

# BRICKHILL

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## PARISH COUNCIL

**Minutes of a meeting of Brickhill Parish Council held on Thursday 2<sup>nd</sup> February 2012 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm**

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

**Absent:** Cllr Corinne Royden, Cllr Josephs & Cllr Darbon

1	<p><b><u>Apologies for absence</u></b> Apologies for absence had been received from Cllrs Corrine Royden, Josephs and Darbon. <b>It was resolved:</b> to accept the apologies for absence.</p>	<b><u>Action</u></b>
2	<p><b><u>Declarations of acceptance of interest in items on the agenda</u></b> None</p>	
3	<p><b><u>Minutes of Previous Meeting</u></b> <b>It was resolved:</b> to approve minutes for Thursday 5<sup>th</sup> January as a true record of the meeting.</p>	Clerk
4	<p><b><u>Public Open Session</u></b> 30 members of the public were in attendance.</p> <p>Cllr Fitzpatrick addressed the members of the public in attendance to provide a verbal report about the next item on the agenda re Tesco. He expressed his personal disappointment to hear that the Parish Council are being wrongly accused of accepting money from Tesco. He stressed that the Parish Council have done everything they can within their power to support local residents views.</p> <p>A resident addressed the Council to ask if any further information has been received from Bedford Borough Council with regards to Tesco following the last Parish Council meeting. Cllr Fitzpatrick confirmed that a further letter has been received from Phillip Simpkins (chief executive, Bedford Borough Council). Cllr Fitzpatrick then read the letter to all which stated that Mr Simpkins could not provide any further information.</p> <p>A resident questioned this response and asked under the freedom of Information Act could they be asked to divulge information and about the covenants held on the property- Cllr Royden confirmed that Bedford Borough Council have sought legal advice and have reported covenants in place are not enforceable.</p> <p>A further question was put to the Council re off license application being sought by Tesco. The resident reported that 120 objections have been received by Bedford Borough Council Licensing Committee and the hearing is due to take place on 15<sup>th</sup> February 2012. He asked if a member of the Parish Council would represent views of objections to the committee- Cllr Fitzpatrick clarified that no resolutions can be made in this part of the meeting. Only items on the main agenda can receive resolutions. Also as the Parish Council have not received any information about this matter unfortunately on this occasion we would be unable to assist.</p>	
5	<p><b><u>To consider correspondence received from Tesco re community funding</u></b></p>	

	<p>Cllr Fitzpatrick read out the email received from Carol Leslie (Regional Corporate Affairs Manager for Tesco), which asked the Parish Council for ideas or suggestions of local groups/activities which Tesco could consider making a donation to. This is part of their standard community funding available when they open a store- The level of donation would be <b>£500</b>. It could be split or given in full. Any local schools, charities, groups or worthwhile causes would be considered.</p> <p>Cllr Fitzpatrick made it clear that this community funding would not be received by the Parish Council but would go direct to the chosen group.</p> <p>Councillors were asked if they had any suggestions for groups locally that they are aware of that would benefit from the funding. Cllr Fitzpatrick suggested funding the ongoing work that BPHA undertook with youth in the parish.</p> <p>Cllr Waterhouse suggested asking BPHA to contact Tesco directly to request the funding, this was seconded by Cllr Royden.</p> <p><b>It was resolved:</b> Clerk to ask BPHA to liaise with Tesco directly.</p>	Clerk
6	<p><b><u>To receive a report from the Allotment &amp; Waveney Green Working Group and consider and approve any recommendations</u></b></p> <p>The Clerk circulated a report to all Councillors prior to the meeting giving details of recommendations needing approval and proposed 3 year plan created by the group for comments. Cllr Waterhouse as chair of the working group also gave a verbal update on the information and asked the Council to approve the following recommendations:</p> <ol style="list-style-type: none"> <li>1) Recommend appointing an independent expert to undertake a tree survey on the site – All agreed</li> <li>2) Create a job specification &amp; contract for the grass cutting requirements on the green- All agreed</li> <li>3) Investigate further into ownership of land adjacent to Francis Groves Close- ask solicitor to undertake land search to provide clarity over ownership- all agreed</li> </ol> <p>The Clerk also highlighted to the Council concern over the state of some of the internal paths on the Green which need urgent repair, quotes for repair works are currently being sought and this information will be brought to the next Parish Council meeting.</p> <p>Cllr Crofts also reported that there are several holes within the play area that have developed that may need investigating.</p> <p><b>It was resolved:</b> all agreed to approve working group’s recommendations and 3 year plan for site.</p>	Clerk
7	<p><b><u>To review and approve amendments to the Standing Orders, Risk Assessment, Financial Regulations.</u></b></p> <p>The Clerk circulated, via email, a copy of each of these documents prior to the meeting highlighting any necessary amendments or additions. The Councillors present reported that unfortunately the documents were not received, due to the current difficulties with the Parish Council email and broadband connection and so deferred approving the standing orders and risk assessment until the next meeting to allow time to review. The Clerk read out the 3 minor changes to the Financial regulations, all Councillors agreed to approve.</p>	Clerk

