

2026-27-02

Minutes of the Meeting of Brickhill Parish Council held at St Marks Church and Community Centre on Thursday 4th June 2026 commencing at 7.30pm.

Present:

Cllrs Fitzpatrick, Grant, Rani, Green, Blakeman, the Clerk (Mrs S Bottoms).

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

Summary of the meeting: -

Table 1 – The Minutes

Item	Description	Action
1.	Apologies for Absence: Cllrs Lamswood, Ward, Testa, Borough Cllrs Rider, Royden. Vann and Sawyer.	
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 note the resignation of Mr Vincent Holloway. This was noted.	
4.	To agree the minutes of the meeting held on 7th May 2026 The Minutes were signed as a true record of the meeting.	
5.	Public Open Session: (15 mins): None.	

Item	Description	Action
6.	Financial Matters: i) To agree the bank reconciliations and any accounts for payment: It was resolved to accept these (see below). ii) To receive the report from the internal auditor on the accounts for 2025-26. This was received and it was noted that no concerns had been raised. iii) To agree and sign the Annual Governance Statement for 2025-26: This was signed and the Clerk agreed to put a copy on the website and forward to Mazars. iv) To agree and sign the Accounting Statements for 2025-26: These were signed and the Clerk agreed to put a copy on the website and forward to Mazars. v) To agree to purchase Speedwatch stickers for wheelie bins. It was resolved to purchase 200 at a cost of £388 excluding VAT and delivery. The Clerk to place the order.	Clerk Clerk Clerk Clerk
7.	To receive reports from the Borough Councillors: No new reports had been received.	
8.	Waveney Green: i) To receive any update re: proposed bunding/protection for the Green: Cllr Fitzpatrick reported that he had met with Millstream on the 2nd June and walked around the Green. He explained what the Parish Council had decided at the May parish council meeting. Millstream has asked the relevant utility companies for confirmation of what, if anything, is under the Green. Responses have been received from some but not all. They would check on site before doing any installation of posts. Cllr Fitzpatrick had hoped to get an updated quotation ahead of the meeting which unfortunately had not arrived. It was noted that it had already been resolved at the May meeting that permission would be given to the contractor to proceed with the works provided the cost did not exceed £50,000. ii) To receive any update re: footpath repairs: She is still awaiting the quotation. It was resolved that	Cllr Fitzpatrick and Clerk Clerk

Item	Description	Action
	should the quotation not exceed £15,000 she had permission to accept it.	
9.	To receive an update on the Brickhill Neighbourhood Development Plan and agree any further action: No further action required at this stage. The Clerk to provide each member of the Planning Committee with a paper copy should it be requested. Members of the Committee were advised to ensure that the NDP is referenced in any planning responses where relevant.	Clerk
10.	To receive any updates re: Brickhill Community Centre: The Centre Manager is actioning work against her maintenance schedule. Cllr Fitzpatrick is continuing to look at drainage, electricity usage and generation.	Cllr Fitzpatrick
11.	To receive an update on Vehicle Activation Signs for Brickhill: The Clerk has put the most recent data on the website. The Speedwatch Co-ordinator asked for more promotion of the scheme to try to get more volunteers. It has gone out on the social media, in the newsletter and also on the noticeboards.	
12.	To receive an update re: bench at Avon Drive Shops: The Clerk reported that this is awaiting installation.	
13.	To receive an update following the attendance by the Mayor at the April meeting: S106 Funding/Ravensden Park: Cllr Fitzpatrick had met with Tristan Addo and John Molyneux from the Borough Council as planned on 11th May. They walked round the site and Cllr Fitzpatrick had pointed out the salient features. John Molyneux had promised that he would keep both Brickhill and Ravensden Parish Councils informed (essentially both would be treated equally). Cllr Fitzpatrick then met with two Ravensden parish councillors on 3rd June: Bernie Russell (the Chair) and John Mabberley. Cllr Fitzpatrick briefed them of his actions to date and gave them his summary of the key financial aspects of the S106 agreement.	Cllr Fitzpatrick

