

**Minutes of the Meeting of Brickhill Parish Council held at St Marks Church and Community Centre on Thursday 5<sup>th</sup> February 2026 commencing at 7.30pm.**

**Present:**

Cllrs Fitzpatrick, Grant, Holloway, Green, Blakeman, Lamswood, Ward, the Clerk (Mrs S Bottoms) and Borough Cllr Rider.

Absent: Cllrs Testa  
and Rani

*Summary of the meeting: -*

*Table 1 – The Minutes*

Item	Description	Action
1.	<b>Apologies for Absence:</b> Cllrs Testa and Rani.	
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 8<sup>th</sup> January 2026</b> The Minutes were signed as a true record of the meeting.	

Item	Description	Action
4.	<p><b>Public Open Session: (15 mins)</b></p> <p>No public were present.</p>	
5.	<p><b>Financial Matters:</b></p> <p>i) To agree the bank reconciliations and any accounts for payment:</p> <p style="padding-left: 40px;"><b>It was resolved</b> to accept these (see below).</p> <p>ii) To agree the internal auditor for the accounts for 2025-26:</p> <p style="padding-left: 40px;"><b>It was resolved</b> to reappoint John Caves as internal auditor.</p>	Clerk
6.	<p><b>To receive reports from the Borough Councillors:</b></p> <p>Borough Cllrs Rider and Royden and Sawyer and Vann had circulated their reports and the Clerk will arrange for them to be put on the website. Borough Cllr Rider spoke to her report.</p> <p>It was noted that the ending of Ward funding meant that the two benches, one in Merlin Gardens and one near Avon Drive shops would not now go ahead as their provision relied on Ward funding. Cllr Rider agreed to give the Clerk a contact at the Borough Council who had been dealing with these purchases. The parish council could then look at options available and costs should it decide to fund these two benches. With regards the bench in Avon Drive, it was understood that there had been a consultation with the shopkeepers. Hopefully there can be some confirmation as to whether that consultation had been fully completed or whether more is needed.</p>	Cllr Rider
7.	<p><b>Borough Council proposals to sell land adjacent to Ashmead Road:</b></p> <p>Cllr Fitzpatrick has spoken with The Mayor. He suggested that one option would be for the parish council to fund some form of environmental assessment as a precursor to further discussion. The Parish Council is awaiting a formal response to its initial letter to The Mayor.</p>	Cllr Fitzpatrick
8.	<p><b>To receive any update re: NDP:</b></p> <p>Cllr Fitzpatrick reported that polling is taking place today.</p>	Cllr Fitzpatrick

Item	Description	Action
	<p>As of the 4<sup>th</sup> February, the Elections Department had received a total of 689. The count is taking place tomorrow and Cllr Fitzpatrick will attend. Should the NDP be passed, the parish council need to take further advice, perhaps from the Borough Council or Dave Chetwyn to establish next steps.</p>	
9.	<p><b>To receive any updates re: Brickhill Community Centre:</b></p> <p>Electrasolar has now installed the SolarEdge wattnode meter. This allows us to see, at a glance, not just the power generated by the solar panels but also how much electricity is being used in the centre. We can see how much of the generated electricity is being exported to the grid and how much is being imported from the grid.</p> <p>We only have that full picture from the date the wattnode meter was installed (9th December), but over the next year it will be possible to better understand the energy production and consumption profile of the building and enable us to consider what, if anything, we could do to improve it.</p> <p>Roofing works: This has been completed (BACS 152 for £464 including VAT).</p> <p>Flooring: This has also been completed with our contribution under BACS 153 for £2,565 including VAT.</p> <p>There has recently been received an email requesting over £12,000 be paid to cover the re-charging by Bedford Borough Council for the buildings insurance for the centre since 2019. The Treasurer of the centre is communicating with the Borough Council with regards some anomalies in the amounts being charged.</p> <p>Cllr Fitzpatrick circulated to the members of the Brickhill Community Centre Management Committee copies of the Agreement between it and the parish council regarding responsibilities. The members took on board requirements placed on it contained in that agreement.</p> <p>The Clerk reported that she has completed and returned a rates revaluation report.</p>	<p><b>Cllr Fitzpatrick The Clerk</b></p>

