

BRICKHILL

PARISH COUNCIL

Minutes of a meeting of Brickhill Parish Council held on Thursday 10 February 2011 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30 pm

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

Absent: Cllrs Laybourn, Marriot and Royden.

	<u>Action</u>
<p>1 Apologies for Absence Apologies for absence had been received from Cllr Marriott (work), Cllr Royden (work). It was resolved: to accept the apologies for absence.</p>	Clerk
<p>2 Declarations of interest in items on the agenda Cllrs Waterhouse, Fitzpatrick and Green declared a personal interest in matters pertaining to Brickhill Community Centre because of their membership of the Management Committee of the Brickhill Association. (Item 6) Cllr Waterhouse declared a personal interest in matters pertaining Brickhill Allotments because of his allotment tenancy. Cllr Green declared a personal interest in matters to do with the no 10 bus route by way of his residence on Larkway.</p>	
<p>3 Minutes of Previous Meeting It was resolved: to approve the minutes of the meeting held on Thursday 24 as a correct record with the following amendments: Item 5 Waveney Green the sentence reading "Members of the council also required confirmation from the Borough ensure that the £40K Special Area charge reduction would be transferred directly to the residents of Brickhill and not distributed throughout the whole of the Borough." Would be reworded to say "Members of the council also required confirmation from the Borough that the £40K Special Area Charge reduction would solely benefit the tax payers of Brickhill." Item 6 Community Centre the sentence reading "It was proposed that the Parish Council produce an A5 leaflet which would be inserted by Bedford Borough Council with the Council tax bills." Would be reworded to say "It was resolved that the Parish Council would request the Borough to include an A5 leaflet from Brickhill Parish Council with the Council Tax bills"</p>	
<p>4 Public Open Session No members of the public attended.</p>	
<p>5 Financial Matters 1.1 A financial report showing expenditure against budget (copy in minute book) had been circulated to members before the meeting. The following accounts were put forward for payment:</p>	

Cheque No	Payee	Details	Amount £
227	St Mark's Church	Hall hire	45.50
227	St Mark's Church	Office rental	300.00
228	A & C Restoration	Moving allotments Noticeboard	80.78
229	DSD Contracting	Plumbing repairs at allotments	86.53
230	SLCC	Practitioner Conference Fees	693.84
231, 232	Staff	Salaries	2189.23
232	Anglia in Bloom	Brickhill in Bloom	30.00

It was resolved to approve the report and approve the accounts for payment.

1.2 A revised Risk Assessment document was considered.

It was resolved to adopt the Risk Assessment document.

1.3 The Clerk advised that a new internal auditor was needed for 2010-11 and recommended the appointment of Mr David Jones, an experienced local council auditor who was on the BATPC recommended list. The likely fee was between £100-150 depending on the amount of work done.

It was resolved: to authorise the Clerk to issue a letter of engagement to Mr Jones following the guidance outlined in the Practitioner's Guide.

1.4 A review of the effectiveness of the internal controls and the internal audit for the year 2010-11 was presented to Council (copy in minute book).

It was resolved: to adopt the review of the effectiveness of the internal controls and internal audit and to following the recommendations therein.

6 Planning Matters

The Clerk advised Council that the Planning Committee had been made aware of a recent case in which they objected to the granting of planning permission for an extension but the application was not called in to the Borough Council Planning Committee. Permission was granted by the Case Officer using his delegated powers. The Case Officer had informed the Clerk that the Borough's policy of always referring such cases to the Planning Committee had changed and the only way to ensure a case was referred to Committee was for the Ward Councillor to object. The Planning Committee urged the Parish Council to write to the Borough Council objecting to this new policy if it had been adopted.

It was resolved to write to the Planning Dept seeking clarification of current policy and expressing disappointment if advised that the policy had been changed as indicated by the Case Officer. The matter would also be raised with BATPC and the Borough's Town and Parish Council Network if appropriate.

The Clerk asked the Council to consider delegating the authority to respond to planning applications to the Proper Officer in cases when it was not possible to convene a meeting of the Planning Committee.

It was resolved to delegate to the Proper Officer authority to respond to planning applications in consultation with at least one member of the Council in the event that the committee was unable to meet.

7 7.1 Waveney Green Open Space and Play Area

The Clerk had prepared a report and recommendations to assist the Council to review and agree arrangements for the transfer of Waveney Avenue green space from Bedford Borough Council to Brickhill Parish Council. This was discussed and the Clerk was instructed to seek clarification on several issues pertaining to

the lease including information about likely rates on taxes due on the land and the location of any utilities, inclusion of a right of termination, clarification of what is meant by “alteration to land”, clarification of the boundary and clarification of the right to hold special events on the land.

