

**Minutes of a meeting of Brickhill Parish Council held on Thursday 2 July 2009
at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30 pm**

Present: Cllrs Fitzpatrick (Chairman), Blakeman, Buchanan, Green, Laybourn, Ovenell, Rider, Royden, and Waterhouse. The Clerk to the Council, Delia Shephard, was in attendance.

Apologies: Cllr Wilkins

	<u>Action</u>
1 <u>Apologies for absence</u> The apologies were accepted. The Chairman noted that apologies should be submitted in writing to the Clerk.	Councillors
2 <u>Declaration of Interests in matters on the agenda</u> None.	
3 <u>Confirmation of the Minutes of the meeting held on 11 June 2009</u> Resolved: to approve the minutes as a correct record.	
4 <u>Public Open Session</u> No members of the public were present.	
5 <u>Election to Committees and Advisory Committees</u> It was noted that the complaints committee had previously been elected and was composed of Cllrs Fitzpatrick, Seymour, Wilkins, Green and Waterhouse. Resolved: to retain the executive Planning committee with its current terms of reference and to elect Cllrs Blakeman, Ovenell, Seymour, Wilkins and Waterhouse to the committee. The formation of additional executive committees or advisory committees was discussed. Resolved: to establish the following advisory committees with membership as shown (lead councillor first): <u>Finance Advisory Group</u> - Cllrs Fitzpatrick, Seymour and Green. <u>Young People & Schools Working Group</u> – Cllrs Laybourn, Fitzpatrick, Royden and Buchanan <u>Bus Shelters and Services Working Group</u> – Cllrs Blakeman, Green and Marriott <u>Rights of Way and Footpaths Working Group</u> – Cllrs Wilkins, Blakeman, Ovenell and Chambers <u>Allotments Working Group</u> – Cllrs Waterhouse, Ovenell, Wilkins and Fitzpatrick. <u>Road Safety Working Group</u> – Cllrs Blakeman, Seymour, Buchanan and Green. <u>50th Anniversary Working Group</u> – Cllrs Green, Fitzpatrick and Rider. <u>Play builder Project Working Group</u> – Cllrs Royden, Laybourn and Seymour. Resolved: that the working groups would draw up their own terms of reference and bring them to the September Parish Council meeting for approval.	Councillors
The need for amendments to the budget to accommodate the needs of these groups was discussed. Resolved: to vire £500 from the un-allocated reserves to the 2009/10 budget to be used to meet any expenses from the 50 th Anniversary of Brickhill project. Resolved: to vire £500 from the un-allocated reserves to the 2009/10 budget	Clerk

to be used to meet any expenses incurred in the consultation on the Play builder Project.

Clerk

It was noted that expenditure under these two headings would be brought to the full parish council and approved in the usual way as the working groups had no executive powers.

6 Election of Parish Council Representatives to outside bodies

Election of representatives to the Brickhill Community Centre was discussed. The Clerk noted that there had been no clarification from the Management Committee of the Centre about the application process for membership of the Brickhill Association or the terms on which representatives from the Parish Council could be appointed. However the constitution of the Community Centre allowed for representation from the statutory authorities.

Resolved: to elect Cllrs Fitzpatrick and Waterhouse as Parish Council representatives to the Brickhill Community Centre.

MF, RW

Resolved: to elect Cllr Fitzpatrick as Parish Council Representative to the Brickhill Community Safety Forum.

MF

7 Report from Brickhill Community Safety Forum

A meeting had been held recently and a report would be available at the next meeting.

RS

8 Report on proposed consultation work in anticipation of new natural play facilities on Waveney Green

Cllr Seymour and the Clerk had attended a meeting with representatives of Bedford Borough Council to discuss local consultation on the proposed new natural play facilities on Waveney Green. A total of £85,000 in grant funding was available for the planning and development of a natural play space and Groundwork (Luton & South Bedfordshire) had been appointed to work on the project. It had been agreed that the Gathering on the Green event on 27 August would be used to begin consultation with residents in Brickhill. Groundwork had asked that Parish Councillors be available to help with the consultation on the day. Consultations with Brickhill Lower, Scott Lower and Beauchamp School were also to be undertaken by Groundwork. Details of the project would be included in the September parish newsletter. The timescale for completion of the project was c April 2010.

Clerk

9 Report on Gathering on the Green 27 August 2009

The Clerk gave a verbal report on preparations for the Gathering on the Green event to be held on 27 August 2009 between 11 am and 3 pm, drawing particular attention to the need for Parish Council volunteers to help on the day with gazebos, setting up and litter picking etc. Cllrs Rider, Royden and Green confirmed their willingness to help. Cllr Laybourn was also hoping to be present. As many volunteers as possible were needed.

