

BRICKHILL

PARISH COUNCIL

Minutes of a meeting of Brickhill Parish Council held on Thursday 1st March 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, Josephs & Darbon and the Clerk were in attendance.

Absent: Cllr Corinne Royden & Cllr Chambers

| | | <u>Action</u> |
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| 1 | <p><u>Apologies for absence</u> Apologies for absence had been received from Cllrs Corrine Royden (work commitments), and Cllr Chambers. It was resolved: to accept the apologies for absence.</p> | |
| 2 | <p><u>Declarations of acceptance of interest in items on the agenda</u> Cllr Waterhouse declared a personal interest in matters pertaining to Items 8 and 11 due to being a member of the Brickhill community association and an allotment tenant.</p> | |
| 3 | <p><u>Minutes of Previous Meeting</u> It was resolved: to approve minutes for Thursday 2nd February as a true record of the meeting.</p> | Clerk |
| 4 | <p><u>Public Open Session</u> 5 members of the public were in attendance.</p> <p>A resident addressed the Council firstly thank the Parish Council for the response submitted and previously minuted with regards to the allocations and designations plan. He also raised concerns over a number of issues in Woodlands park including access. Simon Fisher responded to say will investigate further and report back to the Parish Council.</p> <p>A further question was put to the Council re verge parking and this was a Borough wide concern, particular concern expressed about the Brickhill Drive area. Cllr Royden commented over progress with enforcement and second CCTV vehicle that will be available very soon.</p> | |
| 5 | <p><u>To receive a presentation from Simon Fisher Re: the green wheel and consider any recommendations</u></p> <p>Simon Fisher (Parks and Countryside manager, Bedford Borough Council) gave a presentation about The Bedford Green Wheel. This project is to build on the existing network of traffic free paths and quiet routes for cyclists and walkers around Bedford. Copy of report attached.</p> | Clerk |
| 6 | <p><u>To note and respond if necessary about the following matters pertaining to Tesco:</u></p> <p>i) Outcome of alcohol license application</p> | |

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| | <p>Cllr Fitzpatrick confirmed that despite the numerous objections received by the licensing committee from residents and several councillors, Tesco have been granted an alcohol license.</p> <p>ii) Parking issues and enforcement action</p> <p>Cllr Charles Royden confirmed that another CCTV vehicle is available which can detect how long vehicles are being left in the car park on Brickhill Drive. If vehicles are there for more than 45mins then they will be issued with a fine. Often car park entrance blocked, Cllr Fitzpatrick encouraged visitors to contact the Bedford parking services on 01234 227477 to report any such incidents.</p> | Clerk |
| 7 | <p><u>To review and approve amendments to the Standing Orders and Risk Assessment</u></p> <p>The Clerk circulated, via email, a copy of each of these documents prior to the meeting highlighting any necessary amendments or additions. Cllr Fitzpatrick read out the changes and Councillors made some minor alterations to some of the proposed wording. In accordance with these additional changes all Councillors agreed to approve.</p> <p>It was resolved: standing orders and risk assessment approved.</p> | Clerk |
| 8 | <p><u>To consider a request from Brickhill Community Centre to hire out the office projector</u></p> <p>Information with regards to this item had been circulated by the Clerk prior to the meeting. The Clerk had recently purchased a projector (as previously agreed) for the Parish Council to use. The manager of Brickhill Community Centre approached the Clerk to enquire whether hirers of the centre could possibly rent this equipment from the Parish Council. A figure of £20 per session was proposed. The Clerk will create a loaning out sheet for hirers to sign to cover for any damages.</p> <p>It was resolved: all councillors agreed to this request and would ask the Clerk to liaise with the Brickhill Community Centre staff.</p> | Clerk |
| 9 | <p><u>To consider a request from Cllr Charles Royden to support no verge parking restrictions in Plover Way</u></p> <p>Information was circulated to all Councillors within the Borough Councillors report. Cllr Royden confirmed that they had been contacted by residents to seek to enforce no verge parking, he asked for the Parish Council's support in this matter.</p> <p>It was resolved: all agreed to support this request.</p> | Clerk |
| 10 | <p><u>To consider making a funding application for play equipment on Waveney Green</u></p> <p>Information was circulated to Councillors prior to the meeting. Potential funding had been identified by the Clerk to consider applying to for a proposed new play area on Waveney Green (as part of the 3yr plan agreed at the last meeting). The funding is available from Wren under the Small Grants Scheme and this grant is due to cease in May. Consultations over plans proposed would need to be organised by Staff, however evidence of need for the scheme had been gathered from feedback from residents following the community led plan survey.</p> <p>It was resolved: all agreed in principle to seek funding. Clerk to circulate further information on potential designs once received.</p> | Clerk |
| 11 | <p><u>To consider installation of toilet facility at Brickhill Allotments</u></p> <p>A report was circulated to all by the Assistant Clerk prior to the meeting giving background to the request. Cllr Royden voiced concern over request as the Parish Council are currently subsidising allotments and funding would need to be sourced. He</p> | |

