

# BRICKHILL

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## PARISH COUNCIL

**Minutes of a meeting of Brickhill Parish Council held on Thursday 9 July 2011 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm**

**Present:** Cllrs, Fitzpatrick, Darbon, Wilkins, Ovenell, Hall, Waterhouse and Blakeman.

**Absent:** Cllr Rider, Cllr Corinne Royden, Cllr Josephs, Cllr Charles Royden and Cllr Chambers

1	<b><u>Apologies for absence</u></b>  Apologies for absence had been received from Cllr Josephs (convalescing), Chambers (holiday), Corinne Royden (work), Rider and Charles Royden (Borough hall meeting) <b>It was resolved:</b> to accept the apologies for absence.	<b><u>Action</u></b>
2	<b><u>Declarations of acceptance of interest in items on the agenda</u></b>  Cllr Waterhouse declared a personal interest in matters pertaining to Item 5 because he is an allotment tenant.	
3	<b><u>Minutes of Previous Meeting</u></b>  <b>It was resolved:</b> to approve the minutes of the meetings held on Thursday 2 June & 9 <sup>th</sup> June as a correct record.	
4	<b><u>Public Open Session</u></b> No members of the public were in attendance.	
5	<b><u>To consider the allotment rates for the year beginning 1<sup>st</sup> October 2011</u></b>  Although the water bill is more than originally anticipated the allotment budget overall is within target for this year. Cllr Wilkins proposed to keep rent at the current level and Cllr Fitzpatrick seconded this. Voted unanimously by all (except Cllr Waterhouse). <b>It was resolved:</b> to maintain current rent levels and review annually. Assistant Clerk to notify allotment tenants.	Assistant Clerk
6	<b><u>To consider hosting a bulb planting event on Waveney Green in September 2011</u></b>  Discussion took place about the proposal to plant a wild flower meadow on Waveney Green. Councillors present felt that a more detailed plan for the area needs to be created and this will be looked at by the Allotment and Waveney Green working party. Councillors happy to approve a general bulb planting event as previously undertaken. <b>It was resolved:</b> to agree plans for a bulb planting event to take place on Saturday 24 <sup>th</sup> September. Cllr Fitzpatrick & Cllr Wilkins offered to assist at the event. Clerk to source bulbs.	Clerk  Cllr Fitzpatrick & Cllr Wilkins

7	<p><b><u>To approve the parish council annual insurance premium with Came &amp; Co</u></b></p> <p>Policy is due for renewal on 27<sup>th</sup> August 2011. Based on the sums insured the premium will be <b>£611.94</b>, this amount includes £172.77 for play area on Waveney Green. The Clerk informed the council that there will be an additional amount to pay to cover the Community Centre building. Bedford Borough Council will organise this insurance on our behalf and then recharge Brickhill Parish Council (approximately <b>£900</b>). Cllr Fitzpatrick suggested seeking clarity over who insurance is recharged to and who ultimately is responsible for paying the costs.</p> <p><b>It was resolved:</b> To approve payment of £611.94 to Came &amp; Company and payment for £900 dependent upon lease/agreement findings- Clerk to check Brickhill Community Centre agreement and Bedford Borough Council lease.</p>	Clerk
8	<p><b><u>To receive a report on arrangements for the Gathering on the Green</u></b></p> <p>3<sup>rd</sup> August 2011, 11-3pm. The Assistant Clerk had circulated a report to all the councillors prior to the meeting detailing plans. We still need more volunteers to help staff the event including manning the parish council stand. We also need help with setting up and clearing away on the day.</p> <p><b>It was resolved:</b> Cllr Waterhouse offered to staff the council stand and will also help with setting up/clearing away along with Cllr Wilkins. Cllr Fitzpatrick is happy to loan a large gazebo for use and Cllr Hall is able to borrow another 2 smaller gazebos which she will bring on the morning of the event.</p>	Cllrs Waterhouse, Wilkins, Fitzpatrick & Hall
9	<p><b><u>To consider funding arrangements for the Brickhill Police Post at St. Marks from 1<sup>st</sup> October 2011</u></b></p> <p>Changes with effect from 1<sup>st</sup> October will be that PC Andre Tringham will be based at Greyfriars police station. PCSO Roberto Bonforte will be the only visible police officer in the Brickhill area. Recent changes have meant that there is no longer a telephone line in the flat and no computer access. Currently both officers use the flat as a starting point but as from October only PCSO Roberto Bonforte will be using the flat. Currently the parish council contribute £200 per month for the police post at St. Marks. The clerk proposed alternative funding for provision of office space/desk for Rob for approximately 6 hours a week.</p> <p><b>It was resolved:</b> by unanimous vote to agree termination of flat provision, subject to agreement with St. Marks with regards to desk rent for 6 hours per week.</p>	Clerk
10	<p><b><u>To confirm arrangements for the provision of petty cash for the office</u></b></p> <p>A £20 petty cash float to remain in the office to assist the staff when dealing with allotment payments and any other necessary provisions needed for meetings etc.</p> <p><b>It was resolved:</b> Councillors agreed this arrangement on the proviso that staff ensure that this is in compliance with any policies held at St. Marks.</p>	Clerk
11	<p><b><u>To consider using the Probation Trust service to undertake future newsletter deliveries</u></b></p>	

