whether there was the option for a version to record speed or number plates which could be downloaded and the cost implications. A decision as to location could be decided once obtained.	Clerk

Item	Description	Action
14.	To receive an update re: Waveney Green: i) Play area works to Waveney Green and Mowsbury Walk: The Clerk reported that all the works had been completed and the improvements had been well received. Cllr Testa to visit the site to establish if more rubber mulch was required to link the equipment. Cllr Grant would also identify areas on Waveney Green where he believed additional rubber mulch was needed to avoid people having to stand on the grass. This will be revisited at the October meeting. ii) To discuss the possibility of the installation of bunding: Cllr Fitzpatrick was concerned that Waveney Green is, he believed, the only large green area in the Borough which does not have any deterrent to stop caravans being driven on. Cllr Fitzpatrick had received a quotation from Millstream Estate Services Ltd which was a company used by Bedford Borough Council for similar works. This had been circulated around the parish councillors. Attempts had been made to obtain further quotations but these had proved unsuccessful. The quotation was for £10,990 ex. VAT. This was to excavate and create approximately 520m of bunding approximately 600mm high. In addition, the installation of 27 metal bollards in the grass verge and 2 drop down bollards to allow access. It was resolved to write again to Paul Pace at Bedford Borough Council and copy in the Brickhill Borough Councillors saying that the Parish Council is proposing to do this work and if there are any objections. If none are raised by the 5th November then the work would be commissioned.	Cllrs Testa and Grant Clerk Clerk Clerk

Item	Description	Action
	It is important that the cable connecting the lighting column and the Christmas tree is not cut through. iii) Other matters: To arrange for the re-painting of the goalpost. The wildflower meadow is looking much healthier since it has been mowed. This can be added to the Parish Council work plan (12 above). It might be sensible to review the mowing of the Green.	Clerk
15.	To receive any update on outstanding matters from previous meetings: North Bedfordshire Pinetum: No further update available. It was noted that some trees had been planted on Mallard Hill and near the cemetery. Paths and Walkways in Brickhill: Cllr Fitzpatrick has taken photos and will upload onto Bedford Borough Council report it site. The Clerk will put as an agenda item for October.	Cllr Fitzpatrick Clerk
16.	Correspondence: i. Priority setting meeting in July. ii. Email re HGV parked on Avon Drive. iii. Concern about youths congregating on the MW playarea and glass under the nearby underpass. iv. Litter along Falcon Avenue and possible drug activity: perhaps put an article in the next newsletter. v. NALC has partnered with Action with Communities in Rural England (ACRE) to launch a new survey designed to help parish and town councils enhance their flood resilience.	Clerk

Item	Description	Action
	vi. Thanks from Gumbles for use of field. vii. Speed data: noted.	
17.	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.	
18.	Date of the Next Meeting: Thursday 2 nd October 2025 at 7.30pm in St Marks Church and Community Centre, Calder Rise.	

Approved by

Chairman
2nd October 2025

Table 2 Payments for Approval

Payee	Reference	Amount Paid	Transaction Details
British Telecom	DD	£ 280.74	Broadband
S Bottoms	BACS 56	£ 60.00	Allotment Competition
Chris Horne Gardens Ltd	BACS 53	£ 256.80	Allotment Grass
Bedfordshire Pension Fund	BACS 54	£ 384.14	Pensions
C Tyrrell	BACS 55	£ 887.79	Salary
HMRC	BACS 52	£ 1,095.17	PAYE
S Bottoms	BACS 57	£ 1,153.67	Salary
Brickhill Lower School	BACS 58	£ 1,200.00	Grant
Bedford Borough Council	BACS 59	£ 257.95	Litter Bins WG
Brickhill Community Centre	BACS 60	£ 10.70	Room Hire
Associated Telecom Solutions	DD	£ 21.29	Telephone
St Marks Church Community Centre	BACS 61	£ 188.33	Office Hire July
St Marks Church Community Centre	BACS 62	£ 9.88	Hall Hire
St Marks Church Community Centre	BACS 63	£ 19.76	Hall Hire
NPower	BACS 64	£ 104.06	Electricity for Fountain
Reids Playground Maintenance	BACS 65	£ 20,958.00	Play Equipment MW
Bedford Borough Council	BACS 66	£ 410.62	Grounds Maint MW
Bedford Borough Council	BACS 67	£ 1,231.27	Grounds Maint WG
Bedford Borough Council	BACS 68	£ 257.95	Litter Bins WG
ACE Security	BACS 69	£ 312.55	CCTV Maintenance
Colapietro	BACS 70	£ 66.00	Plot and Key Deposit Refund
Electrasolar	BACS 71	£ 90.00	Faulty Inverter
Reids Playground Maintenance	BACS 72	£ 40,164.00	Play Equipment WG
NSYS	BACS 73	£ 835.20	Website Maintenance
Gallaghers	BACS 74	£ 2,069.60	Annual Insurance
Bedfordshire Pension Fund	BACS 75	£ 446.17	Pensions
C Tyrrell	BACS 76	£ 1,017.71	Salaries
HMRC	BACS 77	£ 1,279.55	PAYE
S Bottoms	BACS 78	£ 1,391.62	Salaries
Associated Telecom Solutions	DD	£ 21.29	Telephone
St Marks Church Community Centre	BACS 79	£ 12.35	Hall Hire
St Marks Church Community Centre	BACS 80	£ 9.88	Hall Hire
St Marks Church Community Centre	BACS 81	£ 188.33	Office Rent
S Bottoms	BACS 82	£ 55.30	Microsoft Licence
	Total Payments	£ 76,747.67	