



Minutes of the meeting of Brickhill Parish Council held on Thursday 6th June 2013 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm

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

Absent: Cllrs Chambers, Crofts, and Rider.

1	<p><u>Apologies for Absence:</u> Apologies for absence had been received from Cllrs Croft and Rider. Cllrs Charles Royden and Corinne Royden would be late arriving due to a prior engagement.</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> <ul style="list-style-type: none">i) To receive written requests for a dispensation. None received.ii) To consider any requests for a dispensation. None received.	
3	<p><u>Minutes of Previous Meeting</u></p> <p>It was resolved: to approve the minutes of 2nd May 2013 as a true record of the meeting.</p>	
4	<p><u>Public Open Session (10 mins):</u></p> <p>No members of the public were present</p>	

5	<p><u>To receive an update from Cllr Fitzpatrick on the Brickhill Sustainable Community Plan:</u> Cllr Fitzpatrick reported that a meeting took place two weeks previously with the intention to hold another in July. It was accepted that some of the original proposed actions would not now take place due to changing circumstances and stakeholder commitment.</p> <p>It was resolved: to accept the update.</p>	
6	<p><u>To receive an update re. warding issues Ellis Road/part of Kimbolton Road:</u></p> <p>It was resolved: following discussion that a letter incorporating the information supplied by Keith Simmons from Bedford Borough Council would be hand delivered to all affected households. The word “can” would be changed to “might” in the final paragraph.</p>	Clerk
7	<p><u>To receive an update re. the Youth Innovation Zone and agree any further actions:</u></p> <p>Cllr Reeve reported that the first meeting of the youth cafe had taken place. Attendance of 8/9 was a little disappointing but those there enjoyed themselves and hopefully will encourage numbers to grow. Simon, the youth worker, would invoice the Clerk monthly for his services. The youths attending had a fish and chip supper but Cllr Reeve would check with Sue Stewart about using the kitchen facilities for future sessions. The London Trip on the 1st June had been a great success.</p> <p>It was resolved: to accept the report and Cllr Reeve was thanked for all her hard work.</p>	Clerk Cllr Reeve
8	<p><u>To agree action with regards the Community Litter Pick on the 15th June:</u></p> <p>It was resolved: that in the absence of staff from Bedford Borough Council, the Clerk and Cllr Fitzpatrick would support the event. Cllr Fitzpatrick would speak to the coffee shop at Anjulita Court with regards to inviting those volunteers participating to a coffee/tea/refreshment and biscuits at the end of the litter pick at an estimated cost to the Parish Council of £20-£30.</p>	Clerk Cllr Fitzpatrick
9	<p><u>To receive a report from Borough Councillors:</u></p> <p>It was resolved: to thank Cllr Charles Royden for providing a comprehensive report in good time for the meeting.</p>	

