



Harrold Parish Council Clerk:
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Chairman:
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Councillors are hereby summoned to attend a meeting of the Parish Council, which has been arranged for **Wednesday 10th June 2020**. To be held at 7.30pm for the transaction of the business shown on the agenda below. Due to the current government coronavirus response, the parish council will be meeting online using Zoom.us. If you wish to attend then please email or call the clerk who will share the meeting link or phone dial in details with you. If you haven't registered your intent to attend with the clerk by 6pm on the 10th June then you may not be admitted to the meeting, in-line with police guidance for online meeting security.

David Brough
Clerk to Harrold Parish Council

AGENDA

- 1. Public Open Forum (15 minutes):** This council is committed to community engagement and therefore warmly invites members of the public to contribute during this part of the meeting.
 - **During the Public Open Forum:** Members of the public should note that the council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response at a later date. Any questions not presented to the council far enough in advance of the meeting may be noted and responded to at a later time.
 - **After the Public Open Forum:** Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during the remainder of the meeting are not permitted.
- 2. To receive apologies for absence and introductions**
- 3. Disclosure of Interest** – members are invited to declare any personal or prejudicial interests they may have in any items on the Agenda.
- 4. Approval of Minutes** from the Parish Council meeting held 11th March 2020

5. **Matters arising:** Clerk's report.

Items sat with Bedford BC Highways:

- Resolving the flooding of the zebra crossing – perhaps with additional drains being installed – survey work is being carried out by Bedford BC Highways.
- The poor state of the pavement by the Fish bar – works order has been raised by Highways.
- Additional single yellow line on the High St, double yellows on a small narrow section of The Green and removal of a High St bus bay following the public consultation.
- Extending the 20mph speed limit towards Lavendon
- Resolving bridge traffic lights issue/resurfacing bridge/relocating flood sensors

Items sat with Street Ranger:

- Varnishing Lower Green bins
- Installing dog bag dispensers
- Cleaning benches

Items sat with 3rd parties:

- Outdoor Gym: The Great Outdoor Gym Company attended to the Outdoor Gym for the stiff cross trainer mechanism and performed maintenance activity on all the equipment. Parts need to be ordered for the cross trainer and we await the quote for fixing it – currently on hold due to furloughing within the company.
- Streetlight upgrade: EON and Zeta Group were instructed to carry out surveys of the streetlights to enable quotes to be generated, but this is currently on hold due to furloughing.
- Fence at Saxon House End: Contractor has had issues obtaining palisade fencing. Expected soon.

6. **Correspondence (requiring council attention):**

- *Parishioner has emailed requesting the council carry out works to a tree on the Lower Green they view as potentially dangerous.* Clerk has ensured this forms part of the tree Risk Assessment and to be carried out as soon as possible. Initial discussions with arboriculturist on-site has identified no immediate threat.
- *Parishioner emailed requesting a tree in the churchyard be pruned as it's apparently creating shading in their garden.* Clerk has ensured this forms part of the tree Risk Assessment to receive direction on maintenance.
- *Parishioner emailed informing the council of an injury sustained falling from a broken stile along Dungee Road.* Clerk notified Bedford BC Rights of Way team who made the stile safe and informed the landowner of a need to improve the access point to the field.
- *Parishioner contacted the council in relation to a large tree that fell from private land into their garden (near Harewelle Way playground).* Clerk engaged with Bedford BC Rights of Way team and the Bedford BC Arboriculturist. Trees with an imminent risk of falling onto the footpath were discovered; the footpath was closed and the landowner contacted with a request for action. Process ongoing.

7. Finance Report

- Approval for requests for monthly payments and noting of income, P&L variance and balances.

Ref #	Invoice Date	Payment	Details	Payments Gross	Receipts Gross
Trans247	11 March 2020	Grass: In Trim		552.00	
Trans260	20 March 2020	Clerk Salary: R Brough		442.52	
Trans261	20 March 2020	HMRC PAYE Liability		656.77	
Trans262	20 March 2020	Street Ranger		842.04	
Trans263	23 March 2020	Cemetary Income:	Neville Memorial		168.00
Trans264	27 March 2020	Other: Various	Good Neighbours Phone Bill Covid	50.00	
				2,543.33	168.00

