



Harrold Parish Council Office
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Chairman:
Rev. Robert Tickle
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Harrold, Beds, MK43 7BG

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You are hereby summoned to attend the **Annual Parish Council meeting** which has been arranged for Wednesday 9th May 2018 in the **Harrold Centre main hall** **straight after the Annual Parish meeting which starts at 7.30pm.**

Members of the public are invited to attend to address the council in open forum, between **8pm and 8.15pm.**

R. Brough
Clerk to Harrold Parish Council

AGENDA

- 1. To receive apologies for absence and introductions**
- 2. Disclosure of Interest** – members are invited to declare any personal or prejudicial interests they may have in any items on the Agenda
- 3. Election of Chair**
To elect the chairman for the coming year. Signing of Acceptance of office form.
- 4. Election of Vice Chair**
To elect the chairman for the coming year. Signing of Acceptance of office form.
- 5. Formation of working groups**
To decide on the formation of working groups, such as Speedwatch, Neighbourhood Planning, Finance Committee, Complaints Committee (if required).
- 6. To agree whether to revert to the model of “Areas of responsibility” for councillors**
Issue raised by parishioner during Annual Parish meeting and it was agreed to place it on the next agenda. Parishioner feels it would help other parishioners know their councillors if we used the model of “Areas of responsibility”. Previously the council had agreed to have one point of contact for issues (the Clerk) for transparency and ease of communication – sub-committees were created where delegation was needed.

7. To decide the level of fees applicable to the cemetery

To agree on the level of fees for the cemetery, which the parish council operates. To consider whether to follow the government in waiving child burial fees.

8. To agree dates of council meetings and the Annual Parish meeting for the coming year

9. To agree amendments to, and implement, the following: Standing Orders, Financial Regulations, System of Internal Control, Complaints procedure

Gaps to “model” financial regulations to be highlighted and an action plan created to fill those gaps during the year

Agree on internal auditor (currently we use the Clerk of Bromham Parish Council, Julie Betts)

Agree regular monthly payments and use of direct debits and banking standing orders (see list)

10. To agree and set in place policies, procedures and documentation to ensure the council complies with new Data Protection legislation

The General Data Protection Regulation (“GDPR”) will take effect in the UK from 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils. Local councils and parish meetings must comply with its requirements, just like any other organisation.

- a) Adopt policy/procedures for responding to an individual exercising statutory rights concerning their personal data (SAR request)
- b) Adopt Privacy Policy as per GDPR
- c) Confirm a written record of the council’s processing activities (data audit) and data retention approach. The purpose of a data audit is to find out what data the council is processing, what it is used for, where it is located and who has access to it. It is an important step in assessing whether there are any risks in the type of processing the council carries out. The Data Retention approach outlines how long certain types of data will be held for.
- d) Elect Data Protection Officer – no longer required for Parish Councils but is seen as good practice. Document provided outlining the role.
- e) Agree General Privacy Notice to be added to the council website
- f) Adopt Publication Scheme policy for Freedom Of Information requests provided by the ICO (Information Commissioner’s Office) and add it to the council website
- g) Adopt “Guide to Information” linked to Publication Scheme, to explain to parishioners how council data is provided

11. To set Clerk salary for the year

To agree to retain the Clerk’s salary at current levels.

12. Approval of Minutes from the Parish Council meeting held 11th April 2018

13. Matters arising from meeting held 11th April 2018: Clerk’s report on the month’s Action List, for information only.

14. Finance Report:

- a. To note the budget that was agreed in January, for the coming year
- b. Approval for requests for monthly payments
- c. Profit & Loss report: Variance analysis - Actual spend vs Budget
- d. Balance Sheet: Financial position

15. Crime statistics and information, intelligence exchange and Crime Priority Setting

Monthly crime report provided to council prior to the meeting.

To set the council's crime priorities which will be provided to Bedfordshire Police at Community Priority Meeting on 16th May. Priority setting form provided to council.

16. Borough Councillor's report for Harrold Ward. (Report emailed to council via email prior to meeting)

17. Planning Applications for comment

18/00885/FUL Full Planning Application
Proposed front canopy and relocation of front entrance.
Grovemount, 51 High Street, Harrold, Bedfordshire, MK43 7BH

Re: Application offering unforeseen benefits at Premises to be secured and located within the following geographical area:

South – High Street properties both sides of the carriageway

East – O'Dell Road

North – Harewelle Way to Brooke Lane

West – Brook Lane by Pharminspire Limited

Location for the proposed pharmacy

18. Update from Neighbourhood Plan Steering Committee

19. Harrold Centre Grant Request – Review response from the centre committee

The centre committee have responded to the "Request for information" the council put forward in March 18. The RFI was to provide more information to allow the council to consider the committee's request for an annual grant payment. Last month the council provided a one-off ex gratia payment of £4k, but would not commit to this being a recurring amount without further information.

20. Any other business

21. Correspondence:

- a) Parishioner who lives by the Lower Green would like us to review the work done on pruning the Maple/Hazel trees, as they are still blocking his TV reception.
- b) Parishioner on Mansion lane has been asked by Highways to remove the border/plants they have added to the grass verge outside their house. Parishioner states that this is not maintained properly by Highways and would become a mess without their maintenance. Council to consider whether to take on responsibility for the verges under the Highways Act 1980.

Date of next meeting

Wednesday 13th June 2018