

BRICKHILL

PARISH COUNCIL



2012/13 – 2

Minutes of a meeting of Brickhill Parish Council held on Thursday 3rd May 2012 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm

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

Absent: Cllr Fitzpatrick

1	Election of Chairman It was resolved: that Cllr Fitzpatrick continues as Chairman of the Council.	<u>Action</u>
2	Declaration of acceptance of Office Cllr Fitzpatrick will meet with the Clerk and sign the declaration of acceptance of office in her presence as soon as practically possible. All members were asked to complete their register of interests form (notification of any changes) and return to the Clerk within the next fortnight.	
3	Election of Vice-Chairman It was resolved: that Cllr Waterhouse continues as Vice-Chairman of the Council.	
4	Apologies for absence Apologies for absence had been received from Cllr Fitzpatrick (work commitments) It was resolved: to accept the apologies for absence.	
5	Declarations of acceptance of interest in items on the agenda Cllr Waterhouse declared a personal interest in matters pertaining to item 8 (3&4)	
6	Minutes of Previous Meeting It was resolved: minutes were amended with regards to item 9 (ii) "Community Safety Forum, Brickhill Wanderers and Open House applications were approved. BTCV application was not approved". Otherwise the minutes were approved for Thursday 5 th April as a true record of the meeting.	Clerk
7	Public Open Session There were no members of the public in attendance.	
8	To approve or amend the committee structure of Brickhill Parish Council and to elect members to the following committees/working groups: Planning Committee- Cllrs Blakeman, Wilkins, Chambers, Josephs and Ovenell Finance Advisory Group- Cllrs Fitzpatrick, Waterhouse and Royden Allotments & Waveney Green Group- Cllrs Wilkins, Waterhouse and Ovenell Brickhill Community Centre Group- Cllr Waterhouse proposed to disband this group and if anything urgent needs to be addressed in the future then this can be arranged on an ad-hoc basis, all agreed. It was resolved: all current members to continue in their roles. All agreed to disband the community centre group.	
9	To appoint Parish Council representatives to outside bodies: 1. Brickhill Community Safety Forum- Cllr Josephs (daytime meetings) and Cllr Fitzpatrick (evening meetings) 2. Brickhill Community Centre Association - Cllr Darbon and Fitzpatrick It was resolved: all current members to continue in their roles.	

10	<p>To note the following items of correspondence and respond if necessary:</p> <p>1. Letter from Bedford Borough Council Estates Team re Brickhill Drive Shops A copy of the letter was read out to all by Cllr Waterhouse. The Borough Council have replied to say that they have looked at the site and did not agree that the proposed area for expansion would be feasible and also no funds are available currently. It was resolved: Clerk to write again to the Borough (CC Borough Ward Councillors) to clarify the area to expand (paved area where the recycling bins are currently situated).</p> <p>2. Issues affecting Westrope Way A resident attended a recent public open session held by staff and has sent an email highlighting a number of issues. Concerns were raised about the emergency access road which connects Westrope Way to the Woodlands Park development. The Clerk contacted Persimmon Homes to seek clarity over the existing rising bollards and barrier that have been installed at the end of the access path. Persimmons have now responded to confirm that a section of path has now been adopted by Bedford Borough Council's Highways Department. After some discussion Cllr Charles Royden suggested that he investigate further at the Borough Council and speak with the resident concerned. It was resolved: all agreed for Cllr Charles Royden to investigate further and update the Parish Council.</p> <p>3. BATPC- training re General Power of Competence Provisions of the Localism Act 2011 include a general power of competence. The commencement order for the new general power of competence (GPC) became effective from 28th March 2012. The power of well-being (PoWB) for English councils has now been replaced by GPC. The Clerk sought views on whether the Councillors would like to arrange training from BATPC although she has produced a factsheet which will be circulated shortly. It was resolved: all agreed to defer the decision about training until the next meeting.</p>	Clerk Cllr Charles Royden Clerk
11	<p>To receive an update on the following items and approve any recommendations:</p> <p>1. Parish Council's Casual Vacancy A notice from Bedford Borough Council about the casual vacancy has been displayed and no requests for an election were received. The Parish Council can therefore proceed with co-opting a member as soon as is practicable. The Clerk suggested promoting the vacancy on the website and also within the next newsletter with the view of co-opting a candidate at the June Parish Council meeting. It was resolved: to approve the recommendation to advertise the vacancy on the website and forthcoming newsletter.</p> <p>2. Community Led Plan Item from Cllr Fitzpatrick and circulated to all prior to the meeting.</p> <ul style="list-style-type: none"> • 'Identify suitable locations to plant more flowers and trees' - this is one of the Milestones under the 'Greener Brickhill' section of the Community Plan. Cllr Fitzpatrick proposed that the Parish Council seek views through the Newsletter and website to identify areas where enhancements can be made, however priority would be given to areas where residents are willing to get involved and help with the planting. • 'Day of Action' on Tuesday 12th June - Under the 'Safer Brickhill' section, there is an action item: 'Increase promotion of opportunities offered by Beds and Luton Fire and Rescue Service in Brickhill'. Bedfordshire Fire and Rescue Service will be coming to Brickhill to promote their fire and preventative work specifically within 	Clerk Clerk/Assistant Clerk

