

2025-26-5

**Minutes of the Meeting of Brickhill Parish Council held in St Marks Church and Community Centre on Thursday 2<sup>nd</sup> October 2025 commencing at 7.30pm.**

**Present:**

Cllrs Fitzpatrick, Green, Rani, Holloway, Blakeman, Ward, Lamswood, the Clerk (Mrs S Bottoms).

Absent: Cllrs Grant, Testa and Borough Cllrs Vann, Sawyer, Rider and Royden.

*Summary of the meeting: -*

*Table 1 – The Minutes*

Item	Description	Action
1.	<b>Apologies for Absence:</b>  Cllrs Grant, Testa and Borough Cllrs Sawyer, Vann, Rider and Royden.	
2.	<b>Declarations of interest in items on the agenda:</b>  i) To receive written requests for a dispensation: None received.  ii) To consider any requests for a dispensation: None received.	
3.	<b>To agree the minutes of the meeting held on 4<sup>th</sup> September 2025</b>  The Minutes were signed as a true record of the meeting.	
4.	<b>Public Open Session:</b> None.	

Item	Description	Action
5.	<p><b>Financial Matters:</b></p> <p>i) To agree the bank reconciliations and any accounts for payment:</p> <p><b>It was resolved</b> to accept these (see below).</p> <p>ii) To note the completion of the external audit by Mazars for 2024-25.</p> <p>This was noted. The Clerk will put a copy on the website and noticeboards.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
6.	<p><b>To receive reports from the Borough Councillors:</b></p> <p>No reports were received.</p>	
7.	<p><b>To receive any update re: NDP:</b></p> <p>Cllr Fitzpatrick reported that he had written to Sonia Gallagher at the Borough Council. She had written to the examination company and has heard back that the examiner had not been well and is now on leave. A fact check report is expected by the end of October. Ms Gallagher will keep the Parish Council updated should she receive any further correspondence.</p>	
8.	<p><b>To receive any updates re: Brickhill Community Centre:</b></p> <p>The Clerk reported that she, Cllr Fitzpatrick and the Centre Manager, Clair Tyrrell met at the Community Centre to review the list of maintenance works contained in the report from Robinson and Hall.</p> <p><b>It was resolved</b> to accept the quotation from Malcolm Henrickson for £570 including VAT for works needed to the roof which will help deter pigeons.</p> <p>A company is due to visit to quote for the flooring. The Centre Manager is seeking quotes for painting and tree works. The works on the list will be completed gradually whilst trying to work round the users of the Centre, avoiding disruption as far as possible.</p>	<p><b>Clerk</b></p> <p><b>Centre Manager</b></p>

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	<p>The Clerk will put together a schedule for the timing for future works and frequency of repetition needed.</p> <p>Cllr Fitzpatrick then discussed the issue of improved insulation at the Centre in the Upper Hall. Two companies have visited, but to date neither have provided a report.</p> <p>The Borough Council have indicated that it has stopped taking anymore applications for monies from its Climate Change Fund.</p> <p>Cllr Fitzpatrick is still trying to get electronic data for 2025 from the Borough Council on power usage by the Centre.</p>	<p><b>Cllr Fitzpatrick</b></p>
<p>9.</p>	<p><b>To receive an update re: Waveney Green:</b></p> <p>i) Play area works to Waveney Green and Mowsbury Walk:</p> <p>Cllr Testa does not feel any further mulching is required at Mowsbury Walk. With regards Waveney Green, he is of the view that more may be needed where the children exit Brickhill Primary. The matter of joining the play equipment through mulching will be discussed at the November meeting.</p> <p>ii) To discuss the possibility of the installation of bunding:</p> <p>The Clerk had contacted Paul Pace to establish if there was any issues with the Parish Council going ahead with this work. He had responded to say he was not aware of any issues with this request and believed the current lease terms permits the installation of bunding for the benefit of continuing the land's community use and accessibility.</p> <p>Paul Pace also said that provided the company is not working from the highway side, there would be no issues, however the Borough Council is aware that in places on Waveney Green there are some manhole utility chambers and where these go to is uncertain.</p> <p>Therefore, he advised that Millstream must obtain statutory plans from all the utility providers, gas,</p>	<p><b>Clerk</b></p> <p><b>Cllr Testa</b></p> <p><b>Clerk</b></p>

