

Minutes of the Meeting of Brickhill Parish Council (Annual Meeting of the Parish Council) held on Thursday 14th May 2015 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm

Present: Cllrs Fitzpatrick, Reeve, Blakeman, Rider, Chrusciak, Corinne Royden, Ward, Bailes, Holloway, Borough Councillor Moon, Clerk (Sue Bottoms) and two members of the public were in attendance.

Absent: Cllrs Darbon, Charles Royden.

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| 1. | <p><u>Election of Chairman and signing of a Declaration of Acceptance of Office:</u> Cllr Fitzpatrick was nominated and there being no other nominations was duly elected as Chairman. He signed the Declaration of Acceptance of Office.</p> | |
| 2. | <p><u>Election of Vice-Chairman:</u> Cllr Blakeman was nominated and there being no other nominations was duly elected as Vice-Chairman.</p> | |
| 3. | <p><u>Apologies for Absence:</u> Cllrs Darbon and Charles Royden sent their apologies. It was resolved to accept these.</p> | |
| 4. | <p><u>Declarations of interest in items on the agenda</u> i) <u>To receive written requests for a dispensation:</u> none received. ii) <u>To consider any requests for a dispensation:</u> none received.</p> | |
| 5. | <p><u>Minutes of Previous Meeting: It was resolved:</u> to approve the minutes of 2nd April 2015 as a true record of the meeting.</p> | |
| 6. | <p><u>Public Open Session (10 mins):</u> A number of issues were raised by a resident. He was concerned that there was no list of parish councillors on display in the parish nor copies of minutes. The Clerk replied that the latest list of councillors was going up on the noticeboards this week and Cllr Fitzpatrick was taking photographs of all the new councillors for the website. The Clerk replied that the minutes were put on the website as soon as was practical; if anyone wanted a copy they could ask at the office. Lack of space on the noticeboards made it difficult to put copies on there.</p> | Clerk |

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| | <p>She agreed to have copies of minutes at the next and future parish council meetings.</p> <p>He was also concerned that no minutes were taken of the reports given by the groups taking part. This meant that he could not read what had been said by the head teacher of St Thomas More School regarding cycling to school.</p> <p>The resident also raised concerns about the continued lack of a School Travel Plan for St Thomas More.</p> <p>It was resolved that the Clerk would access the latest plan (December 2013).</p> | |
| 7. | <p><u>To review and approve the committee structure of Brickhill Parish Council and to elect members to the following existing committees/working groups:-</u></p> <p>It was resolved to appoint the following councillors to the groups below:-</p> <ul style="list-style-type: none"> i) <u>Planning Committee</u> (5 members): Cllrs Blakeman, Chrusciak and Bailes. ii) <u>Finance and Personnel Advisory Group</u> (3 members): Cllrs Fitzpatrick, Corinne Royden and Ward. iii) <u>Allotments and Open Spaces Committee</u> (4): Cllrs Reeve, Chrusciak and Holloway. <p>It was resolved that additional members would be sought at the next meeting for all the above committees. With regards to Terms of Reference, a set exists for the Allotments and Open Spaces Committee. The Clerk to seek out those for Planning and the Finance and Personnel Advisory Group.</p> | Clerk |
| 8. | <p><u>To appoint Parish Council representatives to outside bodies:</u></p> <p>Brickhill Community Safety Forum (1):</p> <p>it was resolved that Cllr Fitzpatrick be appointed.</p> | |
| 9. | <p><u>To nominate one person to vote at the General Meetings of Brickhill Community Association:</u></p> <p>Cllr Chrusciak.</p> | |
| 10. | <p><u>To receive an update from the Woodlands Park Working Group and to consider proposals from the Working Group:</u></p> <p>Cllr Fitzpatrick reported that the most recent meeting had been on the 12th May and had involved elaborating on existing proposals, looking at the cost implications of each and on how to undertake further consultation. An obstacle to the early spending of the £20,117.90 is that much of the estate is still in the hands of Persimmon.</p> <p>Site meetings had been held with ACE Security regarding possible CCTV camera sites and Simon Fisher of the Borough Council regarding locations for gates in the perimeter fences, benches, bins, additional play equipment and a possible bridge across the ditch north of the changing rooms. All except CCTV would involve a one-off payment; CCTV would involve an annual maintenance fee. One option was to see if Tyne Crescent could also benefit from the scheme in which case it would be reasonable for Brickhill Parish Council to cover a proportion of the costs from its funds.</p> | |

