



Minutes of a meeting of Brickhill Parish Council held on Thursday 4th April 2013 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm

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

Absent: Cllrs Chambers and Crofts.

In attendance: Lindsey Coldwell, East of England Ambulance Service

1	<p><u>Apologies for absence</u></p> <p>Apologies for absence had been received from Cllr Chambers and Cllr Crofts.</p> <p>It was resolved: to accept the apologies for absence.</p>	
2	<p><u>Declarations of interest in items on the agenda</u></p> <p>i) To receive written requests for a dispensation:-</p> <p>None received.</p>	
3	<p><u>Minutes of Previous Meeting</u></p> <p>It was resolved: to approve the minutes of 7th March 2013 as a true record of the meeting.</p>	Clerk

4	<p><u>Public Open Session</u></p> <p>No members of the public were present.</p>	
5	<p><u>To note correspondence from the following and agree any further actions:</u></p> <p>i) <u>Email received from Cllr Darbon:-</u></p> <p>Cllr Fitzpatrick reported that Cllr Darbon was unfortunately unable to continue as a Parish Councillor due to another commitment which took place on the same evening as the Parish Council meeting.</p> <p>It was resolved: that the Parish Council were grateful for all her hard work and effort on behalf of the Parish and it was with regret that her resignation was accepted. This now creates a vacancy and the Borough should be notified.</p> <p>ii) <u>Email received re Provision of Public Access Defibrillator in Brickhill.</u></p> <p>Lindsey Coldwell did a presentation on the benefits of a public access automated external defibrillator. She explained that they significantly increase the chances of survival from cardiac arrest because they can be used before the ambulance arrives. Last year there were 13 cardiac arrests in Brickhill and currently there are no such defibrillators within the Parish. The cost of a machine would be approximately £1300, but the Bedford Rotary Group have kindly offered to contribute £650 towards this. The £1300 would include the training of 12 volunteers. Following concerns raised, Lindsey reassured councillors that the machine was very safe and would only deliver a shock if the heart was in a shockable cardiac rhythm.</p> <p>It was resolved: that a machine should be acquired with the Parish Council meeting the £650 cost out of the Community Grant Scheme. It was agreed that the machine should be located in the reception area of St Mark's Community Centre given the numbers of groups/individuals using the facility. It was agreed that the clerk should write to the Rotary Club thanking them for their kind offer.</p>	<p>Clerk</p> <p>Clerk</p>

6	<p><u>To receive an update from Cllr Fitzpatrick re Police Crime Commissioner Meeting:</u></p> <p>Cllr Fitzpatrick reported that he and Cllr Crofts attended the meeting at St Mark's on the 22nd March. It was disappointing that of the 20 parish councils invited only representatives from 6 attended. Mr Martins outlined the actions he had taken since his election, in particular to save 38 PCSO's from redundancy. He also discussed his wish to see the role of PCSO's change back from being a "police support officer" to a "community support officer" though with no specific timetable.</p> <p>He also outlined plans to encourage volunteering, in particular to boost recruitment of special constables, community-based rather than policing town centres in the evening.</p> <p>Cllr Fitzpatrick reported that he and Cllr Crofts took the opportunity of raising the lack of attendance of the police at the Brickhill Community Safety Forum. Cllr Fitzpatrick felt that future plans might involve developing groups/meetings covering more than one ward.</p> <p>It was resolved: that the Parish Council should write to Mr Martins suggesting he look in more detail at the Brickhill Community Safety Forum which we believe provides a very effective model for engaging the community.</p>	Clerk
7	<p><u>To discuss and agree Lone Worker Policy:</u></p> <p>The clerk explained to the Parish Council that often either herself or the Assistant Clerk were working alone and it was important to have a method of notifying someone that this was occurring. She suggested that the Parish Council purchase a cheap mobile phone (£20-£30) on a pay-as-you-go basis to use on such occasions.</p> <p>A copy of a possible Lone Worker Policy was circulated for the Parish Council to consider adopting.</p> <p>It was resolved: that the clerk should purchase a mobile phone. Whilst it was agreed that the Parish Council had a responsibility to safeguard their employees when working alone, the Lone Worker Policy needed tailoring to the requirements of the Parish Council. The clerk agreed to do this for the next meeting.</p> <p>Meanwhile employees needed to take sensible steps to ensure someone is aware when they are working alone.</p>	Clerk