	<b>It was resolved:</b> Financial regulations document approved. Standing Orders and Risk Assessment documents to be deferred to discuss at next Parish Council meeting.	
8	<p><b>Staffing matters:</b></p> <p>i) To confirm which members will undertake the Clerk's appraisal  <b>It was resolved:</b> Cllr Fitzpatrick and Cllr Waterhouse will undertake the Clerk's appraisal and a date will be arranged for this to take place shortly.</p> <p>ii) The Chairman to seek advice from BATPC re Gratuity fund  Cllr Fitzpatrick confirmed that following advice from the Clerk he has consulted with Louise Ashmore from BATPC and she has contacted NALC to seek further clarity over this matter. Further information will therefore be given at the next Parish Council meeting when this is received.</p> <p>iii) To consider employing a person to undertake litter picking duties on Waveney Green from 1/4/12</p> <p>The Clerk circulated details of this proposal to all Councillors prior to the meeting as part of the future expected maintenance costs for Waveney Green. It was suggested that the Council look to recruit a person to undertake the litter picking duties on the Green 3 times a week. 4 hours should be sufficient for this.</p> <p><b>It was resolved:</b> All Councillors agreed to this proposal and asked the Clerk to place an advertisement in the next Parish Council newsletter to seek interested persons. The rate per hour will be in accordance with national minimum wage level. The Clerk will create a job description. (Under Local Government Act 1972 s112)</p>	<p>Cllr Fitzpatrick  &amp; Cllr  Waterhouse</p> <p>Clerk</p>
9	<p><b><u>To confirm date and venue of the Annual Parish Meeting and agree the format for the event</u></b></p> <p>Councillors discussed possible dates to hold the meeting and ideas for guest speakers. Cllr Fitzpatrick suggested updates from BPHA and Parkwood nature reserve.</p> <p><b>It was resolved:</b> to hold the meeting on Monday 14<sup>th</sup> May at 7.30pm at St, Mark's Church, Calder Rise. Clerk to promote in forthcoming newsletter.</p>	Clerk
10	<p><b><u>To review arrangements for the June 2012 Gathering on the Green Event</u></b></p> <p>A report was circulated prior to the meeting to all Councillors giving details of staffing arrangements for the day and activities planned. The event will take place on Tuesday 5<sup>th</sup> June 2012 11-3pm.</p> <p><b>It was resolved:</b> All agreed to proceed with the event as planned now that enough volunteers have come forward to help staff the day. Councillors also agreed to pay Assistant Clerk for the extra time needed to work on the bank holiday at double normal rate as standard for planned hours 9.30-12pm.</p>	
11	<p><b><u>To receive a report from Borough Councillors Charles Royden and Wendy Rider</u></b></p> <p>A report was circulated to the Council 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.</p> <p>Cllr Rider and Cllr Royden asked the Parish Council if they would approve a request to provide a regular article in the quarterly newsletter. All agreed.</p> <p><b>It was resolved:</b> all agreed to approve request for article in the parish newsletter, space permitting.</p>	
12	<b><u>Financial Matters</u></b>	

**1) Financial report for period ending 31 January 2012 and approve accounts for payment.**

Chq No	Payee	Details	£
375	S & S Removals	office move	100.00
376	Herts County Council	supply 2 office desks	417.48
377	St Marks	office rent & room hire	79.50
378	S J Chilvers	Portable Appliance Testing for office equipment	31.90
379	R J Parsons	fix heating at community centre	103.20
380	Brickhill Community Centre	Hall Hire	13.00
381	Viking Direct	Postage Costs	87.86
382	F Johnstone	Expenses Claim	23.60
383	HMRC	Penalty for late filing of P35 for 2010/11	400.00
384	SLCC	Membership renewal	157.00
385	Red N Security	Repair lock on filing cabinet and siting of external doorbell	65.00
386	Bedford Borough Council	Parish Election Cost Recharge	225.34
387	Mr S Gumble	Deposit for supply of rides at GOG event	50.00
388	Royal Mail Group Ltd	Mail redirection	54.45
389	Brickhill Community Centre	Room hire	6.50
390	Bedford Borough Council	Waveney Green costs recharge	14,805.00
391	M Fitzpatrick	CSF print costs	81.00
392	Just Computers	update PC laptop and increase memory	75.00
		<b>TOTAL</b>	<b>16,775.83</b>

It was noted that the Parish Council had finally received an invoice from Bedford Borough Council for recharges for management on Waveney Green and there is still one further invoice outstanding for the last 3 months of 2012 which will be received shortly these are expected to total £16,450.

**It was resolved:** to approve accounts for payment.

Clerk

**ii) to confirm appointment of internal auditor including approval of terms of**

	<p><b>engagement</b> Previously appointed person is no longer available and another suitably qualified auditor has been sought via Louise Ashmore at BATPC-Mrs G Wiggs. <b>It was resolved:</b> all agreed to appoint Mrs G Wiggs and Clerk to send out letter of engagement to confirm this.</p>	
	<p><b>Date of Next Meeting:</b> Thursday 1st March 2012, 7:30pm at St Mark's Church Community Centre, Calder Rise, MK41 7UY</p>	

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Approved by Chairman  
1<sup>st</sup> March 2012