



Harrold Parish Council Clerk:  
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Chairman:  
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## MINUTES

### Minutes of the Parish Council Meeting held 10<sup>th</sup> June 2020 at 7.30pm via Zoom video conference

1. **Public forum (Names always withheld for Data Protection)**  
No parishioners were in attendance.
2. **Present:** Cllrs R Tickle (Chair), D Mercer (Vice Chair), R Barrett, A Foster (Borough Cllr), H Mead, A Bryce, F Ross, J Peverell, P Pedersen, J Calver, E Thompson, B Muller, H Paston, S Reger, D Brough (Clerk)  
**Apologies:** None
3. **Disclosure of Interest** – *members were invited to declare any personal or prejudicial interests they may have in any items on the Agenda.* None were declared.
4. **Approval of Minutes** from the Parish Council meeting held 11<sup>th</sup> March 2020  
**Resolved** to approve the minutes.
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 sensorsItems sat with Street Ranger:
  - Varnishing Lower Green bins
  - Installing dog bag dispensers
  - Cleaning benches

Items sat with 3<sup>rd</sup> 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. Council agreed with the Clerk’s approach.
- *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. Council agreed with the Clerk’s approach.
- *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. Council noted.
- *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. Council Noted.

#### 7. Finance Report

- The following payments were approved. Income and balances were noted. Variance analysis was discussed; there were no material differences between actual spending and the budget.

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	
				<u>2,543.33</u>	<u>168.00</u>

Ref #	Invoice Date	Payment	Details	Payments	Receipts
				Gross	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	
				<u>15,020.55</u>	<u>40,604.00</u>

## 2020/21 - Balance Sheet - At June 2020

### Accounts

Natwest Current Account	40,573
Natwest Bonus Saver	75,259
Bucks Building Society	31,220
<b>TOTAL at Bank</b>	<b>147,053</b>
Funds allocated	127,195
General Reserve (estimated)	19,858
<b>TOTAL Funds</b>	<b>147,053</b>

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

**Resolved** to approve the 2019/20 accounts and send them to the external auditor (**Action Clerk**).

### 8. HPFA Sports Pavilion refurbishment

- To receive a progress update on the pavilion refurbishment being undertaken by the HPFA (Harrold Playing Field Association)

Bob Woodward (HPFA) attended to put forward his proposal to accept a fixed price contract following a tender process. Bob had received three quotes and the chosen contract had a price in-line with the budget. Bob requested the parish council to kindly commit the funding that had been held aside for this project. It is expected that works will start in the next two months.

- *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*  
**Resolved** to commit funding of £66,500 towards the project; £3,500 had already been spent on drawing up building plans.

#### 9. Crime statistics and information and intelligence exchange

*Crime report covering 1<sup>st</sup> April to 26<sup>th</sup> 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).*

Council noted. No recorded actions.

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

Report was not distributed before the meeting, but a verbal update was given by Borough Councillor Foster. Report will be loaded to the website when it is received.

#### 11. Neighbourhood Plan

- To receive a progress update on the Neighbourhood Plan  
Bedford BC have reviewed the draft plan and provided feedback. This feedback has been incorporated into the plan by our planning consultant; the Steering Group now needs to meet again to review this latest version and form a plan for carrying out the next public consultation. Following feedback from this consultation, the updated plan will then be submitted to the borough council for official examination. The final step would normally be a village referendum to formally accept the plan – unfortunately this is not allowed to happen until at least May 2021 due to the government response to Covid-19.

#### 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.*  
The council reviewed the borough council tree policy and considered other parish council tree policies in relation to tree maintenance. The clerk was requested to create a plan in line with the borough council policy and bring it to the council for review and approval (**Action Clerk**).
- *To approve the quote from RGS Arboriculture for £550 (+ VAT) for a Risk Assessment for the council's trees*  
**Resolved** to approve the quote and request the assessment is carried out as soon as possible (**Action Clerk**). Risk Assessments are carried out every 3 years.
- *To approve the quote from Heritage Arboriculture for maintaining the Lime trees on The Green: Year 1 works of £2200 (+VAT), followed by £200 (+VAT) for the following 3 years for ongoing tree maintenance.*  
**Resolved** to approve the quote without seeking additional quotes due to an urgent requirement to clear the growth on the trunk of the trees, which is encroaching onto the footpath. Following the Risk Assessment, three quotes will be sought for tree maintenance on the Lower Green and closed churchyard, to ensure Best Value.

#### 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.*  
The council reviewed a draft policy for memorial benches, and memorials in general, and considered those of other parish councils. The clerk is to finalise a policy and bring it for review and approval at the next meeting (**Action Clerk**)

#### 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, to revert to the previous structure of all the work belonging to one individual, 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.*

**Resolved** to adopt the brook maintenance into the work of the Street Ranger.

#### 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.*

**Resolved** to approve the changes to the bank mandates.

#### 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*

**Resolved** to accept the information and advice above, and to accept the Street Ranger quote to remove the fence and not to replace it.

#### 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.*

**Resolved** to request Bedford BC Highways to install the bollard (**Action Clerk**).

- *To install a wooden post at the entrance to the Lower Green where vehicles are parking on the grass (opposite Priory Close entrance)*

**Resolved** to install a wooden post at the above location. Clerk to request Street Ranger to install (**Action Clerk**).

#### 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.*

**Resolved** to approve the grant request.

#### 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.*

**Resolved** to approve the grant request.

## 20. Annual Parish Council meeting

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

Clerk advised that an annual parish council meeting would contain the re-adoption of policies (no known updates have occurred since last year) and a vote for the Chairman and Vice Chairman, amongst other items.

**Resolved** to defer the annual parish council meeting until 2021.

## 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*

**Resolved** to object to the planning application on the following grounds:

Highways safety and access: The road at the access point is very narrow; vehicles cannot turn around here and often carry out difficult reversing manoeuvres. Further, the addition of a bridge would result in the loss of more than one current parking space; parking is in very short supply along the length of the lane. Vehicle drivers will have a poor visibility splay when exiting the development due to the narrow exit and parked vehicles on the lane.

Flooding: There is a natural water channel running into the brook in this location that often overflows during periods of heavy rain; an additional property in this location will reduce natural drainage and create additional surface run-off into the brook, which is still at risk of flooding.

Visual amenity/street scene: Brook lane is characterised by significant foliage and trees at this site and elsewhere, contributing to the rural nature of the location. Removal of the trees without replacement would be detrimental to the amenity enjoyed by residents and visitors. In relation to the "Planning, Design, Heritage and Access statement" the council rejects the term "semi-urban" to describe this location (5.26), and is not aware that the neighbouring property has carried out a similar development (1.3).

## 22. Any other business

- Clerk discovered that the supplier of the cast iron bins along the High St is discontinuing this bin, and is currently selling these at a 50% clearance cost of £350 and have only a small number left. Council would like to purchase one as a spare in case of future breakages as these are integral to the street scene. Clerk and Chairman to use authority granted in the Financial Regulations to purchase items below £500 and order one bin.
- Harrold Cricket Club approached the council after the agenda was issued requesting monies to assist in repairing criminal damage to the cricket square. Council would like to know whether the club's insurance will cover this, and to suggest returning to the council in July for further discussions once the details of the insurance is known.
- Councillors expressed a vote of thanks to Robbin Brough, the previous clerk, for her hard work and commitment to the council over the last 5 years.

**Date of next meeting:**

**Wednesday 8th July 2020 via Zoom virtual meeting**