8	<p><u>To receive a verbal update re further Youth Innovation Zone funding and agree any further actions:</u></p> <p>CLLr Reeve reported that a successful application had been made for further funding from the Borough Council.</p> <p>It was proposed to hold a youth café on the 4th Wednesday of each month at Brickhill Community Centre between 6.45 – 8.45pm for up to twenty 13-19 year olds per session. There were plans to purchase extra equipment including a table tennis table.</p> <p>Storage would be needed at the Centre.</p> <p>A youth worker needed to be employed, initially for 5 hours per month for the first 3 months, to include running the youth café and incorporating additional outreach work to promote the activity. After this time, hours would be reduced down to 3 per month.</p> <p>Depending on the recruitment of an appropriate person, it was proposed that the café start at the end of May/early June 2013.</p> <p>It was resolved:</p> <ul style="list-style-type: none"> i. the clerk draft a job description for the youth worker. The youth worker would be paid on a self-employed basis (£10 p.h.) and it would be made clear that they were to be responsible for their own tax, and N.I. ii. CLLr Reeve would discuss possible storage space with Sue, the Centre Manager. iii. That all new equipment be marked with smart water. Clerk to check supplies. 	<p>Clerk</p> <p>CLLr Reeve</p> <p>Clerk</p>
9	<p><u>To confirm details of Annual Parish Meeting and the format for the event:</u></p> <p>It was resolved: following discussion that the meeting would be held on Monday 24th June at 7.30pm in St Mark's Community Centre. The format would be considered again at the May meeting.</p>	

10	<p><u>To receive an update re the Community Governance Review and agree any further actions:</u></p> <p>Cllr Fitzpatrick reported that the Borough Council held their public meeting at St Mark's on the 14th March, a further two meetings were to be held on the 16th April (Ravensden Village Hall) and on the 24th April (Anjulita Court). In response to the Public Consultation process, Cllr Fitzpatrick proposed the Parish Council:</p> <ul style="list-style-type: none"> i. support the inclusion of Woodlands Park in Brickhill Parish as both share a common identity and also share many interests. ii. the boundary of Brickhill Parish be expanded to include the Woodlands Park estate and that part of the North Brickhill Country Park that currently lies in the Parish of Ravensden, the other boundaries of Brickhill remain unchanged. iii. the number of councillors for the enlarged Brickhill Parish should be 15. iv. the retention of the existing three Parish Wards, together with the creation of a new Parish Ward for Woodlands Park. v. recommend the names of the Parish Wards should be: Brickhill North (polling district BB), Brickhill East (polling district BA), Brickhill South & West (polling districts BC and BD), Woodlands Park (polling district NP). vi. support any revised arrangements coming into effect from April 2015, with elections to be held in May 2015. <p>In addition, Cllr Fitzpatrick recommended that in order to ensure the required number of responses are submitted from the residents of Brickhill Parish, the Parish Council produce a leaflet asking residents to support our proposals. He suggested going door-to-door to get signatures. Cllr Charles Royden suggested a copy be left in St Mark's Community Centre.</p> <p>It was resolved: that the Parish Council agreed with Cllr Fitzpatrick's proposals.</p>	Cllr Fitzpatrick
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11	<p><u>To agree recommendation re community assets:</u></p> <p>i) <u>Replacement and additional litter bin on Waveney Green:</u></p> <p>It was resolved that the clerk should accept the quote from the Borough Council of £395 to replace the badly damaged standard litter bin along the Avon Drive side of the green. Now the Borough Council have given permission for a new bin to be installed near the new play area it was agreed that the quote from the Borough Council for the supply and installation of a dual waste bin of £744 be also accepted. The Borough Councillors agreed to match fund the latter.</p> <p>ii) <u>Brickhill Community Centre – building survey:</u></p> <p>It was resolved that before costs are incurred in obtaining further surveys, Cllr Fitzpatrick should look at the previous report and identify any issues raised. This would be discussed again at the next meeting.</p>	<p>Clerk</p> <p>Cllr Fitzpatrick</p>
12	<p><u>To receive a report from Borough Councillors Charles Royden and Wendy Rider:</u></p> <p>A copy was circulated prior to the meeting. The report was well received and discussion took place on verge parking, the 20mph restriction on Tyne Crescent and the real time bus information. A copy was placed on the file.</p>	
13	<p><u>To receive an update from Cllr Fitzpatrick following the Clerk's appraisal and agree any recommendations:</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> <p>It was resolved: to accept the comments and recommendations.</p>	

