

BRICKHILL

PARISH COUNCIL

Minutes of a meeting of Brickhill Parish Council held on Thursday 12 May 2011 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 9.00pm

Present: Cllrs Blakeman, Chambers, Fitzpatrick, Charles Royden, Corinne Royden, Darbon, Wilkins, Ovenell, Rider and Josephs

Absent: Cllr Waterhouse

1	<u>Election of Chairman</u> Mark Fitzpatrick was proposed by Cllr Chambers and this was seconded by Cllr Wilkins. Cllr Fitzpatrick accepted the position for the forthcoming year.	<u>Action</u>
2	<u>Declaration of acceptance of Office</u> All present signed their declaration of acceptance of office and this was witnessed by the Proper Officer. All members were asked to complete their register of interests form and return to the Clerk within the next fortnight.	ALL
3	<u>Election of Vice-Chairman</u> This item was postponed until the next meeting	
4	<u>Apologies for absence</u> Cllr Waterhouse had sent apologies as he was on holiday. The apologies were noted and accepted.	
5	<u>Declarations of acceptance of interest in items on the agenda</u> None	
6	<u>Minutes of Previous Meeting</u> It was resolved: to approve the minutes of the meeting held on Thursday 7 April as a correct record.	
7	<u>To approve or amend the committee structure of Brickhill Parish Council and to elect members to the following committees/working groups</u> <ul style="list-style-type: none"> (i) Planning committee - Cllrs Blakeman, Chambers, Josephs, Ovenell and Wilkins agreed to join the committee (ii) Finance Advisory Group – Cllrs Corinne Royden, Fitzpatrick – it was noted that a further councillors would be required to join this group which will be discussed at the next parish council meeting (iii) Allotments Working Group – after a short discussion it was agreed to merge the allotments group with the Waveney Green and Play Area group – Cllrs Ovenell, Cllr Waterhouse and Wilkins agreed to join this group. (iv) Brickhill Community Centre – Cllrs Chambers, Fitzpatrick and Darbon agreed to join this group 	ALL

