

BRICKHILL

PARISH COUNCIL

Minutes of a meeting of Brickhill Parish Council held on Thursday 2 June 2011 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm

Present: Cllrs, Fitzpatrick, Chambers, Charles Royden, Corinne Royden, Darbon, Wilkins, Ovenell, Waterhouse and Josephs. 1 member of the public, the Clerk and the Assistant Clerk were in attendance.

Absent: Cllr Rider and Blakeman

		<u>Action</u>
1	<p><u>Apologies for absence</u></p> <p>Apologies for absence had been received from Cllr Rider (Borough Council meeting) and Cllr Blakeman (holiday)</p> <p>It was resolved: to accept the apologies for absence.</p>	
2	<p><u>Declarations of acceptance of interest in items on the agenda</u></p> <p>Cllr Waterhouse declared a personal interest in matters pertaining to Item 12 because he is an allotment tenant.</p>	
3	<p><u>Minutes of Previous Meeting</u></p> <p>It was resolved: to approve the minutes of the meeting held on Thursday 12 May as a correct record.</p>	
4	<p><u>Co-option of new councillors</u></p> <p>One candidate had been put forward for co-option and a personal statement had been circulated to all members prior to the meeting. There followed a brief discussion and Cllr Charles Royden proposed that Jacky Hall be co-opted to the parish council. This was seconded by Cllr Waterhouse. Currently the parish council still has 1 vacancy to fill and this will be held over until the next meeting.</p> <p>Resolved: by unanimous vote to co-opt Jacky Hall to the council. Cllr Hall completed her acceptance of office form which was witnessed by the Proper Officer.</p>	Cllr Hall/Clerk
5	<p><u>Election of Vice Chairman</u></p> <p>Cllr Waterhouse nominated himself for this role and this was seconded by Cllr Charles Royden. Resolved: to elect Cllr Waterhouse as Vice-Chairman.</p>	
6	<p><u>To appoint an additional member to the Finance Advisory Group</u></p> <p>At the Annual Meeting of the Parish Council only 2 councillors were put forward</p>	

	for the finance advisory group. The group meets 3-4 times per year and one of the members of the group would also carry out 2-3 monthly checks on financial transactions as part of our annual risk assessment. Resolved: Cllr Waterhouse volunteered to join the group and also agreed to be the nominated councillor to review council accounts.	Cllr Waterhouse
7	<p><u>Future Parish council surgeries</u></p> <p>Members of the public are given the opportunity to communicate with the council through these surgeries. Councillors were asked to put themselves forward to cover the surgeries from now until March 2012.</p> <p>It was resolved: Cllr Wilkins – 7th July 2011 Cllr Corinne Royden – 1st September 2011 The remaining dates would be agreed nearer the time.</p>	Cllr Wilkins & Cllr Corinne Royden
8	<p><u>Community Led Plan Report</u></p> <p>Cllr Fitzpatrick gave feedback to the council about progress with the plan. There is a meeting taking place next week at Bedford Borough to which Cllr Fitzpatrick hopes to attend. Bedford Borough Partnership board is due to meet on 16th June at which the community plan will be presented to the panel. Cllr Fitzpatrick had received a copy of the draft plan which identifies 29 key actions with milestones and timescales detailed. Cllr Waterhouse asked how priorities have been decided and identified and expressed concern that the parish council had not yet seen this report. Cllr Waterhouse suggested that the full parish council have time to review and give feedback prior to the report being presented to the Borough on the 16th June.</p> <p>It was resolved: to obtain a copy of the final draft and circulate to all council members. A meeting will take place on 9th June 2011 at 7pm in order for councillors to comment on the draft.</p>	Clerk/all councillors
9	<p><u>Gathering on the Green</u></p> <p>3rd August 2011, 11-3pm. The Acting Clerk had circulated a report, timetable and budget to all members of the council (copy in minute file). All activities are now booked and are within budget. The parish council will ask Pc Andre Tringham re Cadet support on the day but we will need more volunteers to help staff the event. An article has been included in the latest issue of the parish newsletter requesting additional volunteers.</p>	
10	<p><u>Training arrangements for the new Clerk (and Councillors)</u></p> <p>BATPC will be running a Local Council Clerk Core Skills training course in October and the Acting Clerk had recommended that the council agreed to the new Clerk to attend.</p> <p>A Power of well-being course will be taking place in July- the council were advised that the new parish councillors and those who had previously not undertaken the training would need to attend the course either on the 7th or 12th July.</p>	