Item	Description	Action
10.	<p><b>To consider and agree action re: a Parish Council work plan:</b></p> <p>Cllr Fitzpatrick had discussed at a previous meeting the impact in particular on users of Waveney Green, neighbouring properties as well as children accessing Brickhill Primary, of those previous occasions when travellers have set up encampments on Waveney Green. In the past the cost of clean-up has been absorbed by the Borough Council but that may not be the case in future. He has circulated a revised quotation for bunding/bollards around Waveney Green and the plan the company was proposing. Following discussion, <b>it was resolved:</b></p> <ul style="list-style-type: none"> <li>• To undertake a consultation with residents, which had been stipulated by Bedford Borough Council when the Clerk had originally contacted it regarding installing possible bunding/bollards. This will be through the newsletter with a plan/photographs of bunding and possible bollards. In addition, also via a leaflet directly delivered to those properties directly fronting the Green as well as Brickhill Primary.</li> <li>• More detail is needed regarding potential future maintenance costs.</li> <li>• It was further noted that should a decision be taken in the future to proceed, clarification would be needed that the company would undertake to seek to establish the underground location of utilities/drains etc.</li> </ul>	Cllr Fitzpatrick
11.	<p><b>Flooding in Brickhill:</b></p> <p>No further update available.</p>	
12.	<p><b>To receive an update on Vehicle Activation Signs for Brickhill:</b></p> <p>Cllr Fitzpatrick had circulated to parish councillors the data for January which shows reasonable compliance with the speed limit along Waveney Avenue.</p> <p>Cllr Fitzpatrick is unsure of the current status of the company who supplied the one in Waveney Avenue so at this stage he is unsure of what alternative provider there might be. As far as he is aware, apart from this VAS and the average speed cameras, none of the other VAS signs in the parish have the ability to store data. Possible other locations would include Kimbolton Road towards Crofton Close. Any other new sites would need an</p>	Cllr Fitzpatrick

Item	Description	Action
	<p>appropriate post fitting so the installation costs would need to be established.</p> <p>Discussion moved on to the recent letter from the Borough Council suggesting parishes with average speed cameras would be expected to contribute £4k-£5k towards the cost of calibration and maintenance.</p> <p><b>It was resolved</b> that the Clerk write back to Bedford Borough Council to establish:</p> <ul style="list-style-type: none"> <li>• How many speed cameras there are across the whole of Bedford Borough Council.</li> <li>• What is happening regarding maintaining and calibrating those in the non-parished areas.</li> <li>• If the Borough is intending to do maintain and calibrate those then there is a case for a special area charge for those affected parishes.</li> <li>• When is this taking effect.</li> </ul> <p>Once a response to this has been received, then the Clerk will contact the Borough Council to establish what the cost would be to install any additional VAS signs purchased by the parish council</p>	<b>The Clerk</b>
13.	<p><b>To discuss planned works in Brickhill by bpha:</b></p> <p>Cllr Fitzpatrick attended a recent meeting at Manton Heights. Cllr Ward attended remotely. There will be a follow-up meeting locally to engage with other members of the community. The previous Friday Cllr Fitzpatrick had visited the Community Centre and found two bpha community representatives present who are keen to undertake outreach work and may take over running the last Friday of the month social drop-in.</p> <p>Bpha have already started replacing the bin stores around the five tower blocks and other works will follow once they have got legal and planning steps completed.</p>	
14.	<p><b>To discuss Ravensden Park and 106 funding:</b></p> <p>Cllr Fitzpatrick has been chasing the Borough Council. He had a call today from officers about this. It is about access from the new estate through to Ashmead Road or Crispin Drive and touches on other issues in particular “gates” created in the</p>	<b>Cllr Fitzpatrick</b>

