

Minutes of the Annual Meeting of Brickhill Parish Council held at St Marks Church and Community Centre on Thursday 7th May 2026 commencing at 7.30pm.

Present:

Cllrs Fitzpatrick, Grant, Holloway, Testa, Green, Blakeman, the Clerk (Mrs S Bottoms), Borough Cllr Royden.

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

Summary of the meeting: -

Table 1 – The Minutes

Item	Description	Action
1.	<p>Election of Chairman and Signing of the Declaration of Acceptance of Office:</p> <p>Cllr Fitzpatrick was nominated by Cllr Blakeman, seconded by Cllr Holloway and there being no further nominations, was duly elected as Chairman for 2026-27.</p> <p>He signed the Declaration of Acceptance of Office.</p>	
2.	<p>Election of Vice Chairman:</p> <p>Cllr Blakeman was nominated by Cllr Fitzpatrick, seconded by Cllr Grant and there being no further nominations was duly elected as Vice Chairman for 2026-27.</p>	
3.	<p>Apologies for Absence:</p> <p>Cllr Lamswood, Ward, Rani, Borough Cllrs Rider, Vann and Sawyer.</p>	
4.	<p>Declarations of interest in items on the agenda:</p> <p>i) To receive written requests for a dispensation: None received.</p>	

Item	Description	Action
	<p>ii) To consider any requests for a dispensation: None received.</p>	
5.	<p>To agree the minutes of the meeting held on 2nd April 2026 The Minutes were signed as a true record of the meeting.</p>	
6.	<p>Public Open Session: (15 mins): 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 (5 members): Cllrs Blakeman, Grant, Green and Ward.</p> <p>ii) Finance and Personnel Advisory Group (3 members): Cllrs Fitzpatrick, Grant and Blakeman.</p> <p>iii) Allotments Committee (3 members): Cllrs Holloway, Fitzpatrick and Grant. Cllr Testa will attend the July meeting and decide if he would be willing to come onto the Committee. The Clerk will let the Allotments Officer know.</p> <p>There were no changes proposed to the Terms of Reference for either the Planning or Allotments Committees or the Finance and Personnel Advisory Group The Clerk to update the website.</p>	<p>Clerk Cllr Testa</p>
8.	<p>To nominate one person to vote at the General Meetings of Brickhill Community Association: Cllr Testa.</p> <p>The Clerk agreed to ask that Brickhill Community Association contact him in advance regarding the dates.</p>	<p>Clerk</p>
9.	<p>Financial Matters:</p> <p>i) To agree the bank reconciliations and any accounts for payment: It was resolved to accept these (see below).</p> <p>ii) To agree to continue to pay Wave, Associated Telecom and British Telecom by direct debit: This was agreed.</p>	<p>Clerk</p>

Item	Description	Action
	<p>iii) To review and agree subscriptions to outside bodies: BATPC, SLCC and NSALG (allotments). This was agreed.</p>	Clerk
10.	<p>To receive reports from the Borough Councillors:</p> <p>Reports had been circulated to the parish councillors and copies put on the website. Borough Cllr Royden spoke to his report. Discussion took place regarding the footpath in Woodlands Park which is detailed under 17 below.</p> <p>Discussion also took place around EV charging points. The Clerk had sent information to the Borough Council regarding possible locations in Brickhill in 2021 but was told that there was insufficient power supplies at any of those locations.</p> <p>Following discussion, it was resolved that the Clerk write to Mr Prigmore at the Borough Council to say that it understands that there are funds now available under the LEVI scheme to provide such charging points in the outlying areas including Brickhill and we would like to see some movement on installing them. The Clerk will also copy in Paul Pace.</p>	Clerk
11.	<p>Waveney Green:</p> <p>i) To receive any update re: proposed bunding/protection for the Green:</p> <p>Cllr Fitzpatrick had circulated the results of the recent questionnaire and public consultation with residents. There had been quite a number of responses and most favoured some attempt to protect the Green. The proposals were shown on a map.</p> <p>Following discussion, it was resolved that bollards were to be used rather than bunding. Cllr Fitzpatrick would ask the contractor to firm up the quotation and to confirm that they would establish where underground services were location to ensure none were damaged and to ensure that deep tree roots were not damaged.</p> <p>Collapsible bollards to be included in certain sections to allow grass cutting, repair vehicles and also the travelling funfair to access. The contractor would need to undertake some detailed work to identify where such vehicles could access.</p>	Cllr Fitzpatrick Clerk