8	<p>To receive a verbal report regarding the transfer of Waveney Green green space and play area and Brickhill Community Centre from the Borough Council to the Parish Council</p> <p>The Acting Clerk reported that both leases had been signed on Wednesday 5th May 2011. It was noted that the lease for the Community Centre had been signed with a defective title as part of the Community Centre is in fact owned by BpHA. The Borough Council had agreed to make reasonable efforts to rectify the ownership of this part of the Community Centre as soon as possible in order to transfer this to the Parish Council. This would be done at no cost to the Parish Council. Stuart Green was thanked for negotiating with the Borough and the Clerk to ensure the content of the leases was acceptable to both parties. It was noted that the Borough Council would continue to manage Waveney Green for a further year and the Parish Council would liaise with the Open Spaces team to ensure a timetable of works was compiled. In addition the Clerk would need make an inventory of street furniture ie benches, dog bins, waste bins which would need to be added to the asset register and considered for insurance purposes. In addition the play equipment would need to be inspected regularly and a parish councillor and a member of staff would need to attend a training course. The Clerk would contact BATPC and BRCC to see when the next course was being held.</p> <p>The Community Association would continue to manage the Community Centre and would report back to the PC according to the terms and conditions in the agreement between the Parish Council and Community Association.</p>	Clerk																																																
9	<p>To appoint Parish Council representatives to outside bodies:</p> <p>(i) Brickhill Community Safety Forum – Cllrs Josephs and Fitzpatrick agreed to represent the parish council. Cllr Josephs would attend the daytime meetings and Cllr Fitzpatrick would attend the evening meetings.</p> <p>(ii) Brickhill Community Centre Association – Cllrs Darbon and Fitzpatrick agreed to represent the parish council.</p>	<p>Cllrs Josephs and Fitzpatrick</p> <p>Cllrs Darbon and Fitzpatrick</p>																																																
10	<p>Financial Matters:</p> <p>(i) A financial report detailing expenditure against budget up to 1 May 2011 was noted and the following accounts for payment were presented:</p> <table border="1" data-bbox="185 1462 1270 1951"> <thead> <tr> <th>Ch No</th> <th>Payee</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>253</td> <td>St Mark's Church</td> <td>Hall Hire and Office Rental</td> <td>259.50</td> </tr> <tr> <td>254</td> <td>Beds BC</td> <td>Plumbing repairs (allotments)</td> <td>68.31</td> </tr> <tr> <td>255</td> <td>Brickhill Baptist Church</td> <td>CSF Hall hire</td> <td>25.00</td> </tr> <tr> <td>256</td> <td>P Hawking</td> <td>Allotment contractor</td> <td>120.00</td> </tr> <tr> <td>257</td> <td>Viking Direct</td> <td>Stationery and stamps</td> <td>122.27</td> </tr> <tr> <td>258</td> <td>Robinson & Hall</td> <td>Structural survey for CCentre</td> <td>2160.00</td> </tr> <tr> <td>259</td> <td>Bedfordshire Guide Assn International</td> <td>Grant approved funding</td> <td>500.00</td> </tr> <tr> <td>260</td> <td>Bedford Security Service</td> <td>Allotment keys x 10</td> <td>59.40</td> </tr> <tr> <td>261</td> <td>Park Woodfine Heald Meadows LLP</td> <td>Land Registry Fees</td> <td>100.00</td> </tr> <tr> <td>262</td> <td>D Jones</td> <td>Internal Auditor fee</td> <td>150.00</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>3414.48</td> </tr> </tbody> </table> <p>It was noted that staff salary payments were now paid by DD</p>	Ch No	Payee	Details	£	253	St Mark's Church	Hall Hire and Office Rental	259.50	254	Beds BC	Plumbing repairs (allotments)	68.31	255	Brickhill Baptist Church	CSF Hall hire	25.00	256	P Hawking	Allotment contractor	120.00	257	Viking Direct	Stationery and stamps	122.27	258	Robinson & Hall	Structural survey for CCentre	2160.00	259	Bedfordshire Guide Assn International	Grant approved funding	500.00	260	Bedford Security Service	Allotment keys x 10	59.40	261	Park Woodfine Heald Meadows LLP	Land Registry Fees	100.00	262	D Jones	Internal Auditor fee	150.00			Total	3414.48	
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	<p>(ii) To receive the internal audit report for the year 2010-11 Copies of the internal audit report had been circulated to all members prior to the meeting. Several recommendations were made and there followed a brief discussion regarding these. It was resolved not to seek clarification from BATPC regarding whether to include the fencing around Brickhill Allotments on the asset register and if this should be an insured item. It was resolved that in future a weekly back up would be taken off site – it was noted that daily backups occur automatically on the pc network.</p> <p>(iii) To approve the accounting statements for the year end 2010-11 Resolved: to approve the accounting statements as outlined in the Annual Return for year end 2010-11</p> <p>(iv) To approve the annual governance statement for the year 2010-11 Resolved: the annual governance statements was considered and approved</p> <p>(v) To consider two grant requests:</p> <p>(i) <u>Community Safety Forum</u> – Resolved: to fund a further £200 for this organisation – the funds would be kept in reserve by the parish council and drawn down upon request by the Chairman of the CSF. This payment was made using S137 funding.</p> <p>(ii) <u>Brickhill Baptist Church</u> – Resolved: to make a payment of £500 towards the costs of the Waveney Green football tournament. This payment was made using S137 funding. It was noted that in future year's the parish council might wish to consider including an amount in it's yearly budget planning for this annual event.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
11	Date of Next Meeting: Thursday 2 June 7:30pm at St Mark's Church Community Centre, Calder Rise, MK41 7UY	

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Approved by Chairman
2 June 2011