Item	Description	Action
	<p>fencing by users which are unsafe. Lately there has been the other problem of trail bikes and consideration is needed as to how to make it more difficult for them to access in an unauthorised way. Cllr Fitzpatrick shared the slides he previously produced and the officers are going away to give further consideration. There will be a future meeting once this has happened.</p>	
15.	<p><b>To receive an update on the Christmas lights switch on 2<sup>nd</sup> December:</b></p> <p>The Clerk reported that the event was successful and was well attended. The Clerk has sent thanks to Brickhill and Scott Primary Schools and also to All Nations who helped with the sound. We have had problems with the control box for the tree lights being opened and the lights switched off. The lights have now been removed from the tree by the company. Alastair met on site and discussed the use of a more secure box in the future. To date no quote has been received for Christmas 2026.</p>	The Clerk
16.	<p><b>To receive an update on the Senior Citizens Christmas Party 4<sup>th</sup> December:</b></p> <p>The Clerk reported that the event was enjoyed by those in attendance. Total cost £211. The numbers attending meant that really only one event (that held traditionally by the Community Centre) would have been sufficient to cover demand. The parish council will not hold a separate event in 2026.</p>	
17.	<p><b>To receive any update on outstanding matters from previous meetings:</b></p> <p>Pinetum: Cllr Grant had met up with the replacement officer and another officer on site. Apparently the latest position reflects what the parish council had originally requested. Cllr Grant confirmed that the parish council is satisfied with the latest proposal. This involves about 20 trees of mixed variety well spread out.</p> <p>The officer noted that the horse chestnuts along Waveney Avenue require a 5-10 year plan to be replaced as they are diseased.</p>	

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18.	<p><b>Correspondence:</b></p> <p>i) Invitation to North Beds Community Priority Setting Meeting 30<sup>th</sup> January 6-8pm.</p> <p>Cllr Fitzpatrick and Borough Cllrs Rider and Sawyer attended.</p> <p>Two priorities were identified namely e-scooters and trail bikes on footpaths.</p> <p>ii) Have your say on police funding in Beds: Noted.</p> <p>iii) Emails from EWR. – Meeting 27<sup>th</sup> January.</p> <p>Cllr Grant reported on the meeting. No new information provided.</p> <p>iv) Email asking if the PC was attending the above meeting. Noted</p> <p>v) Car Break-in's in Brickhill.</p> <p>Police have been taking action.</p> <p>vi) Beds Connected – E-Scooters and E-Bikes – what you need to know.</p> <p>vii) Coffee with a Cop @ Brickhill Coffee Post : Wed 14 Jan 11:00</p> <p>viii) Scott – request for funding.</p> <p>Following discussion, <b>it was resolved</b> to grant £1,440.</p> <p>ix) Brickhill Primary – request for funding.</p> <p>Following discussion, <b>it was resolved</b> to grant £1,200.</p> <p>The Clerk to establish if a payment had already been made in the current financial year. If so, she would arrange payment after the 1<sup>st</sup> April.</p> <p>x) Email re: CCTV and Woodlands Park.</p> <p>Clerk has responded.</p> <p>xi) Police crime statistics – circulated monthly. Noted.</p>	<p><b>The Clerk.</b></p> <p><b>The Clerk</b></p>

Item	Description	Action
	<p>xii) Issue with “workmen” on WG and the school 13<sup>th</sup> January.</p> <p>Clerk has responded</p> <p>xiii) Few emails asking about the NDP.</p> <p>The Clerk has responded.</p>	
19.	<p><b>Date of the Next Meeting:</b></p> <p>Thursday 5<sup>th</sup> March 2026 at 7.30pm in St Marks Church and Community Centre, Calder Rise.</p>	

Approved by .....