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	<p>It was agreed that permission would be given to the contractor to proceed with the works provided the cost did not exceed £50,000.</p> <p>ii) To receive any update re: footpath repairs: The Clerk is meeting DJT on the 14th May.</p>	
12.	<p>To receive an update on the Brickhill Neighbourhood Development Plan and agree any further action:</p> <p>Cllr Fitzpatrick reported that a meeting had taken place involving himself, Cllrs Blakeman and Grant and Dave Chetwyn.</p> <p>It was agreed that in the short-term no further action would be taken with regards the Plan. This was because everyone is awaiting for the new NPPF to be published nationally but also until the Local Plan for Bedford is agreed, the five year housing plan will not be resolved.</p> <p>When the parish council reviews planning applications in the interim period, reference should be made, where relevant, to the Brickhill Neighbourhood Development Plan.</p>	
13.	<p>To receive any updates re: Brickhill Community Centre:</p> <p>The Clerk had circulated a maintenance schedule which had been produced by the Centre Manager.</p> <p>In addition, Cllr Fitzpatrick is looking at electricity usage and generation.</p>	<p>Cllr Fitzpatrick</p>
14.	<p>To receive an update on Vehicle Activation Signs for Brickhill:</p> <p>Cllr Fitzpatrick circulated the most recent data for March.</p> <p>It was resolved to post this data on the website.</p>	<p>Clerk</p>
15.	<p>To receive an update re: bench at the Avon Drive shops and agree further action:</p> <p>The Borough Council are awaiting the arrival of the bench and will install as soon as possible afterwards.</p>	

Item	Description	Action
16.	<p>To Review and Agree:</p> <ul style="list-style-type: none"> i) The Code of Conduct ii) The Standing Orders iii) The Financial Regulations <p>It was resolved to accept all without any changes except for the date of review. The Clerk will put copies on the website.</p>	Clerk
17.	<p>To receive an update following the attendance by the Mayor at the April meeting:</p> <p>S106 Funding/Ravensden Park: The officer involved at the Borough Council is to meet with Cllr Fitzpatrick on a date to be confirmed. The issue for the parish council is the connection between the new estate and Woodlands Park and to ensure that the exits into the roads are safe. Something is also needed to dissuade motorcycles from using them</p> <p>Footpath through Woodlands: The Clerk had received correspondence from the Borough Council asking for comment. It was suggested that due to the complex nature of the problem and underlying issues with surface movement, a simple resurface will not provide a long-lasting solution and will require regular ongoing resurfacing and patch work. To find a safer and more sustainable solution the Borough Council are proposing to plane the surface and compact down the material to form a safe level footpath. This will match the previous work carried out on footpath seen on the other side of Ashmead Road leading up to Clapham Park Wood. The proposed surface will then provide a flexible layer that will be more resistant to cracking, safe usage for residents and further time for the banks and soil layers to settle.</p> <p>It was resolved that the Clerk should respond to the Borough Council to say that this was not acceptable and that a proper footpath with solid foundations was required to enable all users to be able access the path.</p> <p>Land of Ashmead Road: It was agreed that the Clerk contact the Mayor and try to arrange a meeting as soon as possible to progress the future of this land.</p> <p>ASBO officers: Can councillors inform the Clerk of any known areas of concern and she will then report to the Mayor.</p>	<p>Cllr Fitzpatrick</p> <p>Clerk</p> <p>Clerk</p> <p>Parish councillors and Clerk</p>