It was resolved to adopt the Clerk’s recommendations about next steps in the negotiations as contained in the report.

Clerk

7.2 Brickhill Community Centre

The Clerk had prepared a report and recommendations to assist the Council to review and agree arrangements for the transfer of Brickhill Community Centre from Bedford Borough Council to Brickhill Parish Council. This was discussed and the clerk was instructed to seek clarification on several issues pertaining to the lease including information about the location of utilities and services, the provisions relating to the exclusion of the Parish Council, the need for a right of termination and clarification of the decoration, alteration and reinstatement provisions of the lease.

It was resolved to adopt the Clerk’s recommendations about next steps in the negotiations as contained in the report.

Estimates of the fees involved in obtaining a full condition survey of the building were put before the Council. Constraints of time and difficulty in finding a suitably qualified surveyor willing to undertake the specialist work within the timescale needed meant that only one estimate was available.

It was resolved to delegate authority to the Clerk (in consultation with the Chairman) to commission a detailed condition survey of Brickhill Community Centre at a cost not exceeding £1950 excluding VAT as soon as additional estimates had been obtained or using the first estimate provider if time constraints necessitated this.

Chairman and
Clerk

8 Staff Matters

The Council noted with regret the resignation of the Clerk who was thanked for her service to the Council. It was noted that her employment would terminate on 4 March 2011 and she would attend the Council meeting on 3 March 2011.

It was resolved to advertise the post via BATPC, SLCC, and BBC and via the Brickhill Parish Council newsletter and website. The post would be advertised at 32 hours per week with the potential to become full-time at a salary range between SCP 26-34. The Clerk was authorised to finalise the job advertisement, short listing and closing date arrangements in consultation with the HR Working Group (Cllrs Fitzpatrick, Seymour and Laybourn). Interview arrangements would be agreed on 3 March 2011.

It was resolved: that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

The Clerk had requested that the Council consider making one payment to the LG pension scheme out of the gratuity payment owed under the terms of the Clerk’s contract and this would ensure prompt entry into the scheme at her new place of employment. **It was resolved:** that this payment would not be made by Brickhill Parish Council because it would set a precedent making it obligatory to include the Deputy Clerk and future Clerk in the Scheme but that a gratuity would be paid to the Clerk through the payroll on termination of her service. Council noted that

this sum would be subject to PAYE and NIC and had been calculated to be £2,797.22 to the end of February plus a small additional amount for days worked during March. The Clerk thanked the Council.

Council moved back into public session.

9 Allotment Matters

The Allotments Working Group had noted that the Allotment Tenancy agreement was due for revision.

It was resolved: to authorise the Allotments Officer to prepare for consideration a revised draft tenancy agreement for allotment tenants which would comply with all aspects of good practice and allotment law.

The Council noted that the current contractor who undertook plot maintenance and odd jobs around the allotment site wished to terminate this arrangement.

It was resolved: to advertise for a new self employed contractor on the Parish Council noticeboards, website and in the newsletter.

10 Highways Structural Maintenance Scheme

Council had been asked to review the Highways Maintenance Schemes for 2011-12 and prioritise the top three schemes in the Parish.

It was resolved: to select the following priorities

Roads

- Avon Drive - roundabout east to Kimbolton Road
- Falcon Avenue – Dove Road to Fulmar Road
- Windrush Road – between Severn Way and Isis Road

Footpaths

- Avon Drive – remote footways Bure Close to Calder Rise
- Waveney Avenue
- Mallard Hill outside nos 70 -101 (approx)

11 No 10 Bus

The Clerk noted recent correspondence between residents and Stagecoach, Ward Councillors and Bedford Borough Council. BABUS had sent the Parish Council a response to the safety assessment submitted to Stagecoach by residents of Falcon Avenue and it was agreed to forward this to interested parties. BABUS had not commented directly on the safety aspects of the route because this was the responsibility of the commercial operator and the police. It was noted that usage of the No 10 did seem to be increasing slightly and that Stagecoach had advised that until the bus route penetrated further into the Woodlands estate and proper review of the viability of the service could not be concluded. The Clerk noted that she had asked the Borough Council for an update on the introduction of the planned double yellow lines. The state of the verges was also discussed.

12 Borough Councillors Report

Not available.

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Approved by Chairman
3 March 2011