	<p>Cllr Fitzpatrick recently contacted the trust to gain more information about the service to investigate the possibility of using them for certain activities. The Clerk had circulated a report to all councillors prior to the meeting detailing particulars.</p> <p>A discussion took place about how the council could possibly utilise the service. Cllr Fitzpatrick suggested using them to deliver future newsletters and any extra publicity, particularly for Gathering on Green. Cllr Waterhouse suggested using them to cover the volunteer route as a trial run initially. Concern was raised over whether the trust could accommodate us for this year's publicity due to short time frame.</p> <p><b>It was resolved:</b> to investigate whether the probation trust could accommodate a leaflet drop prior to the Gathering on the Green event and look into costs of printing leaflets- Budget of £80.</p>	Clerk																																
12	<p><b>Financial Matters:</b></p> <p><b>i) A financial report was given detailing expenditure against budget up to 30/06/11.</b></p> <table border="1" data-bbox="185 846 1270 1234"> <thead> <tr> <th>Ch No</th> <th>Payee</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>279</td> <td>James Harris Funfairs</td> <td>Hire of carousel for GoG</td> <td>300.00</td> </tr> <tr> <td>280</td> <td>SWC</td> <td>Hire of toilets for GoG</td> <td>216.00</td> </tr> <tr> <td>281</td> <td>St. Marks Church</td> <td>Hall Hire and Office Rental (May)</td> <td>319.50</td> </tr> <tr> <td>282</td> <td>Anglian Water</td> <td>Water bill at allotments</td> <td>1,139.96</td> </tr> <tr> <td>283</td> <td>St. Marks Church</td> <td>Hall Hire and Office rental</td> <td>272.50</td> </tr> <tr> <td>284</td> <td>BDO LLP</td> <td>External Auditor Fee</td> <td>510.00</td> </tr> <tr> <td></td> <td></td> <td><b>Total</b></td> <td><b>2457.96</b></td> </tr> </tbody> </table> <p><b>ii) To set a date for the Finance Advisory Group meeting</b>  <b>It was resolved:</b> to arrange a meeting for <b>Monday 18<sup>th</sup> July, 6pm</b> at the parish council office.</p> <p><b>iii) To consider pension provision arrangements for the Clerk and Assistant Clerk</b>  The clerk circulated a report and further details to all councillors prior to the meeting. Cllr Fitzpatrick explained that this had come under previous discussions and a concern raised then was the potential risk that may be involved if there is a contribution shortfall within the scheme.  <b>It was resolved:</b> all councillors present were in favour of entering into some form of pension but put on hold until further information can be obtained. Clerk to contact BATPC &amp; SLCC for information about other options and risks involved.</p> <p><b>iv) To approve the style and cost of new noticeboards for Waveney Green &amp; Play Area</b>  Clerk has ordered open noticeboard from Green Barnes which should be installed shortly. Clerk provided information to councillors on a variety of different signage options to give detail to residents that the parish council will now be responsible for management of Waveney Green. After discussion the councillors agreed to 3 signs, 2 on the green and an additional sign to be purchased specifically for the play area so that residents are aware who to contact to report any faults. It was noted that the</p>	Ch No	Payee	Details	£	279	James Harris Funfairs	Hire of carousel for GoG	300.00	280	SWC	Hire of toilets for GoG	216.00	281	St. Marks Church	Hall Hire and Office Rental (May)	319.50	282	Anglian Water	Water bill at allotments	1,139.96	283	St. Marks Church	Hall Hire and Office rental	272.50	284	BDO LLP	External Auditor Fee	510.00			<b>Total</b>	<b>2457.96</b>	Clerk
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	<p>clerk will need to consult with Bedford Borough Council over positioning of the signs on the site prior to installation.</p> <p><b>It was resolved:</b> to order 3 signs from Filcris sign makers. All signs to include parish council logo and telephone contact details. Original budget for the signs was £500, approximate costs for these proposed signs are £420 (not including the cost of installation).</p> <p><b>v) To note completion of the audit and audit report</b> The assistant clerk gave a written report to the councillors prior to the meeting which detailed the 2 points raised by the External Auditors:</p> <ul style="list-style-type: none"> <li>• There was an overpayment of Gratuity</li> <li>• Trust Funds- a comment of n/a should have been entered</li> </ul> <p>Unfortunately the gratuity payment error has resulted in the parish council receiving qualified accounts and as such this may affect our re-qualification as a Quality Council.</p> <p><b>It was resolved:</b> to note that the audit had been completed and the audit report had been received, however the council would dispute the point about overpayment of gratuity and would like to seek further clarification about this.</p>	Clerk
15	<p><b><u>Report from Borough Councillor Charles Royden</u></b></p> <p>No report was received prior to the meeting and Cllr Rider &amp; Royden were unable to attend this meeting to provide verbal report.</p>	
11	<p><b>Date of Next Meeting:</b> Thursday 1st September 7:30pm at St Mark's Church Community Centre, Calder Rise, MK41 7UY</p>	

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Approved by Chairman  
1 September 2011