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	They are very happy for us to work together to urge the Borough to make progress with the S106-funded works. Also see the article on the Brickhill Parish Council website which helps explains the situation: - <i>Ravensden Park to Woodlands Park connections – Brickhill Parish Council</i> Land off Ashmead Road: As agreed, the Clerk had emailed the Mayor asking for a meeting (Cllr Fitzpatrick was willing to go to the Borough Council offices). To date the Clerk has not had a reply. Cracked path Woodland Park: The Clerk had responded as agreed at the May meeting. Tristan Addo had acknowledged receipt. Drains: As agreed at the May meeting, the Clerk had emailed the Mayor with a list of roads in Brickhill and asked for the new gully lorry to visit Brickhill. No reply or update to date.	
14.	To receive any update on outstanding matters from previous meetings: Prospective Brickhill Youth Club: An email had been received from 4YP UK on the 27th May. A visit had been made to the Brickhill Community centre last week and it was agreed that the space looks good to hold a youth club. It is available from 3.45 – 6.45 on Wednesdays (excluding the 2nd Wednesday of the month), which lends itself to delivering a fortnightly session. The Clerk has informed the company that Cllr Ward will respond when she is available. Noticeboards: It was resolved to accept a quotation from Metrosigns to replace the perspex in all four boards at a cost of of £762 inclusive of VAT. Acquisition of land at rear of Curlew Crescent: The Clerk had received an email back from Estates apologising for their delay on this matter. Their legal team is progressing the matter and they are anticipating draft transfer documents can be provided to the Clerk by the end of the month.	Cllr Ward Clerk

Item	Description	Action
	EV Charging points: The Clerk had received an email from the Borough Council informing her that a tender process has been undertaken to appoint a chargepoint operator for the proposed LEVI network and the Borough is currently in the process of finalising the contract details with the preferred supplier. It is anticipated that the contract will be signed soon. Once this has happened the Borough can commence the preparations for installations. The parish council will be notified when this happens and then it will be possible to prepare the way with the supplier to liaise with the parish council about potential installation sites. It is not possible to guarantee specific sites as there are many factors that need consideration and that may require further conversation. Possible opt-in email link to website: This is now in action. If you subscribe to the website you will receive news and other information as it is added to the website. Litter Pick: Is to be held on Saturday 20th June. It has been advertised in the latest newsletter and reminders will be placed on social media and the website.	
15.	Correspondence: Parish and Town Council Network Meeting -Thursday 4 June Email reporting the path down the side of the new development of Ravensden fields is now open. EWR are due to carry out ground investigations in Brickhill within the next 4 weeks. Email requesting wild areas on Waveney Green like that in front of the scout hut. Clerk to respond.	Clerk
	Email from Police: Attempts are being made to patrol the areas on foot and in the car as much as possible. There will be a day of action coming up towards the end of June where the whole community team will spend the shift in Brickhill doing different tasks etc for our shift. If there is anything that comes out of the meeting that you feel we need to know, then don't hesitate to let us know. EWR Consultation closing date 9th June 2026: Cllr Fitzpatrick	Cllr Fitzpatrick

Item	Description	Action
	will draft a response and circulate to the other parish councillors for approval. Fountain on Rooksmead Pond: An email had been received from the Borough Council suggesting that the parish council is responsible for the fountain. The cost to inspect the fountain to establish the reasons for it not working would be approximately £485. The Clerk had responded to say that the fountain was funded from ward funds with the parish council agreeing to pay the electricity costs. The view of the parish council is that it is important to get the fountain working again. One of the main reasons for the fountain was to keep the water clear.	
16.	Date of the Next Meeting: The next meeting of the Parish Council will be held on Thursday 2nd July 2026 at 7.30pm in St Marks Church and Community Centre, Calder Rise.	

Approved by

Chairman
2nd July 2026

Table 2 Payments for Approval

Payee	Reference	Amount Paid	Transaction Details
Bedford Borough Council	BACS 29	£ 190.87	Pest control allotments
C Tyrrell	BACS 30	£ 913.81	Salary
S Bottoms	BACS 31	£ 1,116.83	Salaries
HMRC	BACS 32	£ 1,216.40	PAYE
Associated Telecom Solutions	DD	£ 23.08	Telephone May
St Marks Church Community Centre	BACS 33	£ 9.88	Room Hire
St Marks Church Community Centre	BACS 34	£ 9.88	Room Hire
St Marks Church Community Centre	BACS 35	£ 19.76	Hall Hire
St Marks Church Community Centre	BACS 36	£ 188.33	Office Rent May
Bedfordshire Pension Fund	BACS 37	£ 288.89	Pensions
Otis Ltd	BACS 38	£ 301.67	Lift invoice Mar 24
Otis Ltd	BACS 39	£ 773.42	Lift Invoice Sept 24
Otis Ltd	BACS 40	£ 773.42	Lift invoice Dec 24
Otis Ltd	BACS 41	£ 815.98	Lift invoice Sept 25
Otis Ltd	BACS 42	£ 873.11	Lift Invoice Mar 26
S Bottoms	BACS 43	£ 27.65	Microsoft Licence
NPower	BACS 44	£ 43.61	Electricity for Fountain
Bedford Borough Council	BACS 45	£ 4,410.00	CCTV Monitoring
St Marks Church Community Centre	BACS 46	£ 19.76	Room Hire
Viking	BACS 47	£ 267.41	Stationery
White Hart Press	BACS 48	£ 745.00	Newsletter Printing
UVE Planning	BACS 48	£ 360.00	NDP
	Total Payments	£ 13,388.76	