Clerk

10 Report from Borough Councillors

The Brickhill Borough Councillors reported that, amongst other case work, they had recently been working on Highways maintenance and tree maintenance. Cllr Rider had almost finished her councillor training and was a member of the Planning and Adult Services Committees. Cllr Royden was portfolio holder for Environment and had been working on improving recycling. In the parish a parking scheme for Ellis Road was needed, as were yellow lines in Kennet Rise and Chelmer Close. The councillors were trying to get the pedestrian crossing at Avon Drive reinstated in the 5 year plan; a new 5 year plan would be ready by December 2009. The usual surgeries and coffee mornings were

being held and regular meetings with bpha and Places for People continued. Additional work had been done on removing graffiti and anti-graffiti cards were available from the Borough Council or from the Clerk.

11 Allotments

An allotment management report had been circulated before the meeting (copy in minute book) and its contents were noted and discussed. Cllr Waterhouse declared an interest in allotment matters as he was currently on the waiting list for an allotment tenancy and he took no further part in discussions or voting on this matter.

Resolved: to authorise the planting of a hedgerow around the perimeter of the fallow are by BTCV at a cost of £920.59 plus VAT.

Clerk

The council discussed future allotment strategy and the principle of a differential fee regime for residents within the Parish of Brickhill and those outside. The Clerk advised that legal advice on the charging of differential fees had been requested from NALC but was not yet available.

Resolved: to task the Allotments Working Group to produce a strategy for the Allotments including management, future investment and maintenance.

Allotment Working Group

There was discussion of the appropriate full and concessionary rents to be set with effect from 1 October 2009.

Resolved: to charge an annual rent of £52 per annum with effect from 1 October 2009. (Cllrs Royden, Fitzpatrick and Laybourn voted against this resolution.)

Clerk

Resolved: to charge a concessionary annual rent of £30 per annum with effect from 1 October 2009. (Cllrs Royden and Laybourn voted against this resolution.)

Clerk

Resolved: to charge a supplementary fee of £10 per annum for those tenants who wish to keep chickens on their plots with immediate effect.

Clerk

Resolved: to increase the key deposit charge from £5 to £6 with effect from 1 October 2009.

No change was made to other deposit charges. The Allotments Officer was instructed to obtain additional quotations for the work to the fallow area and the trackways and a decision on these matters was deferred.

Clerk

12 Computer Equipment

Following previous discussions and reports about equipment problems the Clerk had put forward a recommendation for the purchase and installation of computer equipment as follows:

- X 2 Dell OptiPlex 360 Desktop @ £854 + VAT per PC + £50 delivery costs
- BT Broadband at a monthly cost of £17.50 per month for 2 year contract
- Linksys wireless-NADSL 2+ Gateway @ £66.99 + VAT
- Automatic backup software \$30 for 2 licences
- Norton antivirus @ £40 per PC.

Total estimated cost £1904.99. The Clerk advised that there were sufficient funds in the IT reserve fund which could be vired into the 2009-10 budget. The wireless network would be password protected. St Mark's Church would be willing to allow the installation on their premises. The Parish Council's insurers would be notified.

Resolved: to approve this recommendation and make the necessary amendment to the budget.

Clerk

13 **Financial Matters**

9.1 A financial report showing transactions to date against the budget for the year was circulated and noted. The Clerk advised that all expenditure was in line with the budget except allotment maintenance costs which were high. The Council held a total of £78,768.15 in the bank on 30 June 2009.

9.2 The following accounts were submitted for approval:

Cheque No	Payee	Details	Amount
415	Supplies Team	Toner cartridges	£103.50
416	Sundorne Bouncy Castles	Bouncy Castle hire x 2	£215.00
417	St Mark's Church	Photocopying	£25.66

Resolved: to approve the accounts for payment.

Clerk

13 **Website**

Progress with the re-vamped website was discussed and the Clerk advised that she could not access site statistics. It was proposed that the content of the website would include: date of future meetings, agendas, minutes and reports of Parish Council meetings, information relevant to activities of the Parish Council, contact details for officers and councillors, stories from newsletters plus complete newsletter, photos of Brickhill, history of Brickhill, contact details of local organisations and businesses, Brickhill "What's On".

Resolved: to approve this proposal.

It was proposed that the council should aim to make the website accessible to as wide a range of people as possible, compatible with standard web browsing softer and compliant with the standards set by the World Wide Web Consortium (W3C).

Resolved: to approve this proposal.

Resolved: to arrange administrator privileges for the Clerk and to ensure that site statistics were available at the next Parish Council Meeting.

MF, Clerk