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Chairman:  
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### **Minutes of the Parish Council Meeting held 20<sup>th</sup> February 2019 at 7.30pm at the Harrold Centre**

#### **Public forum** (Parishioner names always withheld for Data Protection)

Two parishioners attended to support planning application 19/00209/TPO, the removal of a Beech tree under a Tree Preservation Order. Parishioners stated: the roots of the tree are causing their house to subside; the trees were only originally intended as a 6 foot hedge and are c.20 metres high; only one Beech tree is to be felled; a tree specialist has identified which tree is causing the issue (TR3 on planning application plan); the parishioners would consider replacing it with a less invasive species.

1. **Present:** Cllrs R Tickle (Chair), G Lloyd, A Foster (Bedford Borough Council), D Brough (Vice Chair), P Pedersen, J Peverell, D Mercer, R Brough (Clerk), B Muller.  
**Apologies:** Cllrs L Duggan, R Barrett, S Reger.
2. **Disclosure of Interest** – Cllr Brough and the Clerk declared an interest in the Clerk salary in item 13 and will leave the room for the discussion as to whether the Clerk salary should be aligned to benchmarked NJC guidelines, and not vote. Cllrs Brough and Peverell declared an interest in the planning application 19/00209/TPO, which was submitted by a friend. They will remain for the discussion but not vote.
3. **Approval of Minutes** from the Parish Council meeting held 9<sup>th</sup> January 2019.  
Council approved the minutes unanimously and the Chairman signed them.
4. **Matters arising from meeting held 9<sup>th</sup> January 2019:** Clerk's report on the Actions List.
  - Fawns Playgrounds installed the new fort at the Harrold Centre playground and carried out playground fixes in early January.
  - In progress: Arranging for a utility company to replace the Parish Council owned streetlights. EON are in the process of quoting.
  - Council requested that the following be checked: That Luke Clarke (Street Ranger) is covered by employment insurance – confirmed by Came & Co insurers that he is. Contract has commenced.
  - Chased BBC Highways for updates to the consultation plans for the yellow lines around The Green and High Street, following changes requested by the Parish Council.

- DG Stonemasons have been informed that the contract for the Lockup restoration has been awarded to them. Works expected to start in the Spring.
- BBC Highways have agreed to fix the issue of water pooling at the entrance to Mansion Lane. This could be a drain blockage and is being investigated.

## 5. Finance Report:

### a. Approval for requests for monthly payments

The following monthly payments were approved:

Invoice Date	Payment	Details	Method	Gross	VAT	Net
02 January 2019	Payroll: Red Shoes	For December	SD	18.00	0.00	18.00
07 January 2019	Electricity: Buttermarket EDN		DD	51.53	0.00	51.53
08 January 2019	Brook: R Sinclair	For Dec work	DPC	400.00	0.00	400.00
08 January 2019	Brook: Skip at Town Farm	Riches skips	DPC	187.00	31.17	155.83
09 January 2019	Harrold Centre Room Hire		DPC	54.00	0.00	54.00
10 January 2019	Office: Phone & Broadband BT		DD	27.96	0.00	27.96
10 January 2019	Project: Neighbourhood plan	Neighbourhood Plan Consulting Fees- T Roff	SD	250.00	0.00	250.00
11 January 2019	Grass: In Trim	Dec Payment	SD	552.00	92.00	460.00
14 January 2019	Electricity: Street EDN	Qtrly payment	DD	396.00	0.00	396.00
14 January 2019	Other: Lych Gate repair	Final payment to Alpha 4x4 Joinery Harrold	Int Trf	1,353.72	225.62	1,128.10
18 January 2019	Other: Harrold Centre playground fort	Fawns Rec Services	DPC	8,365.52	1,394.25	6,971.27
21 January 2019	HMRC PAYE Liability		SD	1,521.14	0.00	1,521.14
23 January 2019	Clerk Salary: R Brough Pension		DD	42.86	0.00	42.86
25 January 2019	Cemetery Income:		Cheque			
25 January 2019	Cemetery Income:		Cheque			
28 January 2019	Clerk Salary: R Brough		SD	431.18	0.00	431.18
01 February 2019	Cemetery Income:		Int Trf			
04 February 2019	Electricity: Buttermarket EDN		DD	47.48	0.00	47.48
04 February 2019	Brook: R Sinclair	For January work	SD	400.00	0.00	400.00
04 February 2019	Payroll: Red Shoes	For January	SD	18.00	0.00	18.00
06 February 2019	Clerk Salary: R Brough Pension		DD	42.86	0.00	42.86
06 February 2019	Other: Salting/gritting pavements	LWS Group: VAT 898 4853 43	DPC	345.60	57.60	288.00
06 February 2019	Payroll: Cambridgeshire ACRE	Final payment	DPC	6.00	0.00	6.00
06 February 2019	Brook: Skip at Town Farm	Riches skips	DPC	187.00	31.17	155.83
11 February 2019	Grass: In Trim	For January	SD	552.00	92.00	460.00
11 February 2019	Project: Neighbourhood plan	Neighbourhood Plan Consulting Fees- T Roff	SD	250.00	0.00	250.00
12 February 2019	Office: Phone & Broadband BT		DD	55.35	0.00	55.35
13 February 2019	Office: Phone & Broadband BT		DD	16.40	0.00	16.40
	N/A Other: Various	Sacks for Street Ranger	Not paid	18.00	0.00	18.00
	N/A Other: Various	Wooden cross grave markers	Not paid	65.97	0.00	65.97
	N/A Other: Various	Wall of remembrance plaque fixing: Neville M	Not paid	110.50	18.42	92.08
				<b>15,766.07</b>	<b>1,942.23</b>	<b>13,823.84</b>

