

BRICKHILL

PARISH COUNCIL



2012/13 – 6

Minutes of a meeting of Brickhill Parish Council held on Thursday 4th October 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, Reeve and Darbon the Clerk were in attendance.

Absent: Cllrs Chambers, Ovenell and Josephs

1	<p><u>Apologies for absence</u> Apologies for absence had been received from Cllr Chambers, Ovenell (ill) and Josephs 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 item 10</p>	
3	<p><u>Minutes of Previous Meeting</u> It was resolved: to approve the minutes of 6th September 2012 as a true record of the meeting.</p>	Clerk
4	<p><u>Public Open Session</u> No Members of the public were in attendance.</p>	
5	<p><u>To consider and adopt the following policies:</u> i) Safeguarding Children ii) Equal Opportunities Information was circulated to all members prior to the meeting with proposed model policies. Cllr Darbon commented that any staff employed by the council to run youth activities should hold current CRB clearance. It was resolved: all present agreed to adopt the both policies effective immediately. Clerk to seek further advice re what obligations the council would have re monitoring requirements for both policies.</p>	All Cllrs & Clerk
6	<p><u>To agree further details re youth sessions in 2013</u> This item was discussed at a previous meeting where it was suggested that we increase the number of youth sessions to run during the Easter and summer school holidays. Proposed dates for 2013 are April 3rd and 10th and July 31st, August 7th & 14th (all Wednesdays). It was resolved: All present agreed to these dates but will defer agreeing budget until the new year.</p>	Clerk
7	<p><u>To receive an update from Cllr Reeve re Youth Innovation Group progress</u> Cllr Reeve attended the first networking session held at Borough Hall on Saturday 22nd September with 6 members of the Brickhill Youth Innovation Group. They met other groups representing different areas & backgrounds in Bedford Borough. The groups discussed what they would be interested in doing in their local areas. The Brickhill group suggested setting up a youth cafe, somewhere they could help design, create & make their own. Unfortunately since the first meeting 3 youths have dropped out but a further 2 youths have come forward. Cllr Reeve asked the council whether it would support the group to look into possible premises for this venture. Cllr Waterhouse suggested renting a porta cabin and locating near to Fosters Brow. Cllr Corinne Royden suggested enquiring with the Pilgrims centre to see whether something could be set up there.</p>	Cllr Corinne

	<p>It was resolved: Cllr Corinne Royden would contact the Pilgrims centre to make further enquiries and report back to the group.</p>	Royden
8	<p><u>To agree Council Policy on Public Drop in Session and consider arrangements for manning Council Office</u></p> <p>This item was requested by Cllr Waterhouse re extending the public open session times. Cllr Waterhouse proposed rather than stay with the current arrangements (2 hour slot per week) could we publicise office hours instead, therefore allowing greater flexibility for residents. The Clerk currently works Monday-Friday, however the Assistant Clerk (and allotment officer) is only available on a Monday and Tuesday. Therefore should the staff be unavailable at any point due to meetings/ annual leave a notice will be displayed leaving a contact telephone number for emergencies.</p> <p>It was resolved: all present agreed to this proposal. Office signage will be amended to reflect these changes to publicise office hour's (weekdays 10am -2pm).</p>	
9	<p><u>To receive an update from Cllr Fitzpatrick on the Community Led Plan and agree any necessary actions</u></p> <p>Cllr Fitzpatrick updated the council about the environmental improvements as raised at a previous meeting. There have now been 3 areas suggested to the council as follows:</p> <ul style="list-style-type: none"> • Dove Road- more bulbs and trees • Westrope Way- existing trees but would like more bulbs to be planted • Mallard Hill- towards the lower end of the green would like more bulbs to be planted. <p>Cllr Fitzpatrick suggested contacting Pride in Bedford team to seek support. Cllr Blakeman reported that there may be an opportunity to obtain some free bulbs from Pride in Bedford team as recently promoted this scheme. Cllr Charles Royden proposed setting aside a budget of £300 for this work, all agreed.</p> <p>It was resolved: Clerk to contact Pride in Bedford to seek support and ask re bulbs available. Agreed budget of £300 for this work.</p>	Clerk
10	<p><u>To receive an update re Brickhill allotments and agree any necessary actions</u></p> <p>1) Terms of reference for the allotment and open spaces committee- Proposed terms of reference for this committee were circulated to all members prior to the meeting. Confirmed members are: Cllrs Waterhouse, Wilkins, Ovenell and Crofts. It was resolved: to adopt these terms of reference effective immediately. Clerk to contact members of the committee to arrange first meeting.</p> <p>2) Fence alterations and repairs We have had a number of break-in's at the allotment site over the last few months. More recently a large majority of taps and fittings were stolen along with damage to the ball valves on the site. Repairs need to be made to part of the external fence that was damaged. The Clerk visited the site with a PCSO following the break-in's and they advised raising a couple of sections of fencing on the left hand side of the site. Cllr Charles Royden suggested using the mobile CCTV unit at the site also. It was resolved: to defer to the allotments committee the decision over raising sections of the fence.</p> <p>3) Allotment competition results Judging took place last week by Cllr Reeve and Darbon on two categories, best new plot and best existing plot. Their decision was as follows:</p>	Cllrs Waterhouse , Wilkins, Ovenell and Crofts Clerk