10	<p><u>To agree action with regards the letter from Ben Hawking re. the newsletter:</u></p> <p>It was resolved: following discussion that the Clerk should meet with Ben Hawking to produce a monthly news sheet which would go on the website and the parish noticeboards. The aim of this would be to provide an update on activities taking place between the quarterly newsletters. She would also look at ideas with him for inclusion in the latter.</p>	Clerk																																																																								
11	<p><u>Financial Matters:</u></p> <p>1) <u>To approve accounts for payment as follows:</u></p> <table border="1" data-bbox="241 627 1865 1410"> <thead> <tr> <th><u>Payee Name</u></th> <th><u>Cheque Ref</u></th> <th><u>Amount Paid</u></th> <th><u>Transaction Detail</u></th> </tr> </thead> <tbody> <tr> <td>Gill Wriggs</td> <td>670</td> <td>£85.00</td> <td>Internal Audit of Accounts</td> </tr> <tr> <td>Colemans</td> <td>671</td> <td>£5.05</td> <td>Office supplies</td> </tr> <tr> <td>Office Supply Ltd</td> <td>672</td> <td>£134.38</td> <td>Printer Toner</td> </tr> <tr> <td>St Marks Church Community Cent</td> <td>673</td> <td>£14.00</td> <td>Hall Hire 4th April</td> </tr> <tr> <td>London Duck Tours</td> <td>674</td> <td>£234.00</td> <td>YIZ London Trip 1st June</td> </tr> <tr> <td>London Bridge Entertainment</td> <td>675</td> <td>£175.40</td> <td>YIZ London Trip 1st June</td> </tr> <tr> <td>A Reeve</td> <td>676</td> <td>£150.00</td> <td>YIZ Lunches London Trip</td> </tr> <tr> <td>White Hart Press</td> <td>677</td> <td>£638.00</td> <td>Newsletter Printing May</td> </tr> <tr> <td>Bedford Borough Council</td> <td>679</td> <td>£475.20</td> <td>Litter Bin WG</td> </tr> <tr> <td>Bedford Borough Council</td> <td>680</td> <td>£182.24</td> <td>Litter Bin Emptying April</td> </tr> <tr> <td>Bedford Borough Council</td> <td>681</td> <td>£151.17</td> <td>WG Grounds Maint for April</td> </tr> <tr> <td>Rialtas Business Solutions Ltd</td> <td>682</td> <td>£398.40</td> <td>Alpha training software man</td> </tr> <tr> <td>A Reeve</td> <td>683</td> <td>£117.81</td> <td>YIZ London Trip and Youth Cafe</td> </tr> <tr> <td>A Reeve</td> <td>684</td> <td>£58.00</td> <td>YIZ London Trip</td> </tr> <tr> <td>Shaun Reilly</td> <td>685</td> <td>£420.00</td> <td>Allotment Maintenance</td> </tr> <tr> <td>Rialtas Business Solutions Ltd</td> <td>686</td> <td>£127.44</td> <td>Alpha training – mileage</td> </tr> <tr> <td colspan="2">Total Payments</td> <td>£3,366.09</td> <td></td> </tr> </tbody> </table>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>	Gill Wriggs	670	£85.00	Internal Audit of Accounts	Colemans	671	£5.05	Office supplies	Office Supply Ltd	672	£134.38	Printer Toner	St Marks Church Community Cent	673	£14.00	Hall Hire 4th April	London Duck Tours	674	£234.00	YIZ London Trip 1st June	London Bridge Entertainment	675	£175.40	YIZ London Trip 1st June	A Reeve	676	£150.00	YIZ Lunches London Trip	White Hart Press	677	£638.00	Newsletter Printing May	Bedford Borough Council	679	£475.20	Litter Bin WG	Bedford Borough Council	680	£182.24	Litter Bin Emptying April	Bedford Borough Council	681	£151.17	WG Grounds Maint for April	Rialtas Business Solutions Ltd	682	£398.40	Alpha training software man	A Reeve	683	£117.81	YIZ London Trip and Youth Cafe	A Reeve	684	£58.00	YIZ London Trip	Shaun Reilly	685	£420.00	Allotment Maintenance	Rialtas Business Solutions Ltd	686	£127.44	Alpha training – mileage	Total Payments		£3,366.09		
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11	<p>2) <u>To receive a report on expenditure against budget:</u> It was resolved: to receive the report.</p> <p>3) <u>To agree the Annual Summary of Accounts 2012-13:</u> It was resolved: to agree these.</p> <p>4) <u>To agree and sign the Annual Return:</u> It was resolved: to agree these and Mark Fitzpatrick duly signed them off on behalf of the Parish Council.</p> <p>5) <u>To receive an update on the introduction of the new financial package:</u> the Clerk reported that training had taken place for herself and the Assistant Clerk. She was now building up confidence with using the package. It was resolved: to accept the verbal update.</p> <p>6) <u>To agree the appointment of Jane Josephs as part of the internal financial control:</u> It was resolved: to agree the appointment. Cllr Josephs would on a regular basis call into the office on the morning of the Planning Committee meeting to carry out her role.</p> <p>7) <u>To agree an increase in the fidelity guarantee:</u> It was resolved: to increase this to £178,000 as recommended by the internal auditor at a cost for the current insurance year of £29.68. Cane and Co would increase the cover to £150,000 for no additional premium with effect from the renewal date this year.</p> <p>8) <u>Transfer of Funds:</u> It was resolved: to transfer £50,000 from the Co-operative Directplus Account to the Stafford Railway Building Society Pullman Account. It was resolved: to monitor funds in the various accounts in relation to future income and expenditure, moving them as required to ensure that sufficient funds are accessible in the Co-operative Directplus Account to cover expenditure.</p>	Clerk
12	Date of Next Meeting: Thursday 4 th July 2013, 7:30pm at St Mark's Church Community, Calder Rise, MK41 7UY	



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Approved by Chairman
4th July 2013