	<p>Playground inspection training - the Borough council would continue to carry out inspections until April 2012 after which the parish council would become responsible for the weekly equipment checks. It was noted that the Assistant Clerk had contacted Simon Fisher at Beds BC re site checks and a maintenance schedule for Waveney Green – we are still awaiting a response.</p> <p>It was resolved: to approve the BATPC training for the new Clerk. New councillors to advise the Clerk is able to attend the Power of Well-being course within the next fortnight in order to secure places. The Clerk to chase BATPC and BRCC re playground inspection training etc or find alternative provider.</p>	<p>Clerk</p> <p>Councillors</p> <p>Clerk</p>
11	<p><u>Proposed entrance from Woodlands to Brickhill</u></p> <p>The meeting broke for a short break where councillors were invited to inspect a small display which Mr Trevor Wall had brought to the meeting. The meeting resumed and one member of the public attended and asked questions relating to the proposed footpath. Apologies were given for omitting the public open session item off the agenda.</p> <p>A question was asked as to why there was a fence between the 2 housing estates, Cllr Charles Royden clarified that this was a requirement set by the planning department when the original development had been given permission. Cllr Charles Royden has suggested that the fence be removed.</p> <p>Places for People are in consultation with its residents living in the Browney path area. Cllr Waterhouse proposed that a response be made to the Borough Council to request the removal of the fence, this was seconded by Cllr Charles Royden and unanimously agreed by all in attendance.</p> <p>The Council had no objections with the proposed route, via the underpass from Grenadier Close and Browney Path but would also like to suggest adding a second path (Hodder Way) to allow for better access especially for pushchairs etc.</p> <p>It was resolved: that the Clerk write to the Borough requesting that the fence be removed and also adding feedback about the proposed path options.</p>	<p>Clerk</p>
12	<p><u>Brickhill Allotment Gardening Competition</u></p> <p>A verbal update was given to the council. The judging will take place in July and volunteers were needed to undertake this.</p> <p>Brickhill in Bloom has been promoted in the parish newsletter and on the noticeboards Francesca will be leading on this.</p> <p>It was resolved: Cllr Wilkins and Hall offered their assistance as judges for the allotment competition.</p>	<p>Cllr Wilkins & Cllr Hall</p>

13	<p><u>Notice Board for Waveney Green</u></p> <p>A quote from Metrosigns for the purchase of a standard notice board with Perspex doors was obtained at a total cost of £695 + VAT. There followed a brief discussion regarding the location, style, quantity of the boards. 2 sites were proposed, either Dove Road near Brickhill Lower school or near to the bus stop on Waveney Avenue. The members voted 2 in favour of Dove Road and 7 in favour of Waveney Avenue.</p> <p>In addition to the main board, it was proposed by Cllr Charles Royden and seconded by Cllr Waterhouse that the parish council investigate costs for smaller signs to position around Waveney Green. This will ensure residents are aware that Brickhill parish council are now responsible for the management of Waveney Green. A total of £500 from reserves could be used to purchase the smaller signs.</p> <p>It was resolved: the main notice board to be positioned along Waveney Avenue near to bus stop.</p> <p>The Clerk to obtain quotes for board and signs – an alternative design from current notice boards (no casing) allowing for a budget of £1000 and an additional £500 for purchase of smaller signs from council reserves.</p> <p>To check with David Hellyn from Bedford Borough Council regarding the proposed location of the notice board.</p>	Clerk																																				
14	<p><u>Financial Matters:</u></p> <p>1) A financial report was given detailing expenditure against budget up to 25 May 2011. It was noted that an additional invoice needed to be included from Woodfine solicitors totalling £900. The following accounts for payment were presented:</p> <table border="1" data-bbox="185 1361 1262 1742"> <thead> <tr> <th>Ch No</th> <th>Payee</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>263</td> <td>Bedford Borough Council</td> <td>Payroll Provision for 2011/2011</td> <td>300.00</td> </tr> <tr> <td>264</td> <td>Brickhill Baptist Church</td> <td>Grant awarded for football Tournament - S137 payment</td> <td>500.00</td> </tr> <tr> <td>265</td> <td>Shaun Reilly</td> <td>Allotments contractor</td> <td>50.59</td> </tr> <tr> <td>266</td> <td>Mini Strikers</td> <td>Gathering on the Green</td> <td>66.00</td> </tr> <tr> <td>267</td> <td>BATPC</td> <td>New Councillor Training</td> <td>20.00</td> </tr> <tr> <td>268</td> <td>BATPC</td> <td>Clerk's training course</td> <td>200.00</td> </tr> <tr> <td>269</td> <td>White Hart Press</td> <td>Newsletter print costs</td> <td>445.00</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>1581.59</td> </tr> </tbody> </table> <p>The accounts were approved for payment, however an electronic copy will need to be sent to all members as this had not been received prior to the meeting.</p> <p>The council was advised that cheques need 3 signatures (2 councillors and the clerk) and a new mandate will have to be signed in order for the new clerk to be authorised as a signatory. The council should consider adding additional members as signatories.</p>	Ch No	Payee	Details	£	263	Bedford Borough Council	Payroll Provision for 2011/2011	300.00	264	Brickhill Baptist Church	Grant awarded for football Tournament - S137 payment	500.00	265	Shaun Reilly	Allotments contractor	50.59	266	Mini Strikers	Gathering on the Green	66.00	267	BATPC	New Councillor Training	20.00	268	BATPC	Clerk's training course	200.00	269	White Hart Press	Newsletter print costs	445.00			Total	1581.59	Clerk
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	It was resolved: to provide an electronic copy of the financial report to all members and in addition to add Cllrs Waterhouse and Hall to the bank mandate.	
15	<p><u>Report from Borough Councillor Charles Royden</u></p> <p>Cllr Charles Royden updated the council on a number of issues.</p> <p>Burglaries- there has been a number of burglaries reported recently, in particular garages being broken into. He urged all residents to be extra vigilant and ensure they lock up securely.</p> <p>Highways – pot holes ongoing issue all residents to report any known to the local authority. Nursery Gardens work now completed and energy efficient street lightning completed in birds area.</p> <p>No 10 bus route- Bedford borough council have continued to support this route via Section 106 funding. Due to limited number of residents using the service its future seems uncertain unless the usage increases. Stagecoach (service provider) is still only able to access the outskirts of the estate.</p> <p>Avon drive- a new food emporium will be opening (situated next door to the pharmacy) on Brickhill drive.</p>	
11	Date of Next Meeting: Thursday 7 July 7:30pm at St Mark's Church Community Centre, Calder Rise, MK41 7UY	

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 Approved by Chairman
 7 July 2011