

BRICKHILL

PARISH COUNCIL



Minutes of a meeting of Brickhill Parish Council held on Thursday 6th September 2012 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm

Present: Cllrs Fitzpatrick, Waterhouse, Blakeman, Crofts, Wilkins, Rider, Charles Royden, Corinne Royden, Chambers, Josephs and Ovenell the Clerk were in attendance.

Absent: Cllrs Darbon and Reeve

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| 1 | <p>Apologies for absence Apologies for absence had been received from Cllr Darbon (work commitments) and Reeve (holiday) It was resolved: to accept the apologies for absence.</p> | |
| 2 | <p>Declarations of acceptance of interest in items on the agenda Cllr Waterhouse declared a personal interest in matters pertaining to item 5 and 6</p> | |
| 3 | <p>Minutes of Previous Meeting It was resolved: to approve the minutes of 5th July 2012 as a true record of the meeting.</p> | Clerk |
| 4 | <p>Public Open Session 2 Members of the public were in attendance.</p> | |
| 5 | <p>To receive reports and agree any necessary actions for the following:</p> <p>i) Allotments working group The assistant Clerk circulated a report prior to the meeting updating the council on a number of issues including-</p> <p>Tenancy Agreement & allotment handbook As agreed at the July PC meeting the allotments working party has made revisions to the tenancy agreement to allow for informal sharing of plots. In doing so this will allow anyone who requires assistance with their plot to be able to retain their plots – this does not transfer the tenancy to the other party and is an informal agreement. There were a number of other minor changes to both documents to be approved also. It was resolved: to approve all changes.</p> <p>Break-ins We have experienced several break-ins during the summer months and tenants have been advised to ring 101 and inform the Police. The PcSO for the area is aware of the recent thefts and staff have provided the police with a key to the site in order for regular patrols to be carried out.</p> <p>Allotment working group Cllr Fitzpatrick proposed changing the allotments working group to a committee (bound by the normal regulations). The benefits to this would be that the committee would meet more frequently (e.g. quarterly) and the meetings would be open to the public. After discussion the councillors all agreed to this change. It was resolved: the working group will become the allotments & open space committee and the Clerk will create terms of reference to be agreed at the next meeting.</p> | Assistant Clerk |

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| | <p>ii) Mr A Newberry (on behalf of the allotment tenants) The Clerk circulated a report by Mr Newberry on behalf of the group who conducted a consultation with allotment tenants to gauge interest in forming an association. Mr Newberry confirmed that at present there was not enough interest expressed to take this idea forward. Within the report other issues were raised including recent thefts, site security and tenancy agreements. Cllr Fitzpatrick thanked Mr Newberry for his efforts in this matter and for his comprehensive report. Some of the issues mentioned had been addressed in the previous item however the new committee could look at the other items raised at a later date.</p> | |
| 6 | <p><u>To consider request for works at Brickhill Community Centre</u> The clerk circulated a report the centre and further works that need to be considered and agreed, as follows:</p> <p>1) Installation of blending valves for all hand basins Hand basins should be fitted with the required blending valves to help regulate water temperature. 3 different plumbing engineers have supplied quotes. It was resolved: to approve P Chester & sons to undertake the work based on the quote supplied.</p> <p>2) Additional storage cupboard installation: The Clerk sought approval from the council to install an additional cupboard at the centre due to limited storage space in the office. The unit would be located in the hall way (corner cupboard positioned on the first section of stairs in the corridor). It was resolved: To approve the work with a maximum budget of £400.</p> <p>3) Installation of bollards: The Clerk received a request from the community centre association about the possibility of installing up to 3/4 bollards in the car park, following the recent incident which left considerable damage to the external doors and brick work. Installation of the bollards would help prevent a similar incident occurring again and give added protection to the front of the building. The Clerk investigated costs for this work and received a quotation to install 3x bollards for a total of £477 (ex VAT). It was resolved: all agreed to approve the works. (Cllr Waterhouse abstained from voting on this agenda item)</p> | Clerk |
| 7 | <p><u>To receive an update about the recent youth activity sessions held on Waveney Green</u> The activity camps were a great success with all 3 sessions well attended. The first session saw 15 youths attend and the second and third sessions were all fully booked with all 20 spaces (40 in total) being allocated. Feedback from parents was very positive and the children really enjoyed the sessions. Many parents asked whether the Council would run further sessions next year. Councillors thanked the staff for organising the events and dealing with bookings. Cllr Waterhouse proposed that the council run further sessions next year, all agreed. Cllr Fitzpatrick suggested running sessions over the Easter period as well as summer. It was resolved: the clerk will look into costs to run more activity camps and the council will make a decision on number of sessions to run as well as possible dates.</p> | Assistant Clerk, Waterhouse, Ovenell and Crofts |
| 8 | <p><u>To note correspondence from WREN re successful grant application and agree further actions</u> The Clerk circulated information to all prior to the meeting. The council was very pleased</p> | |