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	<p>water, electric, sewers before doing any digging and then CAT scanning once on site. The Clerk has contacted Millstream Estate Services to establish if it would obtain such statutory plans and she has chased them on Wed 1<sup>st</sup> October.</p> <p>Paul Pace also asked if any consultation been undertaken with local homeowners regarding the proposed works. It was felt that this was not necessary. It was resolved to put information out in the newsletter.</p> <p>iii) Other matters:</p> <p>To continue to monitor the footpaths and possibly additional tarmac in front of benches etc. The painters quoting for work at the Community Centre will be asked if they could quote to undertake the painting of the goalpost.</p> <p>Christmas Tree Lights switch on: Clerk to contact schools etc suggesting Monday 1<sup>st</sup> December or Tuesday 2<sup>nd</sup> December.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
10.	<p><b>To discuss paths and walkways in Brickhill and agree any action:</b></p> <p>Cllr Fitzpatrick understands that there are no plans for any path renewal works in Brickhill this financial year. The Borough Council is not asking parish councils to nominate paths for possible inclusion in future capital works. Cllr Rani had particular concerns around state of the path between Woodlands Park and the Carron Road estate. Cllr Fitzpatrick has taken photographs. He has also reported some other paths and footpaths by the side of roads.</p> <p>There is a meeting of the Town and Parish Council network in the middle of October which might be an opportunity to raise with the Mayor and other parish councils in attendance.</p> <p>Maintenance of footpaths is the responsibility of the Borough Council.</p>	<p>Clerk</p>

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	The Report It site on the Borough Council website could also be highlighted in the newsletter along with examples to encourage all residents to report issues they see.	
11.	<p><b>To consider and agree action re: a Parish Council work plan:</b></p> <p>With regards a book swap facility for Brickhill the plan is to ask via the newsletter if anyone had anything which might be suitable to hold the books. Cllr Fitzpatrick is also attempting to create a map for the Waveney Green trim trail.</p>	Cllr Fitzpatrick
12.	<p><b>Flooding in Brickhill:</b></p> <p>Cllr Fitzpatrick reported that a resident in Dove Road has expressed interest in a flood group for Brickhill. Cllr Fitzpatrick has also contacted Melanie Bright of the Borough Council and has obtained a contact at Anglian Water and he has had a discussion with him.</p> <p>The problem in Larkway was that there were thirteen dual use manholes covering foul and storm water. Six have been replaced. The contact at Anglian Water has put forward a proposal for the remaining seven and Cllr Fitzpatrick has asked him to establish the status of that proposal given it will need funding from Anglian Water.</p> <p>Cllr Fitzpatrick has also asked if anything further is planned around Brickhill which might help alleviate flood risks and he is still awaiting a response.</p> <p>Cllr Fitzpatrick has also written today to him about the Rooksmead Pond to establish if there is any connection between the Anglian Water drainage system and the pond which might help boost the water supply. Unfortunately the answer is no as it is purely a Borough Council drainage matter. Discussion moved on to the state of Rooksmead Pond. This is the responsibility of Bedford Borough Council so the Clerk will email Borough Cllrs Sawyer and Vann to get some action with regards clearance and a clean up.</p>	<p>Cllr Fitzpatrick</p> <p>Clerk</p>

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13.	<p><b>To receive an update on the Vehicle Activation Sign for Waveney Green:</b></p> <p>Cllr Fitzpatrick confirmed that this has arrived and has been installed. The Borough Council officer who installed the VAS is to return to Cllr Fitzpatrick the locking key and data transfer cable. Cllr Fitzpatrick to look at the manual to see if it is possible to download useful data.</p> <p>The Clerk has already asked whether Morelock, the supplier, regarding any vehicle activation signs which collect data and potential cost. She is still awaiting information.</p> <p><b>It was resolved</b> that it be helpful to have some up to date speed data on different locations in the parish. The Clerk will contact Paul Pace or Andrew Prigmore to ask how we can go about obtaining this. Could we request a couple of roads at a time in order to get a picture of where the most serious incidents of speeding occur and therefore possible locations for additional signs.</p>	Clerk
14.	<p><b>To receive any update on outstanding matters from previous meetings:</b></p> <p>i. North Bedfordshire Pinetum:</p> <p>An email has been received from Graham Court, Lead Arboricultural Officer (Safe and Green informing the Parish Council of the intention to start planning the second phase of the Brickhill conifer planting in the coming months. He has replaced Tristan Addo who the Parish Council were originally dealing with. He has asked if it would be possible to arrange a meeting to discuss this scheme.</p> <p>Cllr Fitzpatrick to forward to the Clerk the information he had originally sent to Mr Addo so the Clerk can forward to Mr Court.</p> <p>ii. Follow up requesting Brickhill Parish Council to be consulted on the proposed S106-funded works within Woodlands Park, Brickhill:</p>	Cllr Fitzpatrick Clerk.