	<p>BEST NEW PLOT Plot No 210- A very close second was Plot No 26A Plot 210 was chosen due to the variety and quality of its produce. Plot 26A, still under construction and will be superb, but had less produce growing.</p> <p>BEST EXISTING PLOT Plot No 104 Excellent variety of produce, healthy looking vegetables and some flowers. The plot seemed to meet all of the set criteria and it was a pleasure to look at. Also highly commended! Plot No 112</p> <p>It was resolved: all present thanked Cllr Reeve and Darbon for judging this year's competition. Assistant Clerk to purchase gardening vouchers for the winners.</p>	Assistant Clerk																																																				
11	<p><u>To receive a report and agree recommendations following the Clerks appraisal</u></p> <p>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>																																																					
12	<p><u>Financial Matters</u></p> <p>i) To receive a monthly update against budget Information circulated to all members prior to the meeting.</p> <p>ii) To agree a further 2 signatories for the new savings account Currently Cllr Fitzpatrick and the Clerk are signatories for this account in accordance with our financial regulations we should have 2 councillor signatures. A form will need to be completed from the bank to detail additional signatory details (3 in total) the Assistant Clerk has already been included on this. It is proposed that Cllr Rider and Waterhouse should be approved as they are signatories for the other accounts. It was resolved: all agreed to add Cllr Waterhouse and Rider to become additional signatories.</p> <p>iii) To approve the accounts for payment as follows:</p> <table border="1" data-bbox="188 1305 1254 2054"> <thead> <tr> <th>Ch No</th> <th>Payee</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>525</td> <td>Viking</td> <td>stationary order</td> <td>23.23</td> </tr> <tr> <td>526</td> <td>P Chester & Sons</td> <td>Boiler service x2 at community centre</td> <td>261.60</td> </tr> <tr> <td>527</td> <td>Otis Ltd</td> <td>lift maintenance (2nd quarter)</td> <td>451.22</td> </tr> <tr> <td>528</td> <td>Viking</td> <td>Stationery, stamps, paper</td> <td>106.16</td> </tr> <tr> <td>529</td> <td>NSALG</td> <td>Allotments Membership</td> <td>66.00</td> </tr> <tr> <td>530</td> <td>G Clinch</td> <td>newsletter delivery</td> <td>22.75</td> </tr> <tr> <td>531</td> <td>Brickhill Community Centre</td> <td>Hall hire for Brickhill Community Safety Forum (from Grant allocation)</td> <td>14.00</td> </tr> <tr> <td>532</td> <td>Mr Saboorah</td> <td>Plot and key deposit for plot 224</td> <td>56.00</td> </tr> <tr> <td>533</td> <td>Misco</td> <td>replacement part for office printer</td> <td>121.98</td> </tr> <tr> <td>534</td> <td>Office Supply Ltd</td> <td>toner cartridges</td> <td>205.84</td> </tr> <tr> <td>535</td> <td>A Reeve</td> <td>expenses claim for transport costs</td> <td>17.00</td> </tr> <tr> <td>536</td> <td>S H and Sons</td> <td>removal and replanting of damaged shrubs at community centre (insurance work)</td> <td>115.00</td> </tr> </tbody> </table>	Ch No	Payee	Details	£	525	Viking	stationary order	23.23	526	P Chester & Sons	Boiler service x2 at community centre	261.60	527	Otis Ltd	lift maintenance (2nd quarter)	451.22	528	Viking	Stationery, stamps, paper	106.16	529	NSALG	Allotments Membership	66.00	530	G Clinch	newsletter delivery	22.75	531	Brickhill Community Centre	Hall hire for Brickhill Community Safety Forum (from Grant allocation)	14.00	532	Mr Saboorah	Plot and key deposit for plot 224	56.00	533	Misco	replacement part for office printer	121.98	534	Office Supply Ltd	toner cartridges	205.84	535	A Reeve	expenses claim for transport costs	17.00	536	S H and Sons	removal and replanting of damaged shrubs at community centre (insurance work)	115.00	
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537	L Seymour	Key deposit refund	5.00	Clerk
538	EAB Ltd	domain renewal until 3/11/2014	180.00	
539	A Southern	Refund for gardening vouchers for allotments competition	60.00	
540	A Southern	Refund for Office Sign plus mileage costs	21.31	
541	Red N Security	Works to front doors of Community Centre and Intercom works	485.00	
542	RMV Plumbing & Heating Ltd	Supply and installation of blending valves at Community Centre	654.00	
543	Shaun Reilly	Maintenance costs at allotment	708.00	
544	St Mark's Church	hall hire	14.00	
		TOTAL	3,588.09	
It was resolved: to approve the accounts for payment as shown above.				
Date of Next Meeting: Thursday 1 November 2012, 7:30pm at St Mark's Church Community, Calder Rise, MK41 7UY				

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 Approved by Chairman
 1 November 2012