

# Minutes of a meeting of Brickhill Parish Council held on Thursday 3 March 2011 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30 pm

<u>Present:</u> Cllrs Fitzpatrick (Chairman), Blakeman, Buchanan, Green, Ovenell, Waterhouse, and Seymour. One member of the public attended the meeting. The Assistant Clerk to the Council, Alison Southern, was in attendance

Absent: Cllrs Chambers, Rider and Royden, Laybourn, Marriott and Wilkins

1	Apologies for	or Absence			<u>Action</u>	
	Apologies for absence had been received from Cllr Chambers (holiday), Cllrs			, Cllrs		
	Rider and Royden (Borough council meeting) and Cllr Wilkins (work).				Clerk	
	It was resolv	ved: to accept the apolog	ies for absence.			
2		s of interest in items on				
			een declared a personal interest			
			entre because of their members			
			ill Community Association. (Item	6)		
3	Minutes of Previous Meeting			Thursday 2		
	<b>It was resolved:</b> to approve the minutes of the meeting held on Thursday February as a correct record.					
	rebluary as	a correct record.				
4	Public Open	Session				
-	One member of the public attended and asked questions relating to future					
			Council (PC) and the Brickhill			
			,	e chairman		
			I be covered under agenda item			
	•	, , ,	e between the Borough and the			
			it was not appropriate for the pa			
			he community centre who report			
	the management committee. In addition Cllr Waterhouse informed the meeting that members of the Brickhill Community Association Management Committee					
	(BCAMC) ha	d spoken with members	of staff at the community centre	at both the		
	January and	d February management	committee meetings. The BC	CAMC also		
	intend to write to all regular hirers regarding the transfer of authority from the Borough Council (BC) to the PC.					
5	Financial Ma					
	5.1 Financial Report					
	A financial report detailing expenditure against budget up to 3 March 2011 was					
	noted and the following accounts for payment were presented:					
	Ch No	Payee	Details	£		
	101234	M & P Fitzpatrick	Print costs for CSF leaflets	40.50		
	101235	NSYS	Website creation fees	945.52		
	<u> </u>	•	•	•		

101236	BRCC	Play area inspection training	54.00	
Ch No	Payee	Details	£	
101237	Open Spaces Society	Annual Membership	40.00	
101238	D M Shephard	March salary (inc gratuity)	2346.12	
101239	A Southern	March salary	991.59	
100240	BATPC	Affiliation Fees	1460.00	
100241	St Mark's Church	Hall hire and office rental	259.50	
100242	HMRC	Final quarter NI and PAYE	2865.57	
		contributions		
		Total	9002.80	
5.2 To confire Resolved: to Seymour work Seymour work RFO and list appointed Resolved: to 5.4 To confire from 28 Febrary Clir Seymour be paid for a point 30. Reputy Clerk In addition to were discussed suitable can conduct the applications in the seymour	RS Clerk Clerk RW,SG MF, RS,JL			
1. Wave The Clerk gasolicitor was Our solicitor major obstact consider the Setting up a department a green space Street furnity approximate Play Area insurance — equipment/st Signage — in are responsil	1. Waveney Green The Clerk gave a verbal report on progress to date. Currently the parish council's solicitor was still awaiting feedback following its response to the initial draft lease. Our solicitor had chased the borough's solicitor for information and this was the major obstacle to finalising the agreement. In addition the parish council need to consider the following:  Setting up a communications protocol between the PC and Steve Tomlin's department at the Borough. This will allow the parish council to learn how the green space is managed on a weekly and monthly basis.  Street furniture inventory i.e. no of dog waste bins, litter bins, benches and approximate replacement costs  Play Area inspections – how often and by whom?  Insurance – need to discuss with the Borough whether the play area equipment/street furniture is insured  Signage – installing a few signs on the green area stating that the parish council are responsible for the management of the green and play area from 1 April 2011 and members of the public should contact the PC to report any problems on this			Clerk Clerk Clerk

#### 2. Brickhill Community Centre

The Clerk gave a verbal report on progress to date. Similarly to the green space the parish council were still awaiting the revised lease from the Borough's solicitors. The survey had been received late this afternoon and the Clerk had spoken with the surveyor regarding its content. There were two issues raised and the surveyor recommended that the parish council employ a structural engineer to carry out a further inspection in relation to this. It was proposed that the parish council instruct their solicitor to include a clause in the lease relating to any significant findings arising from the surveyor's report. **Resolved:** the Clerk to instruct the solicitor to take into account the findings of the report and to amend the lease to take into consideration the two key points raised relating to the structure of the building.

Clerk

### Maintenance Plan

Repairs over £250 should be approved by the PC however this could only be an estimated figure as inevitably some repairs come in slightly over budget and emergency repairs would still be carried out at the discretion of the BCAMC. The BCAMC would channel all requests via the PC and it was resolved that the main point of contact for the PC would be the Clerk. The clerk advised the parish council it would need to conduct a risk assessment regarding the risk involved to the PC of taking on these two additional assets. It was noted that the Parish Council had agreed in its business plan to continue to honour existing contract arrangements for the first year from 1 April 2011 for items such as fire alarm testing, lift servicing and boiler servicing. It was resolved to write to Linda Stevens at the Borough for clarification regarding long term contracts and approximate costs the PC would then need to review these contracts and might consider alternative suppliers in the future to reduce costs to the PC. £23K is earmarked from the Precept for the Community Centre. The PC had received a list of outstanding maintenance issues which totalled approximately £16K leaving £7K. It was proposed that the remaining funds should be held in earmarked reserves to build up reserves for the community centre.

#### Insurance

The BC would continue to pay for the buildings insurance and this would be recharged to the PC. The BCAMC would continue to be responsible for the contents and staff liability insurance. Cllr Waterhouse proposed that the community centre could perhaps go through the PC insurance provider which might provide a more cost-effective quote. **Resolved:** the Clerk to discuss with Came & Company and liaise with the BCAMC.

Clerk

#### Communication

It was proposed that the PC write to the Chairman of the BCAMC outlining the current situation and assuming the lease goes ahead what impact this will have on the community centre. **Resolved:** the Clerk would write to BCAMC and a copy would be sent to Linda Stevens at the Borough Council.

Clerk

#### Press Release

The clerk had been contacted by the local press regarding the proposed increase in the Precept. There followed a brief discussion regarding whether to issue a press release. It was resolved not to issue a press release as information relating to the transfer of assets had been displayed on the notice boards, the website and a leaflet would be included with the council tax bills. If a press release was required then a joint press release with the Borough could be arranged and the clerk would liaise with their Press Officer.

## 7 To review current telephone costs and consider a proposal to change provider

The Clerk had been approached by ATS who had provided a breakdown of call charges and line rental based on last year's figures. The proposal was discussed

	and although on paper there appeared to be significant savings no members of the council had knowledge of this company. It was <b>resolved</b> to seek testimonials from current users of ATS and subject to satisfactory testimonials being received to sign up to a contract with ATS for the minimum period of 2 years.	Clerk
8	Correspondence The PC has been consulted regarding proposed topics for the Scrutiny and Policy Review and Development Committees' Work Programmes for 2011-12.  Resolved: to put details of this consultation on the website and the topics that received the most suggestions would be put forward.	Clerk
9	Date of Next Meeting Date of next meeting Thursday 7 April at St Mark's Church Community Centre	

Approved by Chairman
7 April 2011