Ref #	Invoice Date	Payment	Details	Payments Gross	Receipts Gross
Trans001	02 April 2020	Electricity: Buttermarket EON	EON	48.06	
Trans002	07 April 2020	Grant Out: The Bridge mag	The Bridge Mag Grant	500.00	
Trans003	07 April 2020	Grant Out: Harrold Primary PTA	Harrold Primary PTA Grant	5,000.00	
Trans004	07 April 2020	Grant Out: Pit Run	Pit Run Grant	1,050.00	
Trans005	09 April 2020	Pension: R Brough & Street Ranger	NEST	136.38	
Trans006	14 April 2020	Grass: In Trim		552.00	
Trans007	14 April 2020	Project: Neighbourhood plan	Neighbourhood Plan Consulting Fees- T Roff	250.00	
Trans008	14 April 2020	Harrold Centre Room Hire		108.00	
Trans009	07 April 2020	Grant Out: The Villager minibus	The Villager minibus Grant	1,000.00	
Trans010	20 April 2020	Staff costs	Salaries & PAYE	1,255.34	
Trans011	20 April 2020	Office: Supplies	Sacks for Street Ranger	20.00	
Trans012	21 April 2020	Precept Income	1st half		40,564.00
Trans014	22 April 2020	Street Ranger	Correction to Apr salary	8.76	
Trans015	23 April 2020	Project: Neighbourhood plan	Habitat Regulations Assessment. BODSEY ECC	324.00	
Trans016	27 April 2020	Other: Various	Neville Memorial. Return of incorrect paymen	168.00	
Trans017	01 May 2020	Payroll: Red Shoes		86.40	
Trans018	04 May 2020	Electricity: Buttermarket EON		49.94	
Trans019	06 May 2020	Cemetary Income:			40.00
Trans020	07 May 2020	Pension: R Brough & Street Ranger		136.38	
Trans021	11 May 2020	Grass: In Trim		552.00	
Trans022	11 May 2020	Project: Neighbourhood plan	Neighbourhood Plan Consulting Fees- T Roff	250.00	
Trans023	11 May 2020	Brook: Skip at Town Farm	Riches Skips	268.00	
Trans024	14 May 2020	Other: Various	Good Neighbours Covid Leaflet printing: Whit	115.00	
Trans025	14 May 2020	Other: Various	Strimmer for brook maintenance	180.00	
Trans026	14 May 2020	Training: Clerk	CILCA registration fee: SLCC	350.00	
Trans027	18 May 2020	Other: Various	Strimmer strap for brook maintenance	16.73	
Trans028	18 May 2020	Other: Various	Strimmer oil	17.50	
Trans029	18 May 2020	Staff Costs	Salaries & PAYE	1,937.74	
Trans030	01 June 2020	Other: Various	Harrold Centre Playground Bin: Glasdon	320.48	
Trans031	02 June 2020	Other: Various	Lower Green sign: Viking Signs Ltd	25.43	
Trans032	03 June 2020	Electricity: Buttermarket EON	EON	26.41	
Trans033	03 June 2020	Brook: Skip at Town Farm	Riches Skips	268.00	
				15,020.55	40,604.00

- To approve the 2019/20 Accounts before sending them to the external auditors. Internal audit was passed with no issues raised.

8. HPFA Sports Pavilion refurbishment

- To receive a progress update on the pavilion refurbishment being undertaken by the HPFA (Harrold Playing Field Association)
- To approve the proposal from HPFA for the choice of contractor to carry out the works, and to approve the release of £70k of parish council funding to allow the works to proceed

9. Crime statistics and information and intelligence exchange

Crime report covering 1st April to 26th May showed five "Assaults", two "Harassments", one "Interference with a Motor Vehicle", one "Possession of Class B drugs", one "Theft" on the High St, one "Criminal Damage", and two burglaries (Carlton Road and High St).

10. Borough Councillor's report for Harrold Ward

To be distributed to councillors prior to the meeting and made available on the parish council website.

11. Neighbourhood Plan

- To receive a progress update on the Neighbourhood Plan

12. Tree Policy, Risk Assessment and tree maintenance

- To agree the main points to be included in a Tree Policy for the council. Clerk will then create the policy and bring it for adoption at the following meeting.
- To approve the quote from RGS Arboriculture for a Risk Assessment for the council's trees
- To approve the quote from Heritage Arboriculture to maintain the Lime trees on The Green for a new 3 year period

13. Memorial Bench Policy

- To agree the main points to be included in a Memorial Bench Policy for the council. Clerk will then create the policy and bring it for adoption at the following meeting.

14. Brook maintenance

Proposed by Cllr Tickle: To adopt the maintenance of the brook into the Street Ranger employee contract in order to reduce the amount of separate contractors engaged by the council, and on the basis of the quality of work carried out by the Street Ranger; the Street Ranger has been maintaining the brook on a temporary basis since 2019.

15. Bank mandates

To agree to add the new parish council clerk, David Brough, to the bank mandate for Natwest (Current Account and Savings Account) and the Buckinghamshire Building Society savings Account, and remove the prior clerk, Robbin Brough.

16. Church Walk fence

To agree an approach for dealing with the fence at the top section of Church Walk near the junction with the High St.

- Determined as unregistered land after extensive searches by the parish council and borough council legal department
- Borough council legal department advised the parish council against taking ownership of, or maintaining, the land behind the fence
- Borough council planning have confirmed that removing the fence would be permitted development not requiring further planning permission (Conservation area)
- Street Ranger has quoted £500 to remove the fence, although this is likely to fill the council skip, incurring a further cost of £268

17. New bollard for the High St and post for the Lower Green

Proposed by Cllr Calver:

- To install a Manchester bollard on the corner of the pavement outside 94 High St (close to the Harrold Centre) where vehicles are reported to have mounted the pavement when meeting oncoming traffic. Bedford BC have confirmed there is room and estimate a cost of under £400.
- To install a wooden post at the entrance to the Lower Green where vehicles are parking on the grass (opposite Priory Close entrance)

18. Grant request from the Harrold Allotments Association

To consider a grant request for £1000 from the Harrold Allotment Association for a water-harvesting system to enable allotment holders with impaired mobility to access water for their plots. Grant application and fully costed plans sent to council prior to the meeting.

19. Grant request from the Harrold Toddler Group

To consider a grant request for £550 from the Harrold Toddler Group for play and storage equipment (full list provided). Grant application sent to council prior to the meeting.

20. Annual Parish Council meeting

To decide whether to defer the annual parish council meeting until 2021, in-line with coronavirus-related government legislation.

21. Planning Applications

APPLICATION NO: 20/00877/OUT Outline Application

PROPOSAL: Outline application with Access and Scale considered for a new dwelling and associated parking.

LOCATION: Land To The Rear Of 30 Orchard Lane Harrold Bedford Bedfordshire MK43 7BP

22. Any other business

Date of next meeting:

Wednesday 8th July 2020

Zoom virtual meeting