	<p>the Carron Road estate. Other partners for this work may include the Police, various Borough Council departments, the Probation Service, Places for People and BPHA. Cllr Fitzpatrick has requested the Parish Council's support, including the Clerk's attendance at the Planning meeting on 16th May.</p> <p>It was resolved: all agreed to these proposals.</p> <p>3. Gathering on the Green, Jubilee event</p> <p>The assistant Clerk circulated an update to all Councillors prior to the meeting. All activities are now confirmed and booked. The assistant Clerk recommended that the parish council purchase a pop up gazebo which could be used at the event for the refreshment stand and also for future use. Refreshments will be purchased by Cllr Corinne Royden.</p> <p>It was resolved: all agreed to approve the recommendations and set a budget of £100 for refreshments.</p>	Clerk																				
12	<p>Update from Cllr Fitzpatrick re Annual Parish Meeting</p> <p>Cllr Fitzpatrick circulated an update about the forthcoming Annual Parish Meeting taking place on Monday 14th May. He also circulated a draft copy of the agenda for the event. Cllr Fitzpatrick updated everyone about the guest speakers which included reports on North Brickhill Country Park, the launch of the Brickhill Good Neighbours Scheme and the chance to hear the new Community Choir. Cllr Fitzpatrick asked for volunteers to help with the setting up (before 7:30pm) and to pack up at the end.</p> <p>It was resolved: Cllrs Blakeman, Rider, Waterhouse and Wilkins offered to help on the evening.</p>																					
13	<p>To receive an update following the assistant clerks appraisal and approve any recommendations</p> <p>The Clerk circulated information about this item prior to the meeting and sought approval for the following:</p> <p>1) To amend the Assistants Clerk job description to include</p> <ul style="list-style-type: none"> • Organising the Gathering on the Green event • Be responsible for organising maintenance tasks for Waveney Green <p>It was resolved: to approve these additions to the job specification</p> <p>2) To ask the Parish Council to review the current situation with regards to the Gratuity payment</p> <p>Information was circulated to all prior to the meeting following further advice from the NEC (National Executive Conference) and SLCC, which was further supported by the external auditors BDO. In light of this information the Parish Council felt it would be able to honour the provision of the gratuity already held for the Assistant Clerk.</p> <p>It was resolved: all agreed to honour the provision of the gratuity and the accumulated fund will be paid in total on termination of employment (in accordance with staff contracts).</p>																					
14	<p>Financial Matters</p> <p>1. To approve the accounts for payment as follows:</p> <table border="1" data-bbox="188 1818 1254 2038"> <thead> <tr> <th>Chq No</th> <th>Payee</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>436</td> <td>G Wiggs</td> <td>Internal Audit</td> <td>85.00</td> </tr> <tr> <td>437</td> <td>Bedford Borough Council</td> <td>Parish Poll Recharge</td> <td>2,414.02</td> </tr> <tr> <td colspan="4">Diamond Jubilee Activities</td> </tr> <tr> <td>438</td> <td>Millhouse Marquees</td> <td>Marquee Hire</td> <td>1,355.00</td> </tr> </tbody> </table>	Chq No	Payee	Details	£	436	G Wiggs	Internal Audit	85.00	437	Bedford Borough Council	Parish Poll Recharge	2,414.02	Diamond Jubilee Activities				438	Millhouse Marquees	Marquee Hire	1,355.00	
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439	Annabelle Walker	Face Painting	125.00
440	Tracey August	Face Painting	155.00
441	Sundorne Bouncy Castles	Bouncy castles x 2	290.00
442	Matthew Garratt	Magic Shows x 2	195.00
443	AAMS	First Aid	235.00
444	Raptor Foundation	Falconry Display	160.00
445	Krazy Kritters	Animal handling experience activity	250.00
446	Stephen Gumble	Train ride, tea cup ride and bunjee trampolines	950.00
447	Site Welfare Company	Toilet hire	180.00
448	A Southern	Purchase of childrens competition prizes (book vouchers)	60.00
449	KidsSize	Inflatable football goal shoot out competition & mascot	120.00
		TOTAL	6,574.02

It was resolved: to approve the accounts for payment as shown above.

2. To receive the internal audit report for the year 2011-12
Copies of the internal audit report had been circulated to all members prior to the meeting. The internal auditor confirmed that the Parish Council are meeting all the statutory requirements and no further action would be required.
It was resolved: the parish council thanked the staff for their contribution.

3. To approve the annual return for the year 2011-12
It was resolved: to approve the accounting statements as outlined in the Annual Return for year end 2011-12

4. To approve the annual governance statement for the year 2011-12
It was resolved: the annual governance statements were considered and approved

Date of Next Meeting: Thursday 14th June 2012, 7:30pm at St Mark's Church Community Centre, Calder Rise, MK41 7UY

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Approved by Chairman
14th June 2012