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| | <p>to hear that the funding application submitted to WREN for the proposed new play area on Waveney Green was successful. WREN has awarded the council £12,283 towards the play area, but did not include the bins, site security and seating in this total as these elements were viewed as council obligations by the local panel. In order to unlock the funding, applicants have to contribute 10% towards the funding (third party costs)-the total for this is £1351.13 to be made payable to FCC recycling (UK) Ltd.</p> <p>The Parish council would need to formally write to the property services department at the Borough council to seek permission for the play area installation, due to a clause in the current lease. There would also be legal costs involved with this process of up to £900.</p> <p>The Clerk asked the council to agree the proposed location (adjacent to current play area) and whether to install an additional piece of equipment (swing) as a space had been left for future addition (in light of information from the Borough Council over needing to apply for permission and legal costs involved). Total additional funding required therefore would be £5939.13 - This amount could be taken from the council's unallocated reserves.</p> <p>The councillors discussed the design and proposed siting of the new play area. The suggested site is well sheltered away from any houses, by a wooded area and is close to the existing natural play area. Cllr Royden proposed contacting residents in Francis Groves close (the road in the development nearest to the site) out of courtesy to make them aware of the plans and give them the opportunity to make any queries.</p> <p>It was resolved: the council thanked the clerk for her work. Agreed to contact those few residents in Francis Groves close via letter. All councillors agreed to the design and site in principle and approved the extra funding required to come out of unallocated reserves. It was also agreed to contact the Borough Council to raise concerns at the potential ongoing cost of making changes on the Green and seek alternative solution to limit spending any time changes are made.</p> | |
| 9 | <p><u>To note correspondence from Bedford Borough Council re Community Governance review and respond if necessary</u></p> <p>The clerk had received and circulated to all prior to the meeting correspondence received from Bedford Borough Council about conducting a Community Governance Review in relation to the woodlands Park area. The reviews will gather information, including the views of the existing Parish Councils and local electors and a report will then be made to the Borough Council's General Purposes Committee and its full Council in order to determine any new Orders concerning those Parishes-with the view for any new arrangements to take effect to coincide with the next elections in 2015.</p> <p>All councillors present were in support of these plans. Cllr Charles Royden proposed inviting residents from Woodlands park to attend a future Parish Council meeting to express their views. Cllr Fitzpatrick confirmed that an article would be included in a future issue of the parish newsletter also.</p> <p>It was resolved: The Clerk will write to the Borough to confirm the parish council's support and agree that the proposed 2015 date would be preferential.</p> | All |
| 10 | <p><u>To receive an update re feedback about improvements/bulb planting in the parish</u></p> <p>In a previous issue of the parish newsletter an article was included (as agreed at a previous meeting) seeking views from residents to identify suitable locations to plant more flowers and trees. To date we have only received 2 replies; grassed area in Westrope Way and Trees along verge of Dove Road and on the green at corner of Dove Road/Falcon Avenue. Councillors discussed if wither suggested would be viable, all</p> | |