| | <p>suggested the staff assess the real need for this facility with tenants and look into the practicalities of maintaining in the long term.</p> <p>It was resolved: to not accept the proposal but Councillors would ask staff to seek further evidence of need and funding for the installation.</p> | Assistant Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 12 | <p>Financial Matters</p> <p>i) To receive a financial report for the period ended 28 February 2012 and to approve any accounts for payment</p> <table border="1"> <thead> <tr> <th>Chq No</th> <th>Payee</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>393</td> <td>SLCC</td> <td>Clerks manual (updates), Charles Arnold Baker 8th edition</td> <td>92.80</td> </tr> <tr> <td>394</td> <td>Office Supply Ltd</td> <td>HP compatible toner bundle</td> <td>129.60</td> </tr> <tr> <td>395</td> <td>Brickhill Comm Centre</td> <td>Room Hire (planning and good neighbour scheme)</td> <td>13.00</td> </tr> <tr> <td>396</td> <td>Office Supply Ltd</td> <td>Projector and external hard drive</td> <td>430.78</td> </tr> <tr> <td>397</td> <td>St Marks Church</td> <td>Room Hire (parish council meeting)</td> <td>13.00</td> </tr> <tr> <td>398</td> <td>Herts County Council</td> <td>Office Chairs x 2</td> <td>435.34</td> </tr> <tr> <td>399</td> <td>BATPC</td> <td>Affiliation fees 2012/13</td> <td>1,473.00</td> </tr> <tr> <td>400</td> <td>P Taras</td> <td>Key deposit refund</td> <td>5.00</td> </tr> <tr> <td>401</td> <td>F Johnstone</td> <td>Petty Cash</td> <td>20.00</td> </tr> <tr> <td>402</td> <td>St Marks Church</td> <td>Room Hire</td> <td>13.00</td> </tr> <tr> <td></td> <td></td> <td>TOTAL</td> <td>2,625.52</td> </tr> </tbody> </table> <p>It was resolved: to approve accounts for payment.</p> <p>i) Gratuity payment- Chair motioned to move this item to discuss under Item 14, all agreed.</p> <p>ii) To discuss and approve contractor to undertake grass cutting on Waveney Green</p> <p>Clerk had received quotations from 4 contractors and the Parish Council discussed the merits of each one.</p> <p>It was resolved: to award the grass cutting contract to Bedford Borough Council as they provided the best value.</p> <p>iii) To approve repair works to footpath on Waveney Green</p> <p>Clerk had received a quote from a contractor for necessary repairs to certain sections of the internal footpath on the site. Cllr Royden suggested we seek further quotes on a like for like basis with other contractors.</p> <p>It was resolved: the Clerk will contact Bedford Borough Council plus one other to seek further quotations. All agreed to allow the Clerk to proceed with the quote that offered the best value.</p> <p>iv) To review advertising costs for the parish newsletter</p> <p>The current rates to advertise per insertion are: A4-£125, A5-£50 & A6 -£25. The Clerk advised the council to maintain current charges. It was resolved: all agreed to maintain current rates.</p> | Chq No | Payee | Details | £ | 393 | SLCC | Clerks manual (updates), Charles Arnold Baker 8th edition | 92.80 | 394 | Office Supply Ltd | HP compatible toner bundle | 129.60 | 395 | Brickhill Comm Centre | Room Hire (planning and good neighbour scheme) | 13.00 | 396 | Office Supply Ltd | Projector and external hard drive | 430.78 | 397 | St Marks Church | Room Hire (parish council meeting) | 13.00 | 398 | Herts County Council | Office Chairs x 2 | 435.34 | 399 | BATPC | Affiliation fees 2012/13 | 1,473.00 | 400 | P Taras | Key deposit refund | 5.00 | 401 | F Johnstone | Petty Cash | 20.00 | 402 | St Marks Church | Room Hire | 13.00 | | | TOTAL | 2,625.52 | Clerk |
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| 402 | St Marks Church | Room Hire | 13.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | TOTAL | 2,625.52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 13 | <p><u>To receive a report from Borough Councillors Charles Royden and Wendy Rider</u> A copy of the 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> | |
| 14 | <p><u>To receive a report on staffing matters:</u> 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 items.</p> <p>i) Gratuity payment- to note response from NALC This item was treated as a confidential matter, separate minutes attached in the minute file.</p> <p>ii) To approve amendments to Clerk’s job description following the appraisal This item was treated as a confidential matter, separate minutes attached in the minute file.</p> <p style="text-align: center;"><u>At this point the meeting was reconvened.</u></p> <p>iii) To confirm arrangements for short listing and interviewing candidates for the litter picker vacancy It was resolved: all agreed to allow the Clerk and assistant clerk to shortlist and conduct interviews for this post.</p> | |
| | <p>Date of Next Meeting: Thursday 5th April 2012, 7:30pm at St Mark’s Church Community Centre, Calder Rise, MK41 7UY</p> | |

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Approved by Chairman
5th April 2012