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| | <p>The working group would like to hold an on-site display of the ideas, supported by BPHA on Saturday 23rd May 10-2pm. A consultation period would then take place between 23rd May until 14th June. The results would be collated and assessed with a draft consultation document containing proposals coming to the parish council for formal approval at the 2nd July meeting. The Working Group would also like to submit an application to Wixamtree Trust via the Brickhill Community Association for a grant of up to £5,000 for items relating to the country park or the play areas.</p> <p>Following discussion, the Parish Council agreed to:</p> <ul style="list-style-type: none"> i) The proposed on-site display on the 23rd May. ii) The overall timetable identified above and the timetable for the Wixamtree Trust submission. iii) Support further investigation into the possible extension of the CCTV to cover parts of Tyne Crescent accepting that this would mean that the Parish Council would need to cover a proportion of the costs from its funds. In addition, accepting that there would be an on-going maintenance cost associated with the CCTV camera scheme. | |
| 11. | <p><u>To receive a verbal update on the Youth Project:</u></p> <p>The Clerk reported that she had consulted with Sam Hammond at the Borough Council regarding whether the project represented good value for money. Sam Hammond felt that prior to an invoice being received from Will Sparrow, it was hard to judge this. He thought it was useful in identifying areas which could be developed including social media and community sports sessions. He did not expect the work undertaken by Will Sparrow to use up all the allocated £3,000 budget and hoped that the Parish Council would use any monies left over to deliver on these services.</p> <p>It was resolved to defer discussion to possible uses of surplus funds to the next meeting. Cllr Ward agreed to prepare and submit to a future parish council meeting, a proposal for setting up a youth parish council.</p> | Cllr Ward |
| 12. | <p><u>To remind the Parish Council about the date of the community litter pick in June and to confirm location:</u></p> <p>This would be on Saturday 13th June 10-12 noon at the junction of Ashmead Road/Westrope Way. The Clerk would liaise with the Borough regarding equipment and collection of the rubbish collected at the end of the session.</p> | Clerk |
| 13. | <p><u>To receive a report from the Borough Councillors:</u></p> <p>Cllr Rider reported that the 20mph zones had been installed in Windrush and Calder Rise. The 20 mph flashing signs had been installed in Tyne Crescent and Windrush. Another was to be installed shortly in Tyne Crescent. Cllr Moon reported that the more the developers were chased to upgrade their areas thus incurring costs, the greater the chance that the areas would be got up to adoption standard. On his last visit, he noted 14 lighting columns not lit of which 13 were in the unadopted areas. Cllrs Rider and Moon were thanked for their reports.</p> | |

12. **Financial Matters:**i) To approve bank reconciliations and any accounts for payment:

| Date Paid | Payee Name | Reference | Amount Paid | Transaction Detail |
|------------|--------------------------------|-----------|-----------------|---------------------------------|
| 09/04/2015 | British Telecom | DD | 83.40 | Broadband |
| 10/04/2015 | iThink Telecom | DD | 20.97 | Telephone Charges |
| 14/04/2015 | Bedford Borough Council | DD | 3,172.41 | Salary April |
| 05/05/2015 | Sean Reilly | BACS 1 | 577.00 | Plot Clearance etc |
| 14/05/2015 | Bedford Borough Council | BACS 2 | 300.00 | Salary Provision |
| 14/05/2015 | Paul Riches Skips | 1108 | 269.00 | Skip Hire |
| 14/05/2015 | Otis Ltd | BACS 3 | 517.38 | Lift inspection |
| 14/05/2015 | BATPC | 1109 | 1,805.00 | Subs |
| 14/05/2015 | N & J Electrical Services Ltd | 1100 | 648.00 | Electrical Check at Centre |
| 14/05/2015 | G Wiggs | BACS 4 | 85.00 | Internal Audit |
| 14/05/2015 | Rialtas Business Solutions | BACS 5 | 82.00 | Year End Closedown |
| 14/05/2015 | Brickhill Community Centre | 1111 | 565.00 | Quarterly Rent |
| 14/05/2015 | St Marks Church Community Cent | 1112 | 101.50 | Room Hire |
| 14/05/2015 | Gadsby & Faye | 1113 | 1,179.60 | Repairs to o/s Community Centre |
| 14/05/2015 | Bedford Security Services | 1114 | 53.52 | Allotment keys |
| 14/05/2015 | BATPC | 1115 | <u>20.00</u> | Councillor Training |
| | | | 9,679.78 | |

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| | <p>It was resolved to approve the bank reconciliations and to agree these payments.</p> <p>ii) <u>To consider and agree the accounts for 2014-15 and sign the Annual Return for 2014-15:</u> The report from the internal auditor was received. No issues were raised.</p> <p>It was resolved that Cllr Fitzpatrick should sign the Annual Return and the Governance Statement.</p> | |
| 13. | <p><u>Date of Next Meeting:</u></p> <p>Thursday 4th June 2015 at 7:30pm at St Mark’s Church and Community Centre, Calder Rise, MK41 7UY.</p> | |

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Approved by Chairman
4th June 2015