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| | <p>agreed that more information would be required in order to make an informed decision.</p> <p>It was resolved: to defer decision until the next meeting until more information can be obtained.</p> | Clerk |
| 11 | <p><u>To receive an update from Cllr Charles Royden Re Westrope Way</u></p> <p>Update circulated to all prior to the meeting as follows:</p> <p>The barrier erected at the end of Westrope Way by the Borough Council funded by Cllr Wendy Rider and myself is confirmed as being on the highway as Borough Council land extends approximately 5 metres beyond the end of where the road originally finished. We installed the gate and other measures such as bollards because we were approached by residents following complaints about vehicles driving over the grass and pavements to enter Westrope Way.</p> <p>Westrope Way will not become a thoroughfare for buses as the road is too narrow and winding to allow their safe passage. Of course whilst residents can pass safely on the pavement this does allow motorcycles to mount the pavement unlawfully and use the route, a point which has been made to the local police.</p> <p>Cllr Rider and I have attended at the scene and informed the residents of the situation.</p> <p>It was resolved: councillors asked the Clerk to contact the resident that originally notified the council of issues to relay this update.</p> | |
| 12 | <p><u>To receive a report from Borough Councillors Rider & Royden</u></p> <p>A copy of the report was circulated to all prior to the meeting, giving an update of issues - A copy of this report will be kept in the minute file and can be found on the website. Update re Verge parking- Cllr Royden and Rider have received 60+ replies from around the parish demonstrating support for no verge parking so they will be taking this forward.</p> | |
| 13 | <p><u>Financial Matters</u></p> <p>i) To note completion of the external audit and to action any recommendations External audit now complete. Only one comment received from BDO (the external auditor) with regards to the level of our fidelity guarantee, this matter had already been rectified following our insurance renewal last month however. The council thanked the Clerk for her work.</p> <p>ii) To receive a quarterly financial report Quarterly financial report demonstrating monthly spends against budget, reserves and bank reconciliation documents were circulated to all councillors prior to the meeting. Cllr Crofts proposed that the Clerk include a figure within the reserves document to demonstrate amount held in unallocated funds. Cllr Waterhouse queried whether the council could receive monthly updates rather than quarterly (financial regulations currently stipulate quarterly). It was resolved: the Clerk will make necessary amendments and endeavour to produce more frequent updates</p> <p>iii) To approve the accounts for payment</p> | |

| Ch No | Payee | Details | £ | |
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| 497 | Bedford Borough Council | Grass cutting on Waveney Green (1st Quarter) | 439.47 | |
| 498 | St Mark's Church | Room Hire | 26.00 | |
| 499 | Sport Support Services Ltd | Activity camps x3 on Waveney Green | 900.00 | |
| 500 | Otis Limited | lift service over a 6 month period | 902.44 | |
| 501 | Stafford Building Society | deposit into new savings account | 10000.00 | |
| 502 | Red N Security | Smoke Detector test in lift shaft (Community Centre) | 55.00 | |
| | | Emergency call out for Community Centre | 110.00 | |
| | | (incident which damaged front entrance to Community Centre) | | |
| 503 | Hertfordshire County Council | key cabinet for office and laminating pouches | 77.40 | |
| 504 | Brickhill Community Centre | Hall hire for Community Safety Forum (from grant allocation) | 15.75 | |
| 505 | Evander Glazing and Locks | Emergency call out for Community Centre | 128.83 | |
| | | to board up and make safe front of building | | |
| 506 | F Johnstone | petty cash | 20.00 | |
| 507 | Brickhill Scout Group | hall hire for allotment tenants meeting | 10.00 | |
| 508 | St Mark's Church | hall hire | 13.00 | |
| 509 | N & J Electrical Services Ltd | Fixed Wired Testing and lighting repair work | 2269.13 | |
| 510 | White Hart Press | Newsletter and leaflet printing | 733.00 | |
| 511 | Bedford Window Cleaning | Gutter Cleaning | 420.00 | |
| 512 | BDO LLP | External Audit | 660.00 | |
| 513 | RBS Software Solutions | Allotment Maintenance | 124.80 | |
| 514 | Bedford Borough Council | Bin emptying on Waveney Green (1st Quarter) | 516.19 | |
| 515 | F Johnstone | Expenses Claim | 18.95 | |
| 516 | D Joyce | return of allotment key deposit x2 | 12.00 | |
| 517 | A Cutress | return of allotment key deposit x2 | 12.00 | |
| 518 | Anglian Water | water charges at allotment site | 313.88 | |
| 519 | J Barrow | Newsletter delivery | 15.00 | |
| 520 | L Spavins | Newsletter delivery | 30.00 | |
| 521 | A Alder | Newsletter delivery | 18.00 | |
| 522 | M Atkinson | Newsletter delivery | 21.00 | |
| 523 | D Charman | Newsletter delivery | 18.00 | |
| 524 | FCC Recycling Ltd | Third party funding costs | 1351.13 | |
| | | TOTAL | 19230.97 | |

Clerk

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| | It was resolved: to approve the accounts for payment as shown above. | |
| | Date of Next Meeting: Thursday 4 October 2012, 7:30pm at St Mark's Church Community, Calder Rise, MK41 7UY | |

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Approved by Chairman
4 October 2012