### b. Profit & Loss report: Variance analysis - Actual spend vs Budget

Current budgeting has been pretty accurate, meaning proportionally small variances between budget and spend each year. Expected overspend due to grants, Street Ranger employment and Harrold Centre playground repairs. Overspend soaked up by savings.

### c. Balance Sheet: Financial position

Total funds amounts to 161k with an estimated £34k unallocated savings.

## 6. Crime statistics and information and intelligence exchange

One item only: Sending of letters intending to cause distress.

No actions to be taken by council.

## 7. Crime "priority setting"

*To set the crime priorities for Harrold for the Community Priority Setting meeting held by Beds Police on 13<sup>th</sup> March at Bedfordshire Police HQ, Kempston.*

Council again selected Drug Dealing as the top priority. Other priorities were: Visible policing, speeding and drug use. Cllr Pedersen will attend the Priority Setting meeting.

## 8. Borough Councillor's report for Harrold Ward.

Available on the council website under Communications.

## 9. Planning Applications for comment

APPLICATION NO: 19/00209/TPO Tree Preservation Order Application

*PROPOSAL: Beech - Remove*

*LOCATION: 3 Hall Close Harrold Bedford Bedfordshire MK43 7DU*

Resolved to support the application to protect the parishioners' house if it is just the one tree (TR3) that is removed and a non-invasive species is put in its place; how *\*many\** trees was unclear on the planning application.

*APPLICATION NO: 19/00075/LBC Listed Building Consent Application*

*PROPOSAL: Installation of boiler flue, vents and alarm*

*LOCATION: Mulberry Lodge 60 High Street Harrold Bedford Bedfordshire MK43 7DA*

No objection.

*APPLICATION NO: Consultation for changes to Footpath 10 and 11*

*PROPOSAL: Proposed Creation of New Section of Footpath 10 and Extinguishment of Public Footpath Number 11*

*LOCATION: Priory Farm Harrold*

No objection. One councillor objected due to there not being enough information as to why this amendment was being made.

*APPLICATION NO: Consultation for change to Footpath 4*

*PROPOSAL: Diversion of part of Public Footpath number 4 at the brook edge in the interest of the public*

*LOCATION: Behind 117 Odell Road Harrold MK45 7AP*

No objection.

#### **10. Update from Neighbourhood Plan Steering Committee**

Committee meeting planned during February to commence work again on the Neighbourhood Plan, which has been on hold due to work commitments for the head of the committee.

#### **11. Grant application from Harrold Twinning Association**

*Harrold Twinning Association developed and continues to maintain cultural links between Harrold and the town of Ste Pazanne in France. The group holds social events open to all parishioners throughout the year, with approximately 60 supporters. Request for £250 to assist in financing events supporting 2019 visit of the Ste Pazanne Twinning Association to Harrold.*

Grant request approved unanimously; social events being held for parishioners is deemed to be important to the council (**Action Clerk**).

#### **12. Discuss whether to fund a PCSO for the village**

*First discussions as to how, and whether, to pay the salary of a PCSO in conjunction with other local villages. This is following the news that Bedfordshire Police and Crime Commissioner, Kathryn Holloway, has offered all parish councils the chance to decide whether to pay for a dedicated Police Community Support Officer for their local area.*

Council believes this is worth consideration when shared with other villages, but has the following queries to be investigated: can the PCSO be called away for Town Centre duties outside of our control; can we have a 12 month contract with guarantees over the number of direct hours we will receive; how much difference would a junior warranted officer cost, such as a "Special" who would have increased powers of arrest over a PCSO; which other villages would be willing to share, and how could the officer travel between villages; how would recruitment work (**Action Clerk**).