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	<p>Cllr Fitzpatrick has emailed the Borough Council chasing up a response to the email sent by the Clerk to Jon Shortland on 24th January 2025, expressing concern with regards to the current situation regarding work in Woodlands Park to connect Ravensden Park across to Kimbolton Road and into Crispin Drive. Of particular interest are the paths that will cross the North Brickhill Country Park leading to the roads within Woodlands Park.</p> <p>Monies should by now have been passed across to the Borough Council based on the number of houses occupied in Ravensden Park. Residents in Ravensden Park will not be using the existing muddy path and will be instead building up alternative patterns of behaviour. Cllr Fitzpatrick to contact Tristan Addo who is now the officer at the Borough Council responsible for this area. Cllr Fitzpatrick is concerned to get this work undertaken and that Brickhill Parish Council is consulted.</p> <p>iii. EWR:</p> <p>Last evening there was a meeting of the local area consultative forum which Cllr Lamswood attempted to attend virtually but failed due to technical problems. Cllr Fitzpatrick did join later. It seems there is little interest in improving rights of way.</p> <p>iv. Correspondence from Brickhill Parish Council to the National Planning Inspectorate regarding EWR Environmental Policy.</p> <p>When Cllr Fitzpatrick checked he found it showed that a response had been received from Brickhill Parish Council, but there was no sign of the response. This has now been revised and the National Planning Inspectorate have said that it has taken the views of the Parish Council into consideration. Cllr Fitzpatrick will now ask if the Inspectorate is planning to clarify how it will take all the information received and use in relation to EWR's Environment Policy.</p>	

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15.	<p><b>Correspondence:</b></p> <p>Request to have a football pitched marked: The Clerk has responded to Brickhill Primary to say that this is possible once the new fixtures list is prepared.</p> <p>Dog fouling around Frampton court: The Clerk suggested that the resident report it via the Borough Council website and has forwarded the email to the Brickhill Borough Councillors.</p> <p>Bus consultation: the Clerk has forwarded this to go on the website. Cllr Fitzpatrick said that the Parish Council has been trying to find out about the RTI signs and their link to actual buses and similarly about the QR signs. Is the information on these signs linked to reality. Is there a link to the buses and the RTI signs?</p> <p>The Parish Council is willing to financially contribute to more such signs but only if they reflect reality. It was suggested that the matrix dot signs e.g. Torridge Rise are more accurate than the timetable one.</p> <p>Clerk to email Borough Cllr Dribble.</p> <p>Request for an electronic bus display at the Rhineland Way bus stop in Tyne Crescent be fitted: Response sent.</p> <p>Email from Ravensden PC re: EWR: Circulated.</p> <p>Dangerous parking The Pheasant end of Avon Drive: Clerk forwarded to the Brickhill Borough Councillors.</p> <p>Enhanced LRG meetings – next 1<sup>st</sup> October: Discussed under 14ii above.</p> <p>Email from resident on Woodland Park re: collection of green waste that he has cut down from the electricity sub station.</p> <p>Could someone collect the waste as his green bin is full. This to be published on the Woodlands Park facebook site seeking help to move. Clerk to let resident know.</p>	<p>Clerk</p> <p>Cllr Fitzpatrick</p>



Item	Description	Action
16.	<b>Date of the Next Meeting:</b>  Thursday 6 <sup>th</sup> November at 7.30pm in St Marks Church and Community Centre, Calder Rise.	

*Approved by* .....

**Chairman**  
6<sup>th</sup> November 2025

Table 2 Payments for Approval

Payee	Reference	Amount Paid	Transaction Details
Associated Telecom Solutions	DD	£ 21.29	Telephone
Bedfordshire Pension Fund	BACS 83	£ 396.55	Pensions
C Tyrrell	BACS 84	£ 913.61	Salaries
HMRC	BACS 85	£ 1,132.13	PAYE
S Bottoms	BACS 86	£ 1,201.30	Salaries
National Allotment Society	BACS 87	£ 84.00	Membership
Otis Ltd	BACS 88	£ 815.98	Lift Service and Maintenance
White Hart Press	BACS 89	£ 725.00	Newsletter Printing
NPower	BACS 90	£ 89.16	Electricity for Fountain
Bedford Borough Council	BACS 91	£ 257.95	WG Litterbins
Bedford Borough Council	BACS 92	£ 257.95	WG Litter
Techlink UK Ltd	BACS 93	£ 299.94	Anti Virus and Maintenance
S Bottoms	BACS 94	£ 27.65	Monthly Microsoft
St Marks Church Community Centre	BACS 95	£ 9.88	Hall Hire
St Marks Church Community Centre	BACS 96	£ 188.33	Office Rent
St Marks Church Community Centre	BACS 97	£ 19.76	Hall Hire
	<b>Total Payments</b>	<b>£ 6,440.48</b>	