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Financial Matters**1) To approve accounts for payment as follows:**

639	S Reilly	Replacement taps, plumbing materials for allotments, allotment clearance, BBC paving repairs	1014.00
640	Bedford Security Service	Allotment keys	107.04
641	White Hart Press	Printing costs for newsletter	800.00
642	Annabel Walker	Balloon modelling "opening of new play area"	75.00
643	Came & Company	Additional insurance for new play area equipment	25.00
644	Otis Ltd	Lift service inspection for 1/4-13 - 30/6/13	473.78
645	E Spavin	Newsletter delivery	24.00
646	Mrs D Alder	Newsletter delivery	15.00
647	Mrs D Charman	Newsletter delivery	18.00
648	M Atkinson	Newsletter delivery	21.00
649	YMCA Bedfordshire	Hire of minibus for YIZ activity 15/3/13	50.00
650	Mrs J Barrow	Newsletter delivery	33.00
651	I Whitlock	supply and fit new cupboard at Brickhill Comm Centre for Parish Council use	823.20
652	Metrosigns 2000 Ltd	New play area sign and installation	374.40
653	Just Computers	Business call out and pdf software	78.00
654	Brickhill Scout Group	Hire of minibus for 3 March 2013 (YIZ)	35.00
655	White Hart Press	Insertion costs for Brickhill/Ravensden response costs	85.00
656	J Clark	Plot and key deposit refund (plot 105)	56.00
657	F Johnstone	expenses claim including £213.05 from YIZ funding	236.84

658	Anglian Water	Water Charges for Allotments	24.20	
659	P Chester and Sons (Bedford) Ltd	Maintenance work to the boiler at the Community Centre	80.11	
660	CANCELLED CHEQUE			
661	Solutions 4 Playgrounds Ltd	maintenance works for existing play area and works to new play area	5457.60	
662	Solutions 4 Playgrounds Ltd	equipment for new play area	14739.60	
663	J Clark	replacement for cheque no 656 - error in the cheque date	56.00	
664	Colemans	Office supplies and camera/bag/batteries	833.46	
<p>It was resolved: to approve accounts for payment.</p> <p>2) <u>Complete Bank Mandate to add additional signatories and the new clerk:</u></p> <p>It was resolved: to add the new clerk, Cllrs Blakeman, Wilkins and Reeve.</p> <p>3) <u>To consider an increase to current advertising prices for the parish newsletter:</u></p> <p>The clerk reported that advertising costs, although reviewed have not increased since 2008, according to our records. As printing and material costs have increased this year, she proposed an increase of £5 per rate. Rates must not be increased too heavily as the feedback from current advertisers is that our newsletter offers good value.</p> <p>It was resolved: to delay a decision on this until next meeting when the clerk would present figures on newsletter income and costs.</p>				Clerk
<p>Date of Next Meeting: Thursday 2nd May 2013, (the Annual Meeting), 7:30pm at St Mark's Church Community, Calder Rise, MK41 7UY</p>				