### **13. Clerk salary**

*To ratify the decision made during January's budget discussions to increase the Clerk salary in-line with NJC (National Joint Council) benchmarked rates.*

The Clerk and Cllr Brough left the room for this item. Resolved to increase the Clerk salary in-line with NJC rates.

### **14. Lych gate repairs**

*To acknowledge the high-quality repair works on the Lych gate at St Peters church carried out by Alpha 4x4 Joinery in Harrold.*

Councillors were unanimous in their agreement that the works carried out by Alpha 4x4 Joinery in Harrold were of an extremely high standard. Letter of thanks to be sent **(Action Clerk)**.

### **15. To agree whether to purchase additional speed sign (VAS) devices for the village**

*Upon a request from a parishioner who appreciates the current sign and would like to see 2-3 more around the village. VAS devices are approximately £2.1k (Exc VAT).*

Cllr Lloyd, the head of the SpeedWatch group, feels this would be helpful and he is willing to facilitate its operation with Cllr Muller. Unanimous approval to buy one new device for now **(Action Clerk)**.

### **16. To review the piloting of salting/gritting this winter on the pavements**

*Three instances of salting/gritting the pavements along the length of the High St and around the Medical Practice have occurred; carried out by Lewis Woodland Services (LWS). To agree the effectiveness of this process, and how often to carry it out going forwards. Each run is £96 (Exc VAT).*

Council has been pleased with the gritting that has been carried out and approved the Clerk to authorise a maximum of 10 gritting sessions (Length of High St and entrance to the Medical Practice) each winter. Additional gritting sessions beyond the 10 will need agreement over email with the council.

### **17. To confirm that the Harrold Playing Field Association (HPFA) can initiate the refurbishment of the Scout Hut with Parish Council monies**

*The council discussed the works with members of the HPFA during the January meeting Public Open Forum, and responded positively to the request to commence using part of the £100k savings held aside for renovations to the Scout Hut and Pavilion; expected start date late February. Breakdown as follows:*

- *£23,604 (Exc VAT) for internal cladding of walls, changes to the kitchen, disabled toilet, sundry repairs such as repainting and fixing minor problems with the building exterior*
- *£4,630 (Exc VAT) for improvements to the heating system*
- *£1,000 contingency due to the age of the building and potential unknown electrical issues*

Council has confirmed its intent to pay for these works to the Scout hut and is very pleased to see this work commencing.

### **18. To discuss the upcoming parish council elections**

*BBC have provided information regarding the May 2019 election process for parish councils. The process of advertising the potential election is due to start in March. Interested parties must complete a nomination form before 4<sup>th</sup> April. If there are the same number, or fewer, applicants than positions (currently 9) then no election need take place. If there are more people interested in becoming councillors than positions, then a public election (poll) takes place.*

Clerk will advertise the process once the Borough Council have provided the posters and provide nomination forms on request **(Action Clerk)**.

**19. Approve the annual Parish Council Risk Assessment as part of the Risk Management process**

*The Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.*

Resolved to approve the Risk Assessment created by Cllr Brough.

**20. To agree whether to offer training for the village on defibrillator use**

*Requested by a parishioner and supported by Cllr Brough to ensure as many people in the community are trained in how to use the council-owned defibrillator stored at No.68 on the high Street. Defibrillator training offered by AED Donate, who install defibrillators in communities. £125 for up to 2 hours.*

Resolved to approve the training spend and the requisite Harrold Centre hall hire. Cllr Brough to organise the training in conjunction with the parishioner **(Action Cllr Brough)**.

**21. Any other business**

Cllr Foster received a request to have the brambles removed outside 107 High St. Council will approach the Street Ranger to ask if he can remove them **(Action Clerk)**.

Further discussion over a previous request that something be done to assist wheelchair users/pedestrians/horse riders/cyclists when crossing the main bridge. Councillors cannot suggest an effective way of dealing with this. Resolved to allow BBC Highways to provide advice. **(Action Clerk)**.

A councillor was approached with a request to extend the 20mph limit further towards the New Road end of the village. Clerk to ask BBC Highways for advice, including whether there needs to be a 30mph "buffer" before dropping from the National Speed Limit to 20mph **(Action Clerk)**.

**22. Correspondence:**

- a) Parishioner emailed requesting the council to purchase additional speed indicating devices (VAS). To be discussed in agenda item 15.

**Date of next meeting: Wednesday 13th March 2019**