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	<p>Drains: It was noted that there should be a planned maintenance schedule to ensure all areas are tackled on a cyclical basis. The Mayor had asked for areas to be identified and he would arrange for the new gully clearance vehicle to spend time in Brickhill. Areas identified at the meeting included Hawk Drive, Larkway, Pipit Rise, Brickhill Drive, Linnet Way, Dove Road. The Clerk to report these to the Mayor. If councillors let the Clerk know of any other gullies of concern she would also forward these onto the Mayor.</p> <p>Empty Hairdressers in Brickhill shops: Work seems to be happening in the premises so hopefully a new tenant will be in soon.</p>	<p>Parish councillors and Clerk</p>
18.	<p>To receive any update on outstanding matters from previous meetings:</p> <p>Prospective Brickhill Youth Club: The company is due to inspect Brickhill Community Centre as a possible venue.</p> <p>Flooding in Brickhill: No further update.</p> <p>Noticeboards: The Clerk is still investigating options.</p> <p>Acquisition of land at rear of Curlew Crescent: The Clerk to try to progress this.</p> <p>Possible opt-in email link to website: Clerk to contact Simon Edger.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
	<p>Correspondence:</p> <p>Licensing lists from BBC. Noted.</p> <p>Clapham's EWR event. May 17 between 3.30 and 5.30pm in the Village Hall. Cllr Fitzpatrick to draft something for consideration at the June parish council meeting.</p> <p>Carriageway resurfacing remedial works at Avon Drive. Noted.</p> <p>Email re: Speedwatch. The organiser has requested monies for stickers etc promoting the fact that this is a Speedwatch area. The Clerk to add to the next meeting.</p> <p>Police and Crime Commissioner - Grassroots Innovation Fund, offering one-off grants of £100 to £5,000 for new community-led crime prevention and community safety projects. Noted.</p>	<p>Cllr Fitzpatrick and the Clerk.</p> <p>Clerk</p>

Item	Description	Action
19.	<p>Date of the Next Meeting:</p> <p>The next meeting of the Parish Council will be held on Thursday 4th June 2026 at 7.30pm in St Marks Church and Community Centre, Calder Rise.</p>	

Approved by

Chairman
4th June 2026

Table 2 Payments for Approval

Payee	Reference	Amount Paid	Transaction Details
British Telecom	DD	£ 293.12	Broadband 1 Mar-31 May
M Fitzpatrick	BACS 1	£ 150.00	Survey for WG
Nigel Grodde	BACS 2	£ 350.00	Plumbing Allotments
Associated Telecom Solutions	DD	£ 23.08	Telephone
Bedfordshire Pension Fund	BACS 3	£ 396.55	Pensions
S Bottoms	BACS 4	£ 1,117.24	Salaries
HMRC	BACS 5	£ 1,215.99	PAYE April
C Tyrrell	BACS 6	£ 913.81	Salaries April
Bedford Borough Council	BACS 13	£ 44.70	Remove VAS sign Wav Avenue
NPower	BACS 8	£ 32.68	Electricity for Fountain February
Rialtas Business Solutions	BACS 9	£ 504.00	Software support
St Marks Church Community Centre	BACS 10	£ 19.76	Room Hire March
St Marks Church Community Centre	BACS 11	£ 188.33	Office Rental Feb
St Marks Church Community Centre	BACS 12	£ 9.88	Room Hire March
Brickhill Primary	BACS 14	£ 1,200.00	Support for Community
St Marks Church Community Centre	BACS 15	£ 14.82	Room Hire April
St Marks Church Community Centre	BACS 16	£ 188.33	Office Hire April
St Marks Church Community Centre	BACS 17	£ 9.88	Hall Hire April
St Marks Church Community Centre	BACS 18	£ 19.76	Room Hire April
Brickhill Community Centre	BACS 19	£ 33.60	Hire for Parish Meeting
F Young	BACS 20	£ 56.00	Plot Return and key deposit
NPower	BACS 21	£ 35.83	Electricity for Fountain March
S Bottoms	BACS 22	£ 55.30	Microsoft licence Ap and May
Glasdon UK Ltd	BACS 23	£ 780.38	Bench for Avon Drive
St Marks Church Community Centre	BACS 24	£ 16.19	Photocopying
SLCC	BACS 25	£ 52.90	Reference Book - Clerk
C Tyrrell	BACS 26	£ 127.60	Allotments and Cilca
J Caves	BACS 27	£ 140.00	Internal Audit
Reids Playground Maintenance	BACS 28	£ 912.00	Repairs to Roundabout
	Total Payments	£ 9,051.13	