**Chairman**  
5<sup>th</sup> March 2026

Table 2 Payments for Approval

Payee	Reference	Amount Paid	Transaction Details
Aquamart	BACS 113	£14.65	Plumbing Allotments
Aquamart	BACS 114	£151.97	Plumbing Allotments
Aquamart	BACS 115	£5.63	Plumbing Allotments
Bedfordshire Pension Fund	BACS 116	£396.55	Pensions
C Tyrrell	BACS 117	£913.81	Salaries
HMRC	BACS 118	£1,128.93	PAYE
S Bottoms	BACS 119	£1,204.30	Salaries
Bedford Borough Council	BACS 120	£257.95	Litter Bins WG
C Tyrrell	BACS 121	£41.94	Plumbing Allotments
Branching Out	BACS 122	£720.00	Tree Works BCC
Associated Telecom Solutions	DD	£21.29	Telephone
NPower	BACS 123	£30.23	Electricity for Fountain
S Bottoms	BACS 124	£131.90	Expenses
White Hart Press	BACS 125	£945.00	Newsletter Printing
Bedford Borough Council	BACS 126	£410.60	Grounds Maint MW
UVE Planning	BACS 127	£1,040.40	UVE Planning
Bedford Borough Council	BACS 128	£257.95	Litter Bins WG
UVE Planning	BACS 127	-£1,040.40	NDP
UVE Planning	BACS 127	£1,040.00	NDP
UVE Planning	BACS 129	£0.40	NDP Work
St Marks Church Community Centre	BACS 130	£9.88	Hall Hire
St Marks Church Community Centre	BACS 131	£29.64	Hall Hire
St Marks Church Community Centre	BACS 132	£188.33	Office Rent
Bedford Lions	BACS 133	£150.00	Donation for Santa Visit
Chris Horne Gardens Ltd	BACS 134	£256.80	Allotment Grass
S Bottoms	BACS 135	£81.34	Senior Citizens Party
Bedfordshire Pension Fund	BACS 136	£396.55	Pensions
Pam Anthony	BACS 137	£500.00	Payroll
C Tyrrell	BACS 138	£913.81	Salary
S Bottoms	BACS 139	£1,204.30	Salaries
HMRC	BACS 140	£1,128.93	PAYE
Moore	BACS 141	£130.00	Music for Seniors Party
SLCC	BACS 142	£495.00	CILCA Training
Electrasolar	BACS 143	£612.00	Watnode meter
The Christmas Decorators	BACS 144	£3,456.00	Christmas lights

Associated Telecom Solutions	DD	£21.29	Telephone
Wave	DD	£921.57	Water Allotments
S Bottoms	BACS 145	£27.65	Microsoft Licence
St Marks Church Community Centre	BACS 146	£188.33	Office Rental
St Marks Church Community Centre	BACS 147	£7.41	Hall Hire
Bedfordshire Pension Fund	BACS 148	£396.55	Pensions
C Tyrrell	BACS 149	£913.81	Salary
HMRC	BACS 150	£1,128.73	PAYE
S Bottoms	BACS 151	£1,204.50	Salary
Associated Telecom Solutions	DD	£21.29	Telephone
A&A Carpets	BACS 153	£2,565.00	Flooring BCC
Malcolm Henrickson	BACS 152	£474.00	Roof Works BCC
NPower	BACS 154	£33.50	Electricity for Fountain
S Bottoms	BACS 155	£27.65	Monthly Microsoft Licence
Otis Ltd	BACS 156	£815.98	Lift Service
NPower	BACS 157	£29.27	Electricity for Fountain
Bedford Borough Council	BACS 158	£1,231.24	Grounds Main WG Oct-Dec 25
Bedford Borough Council	BACS 159	£257.95	Litter Bins WG July-Aug 25
Bedford Borough Council	BACS 160	£410.60	Grounds Main MW Oct-Dec 25
	<b>Total Payments</b>	<b>£27,902.00</b>	