



Harrold Parish Council Clerk:
Robbin Brough
07388125821
clerk@harrold.org.uk

Chairman:
Rev. Robert Tickle
5 Bramley Court
Harrold, Beds, MK43 7BG
01234 721417
harroldian@yahoo.co.uk

MINUTES

Minutes of the Parish Council Meeting held 8th January 2020 at 7.30pm at the Harrold Centre

Public forum (Names always withheld for Data Protection)

No members of the public attended.

1. **Present:** Cllrs R Tickle (Chair), D Mercer (Vice Chair), R Barrett, R Brough (Clerk), A Foster (Bedford Borough Council), J Calver, H Mead, A Bryce, B Muller, E Thompson, F Ross, J Peverell, H Paston.
2. **Apologies:** P Pedersen (Attending Police Priority meeting on behalf of HPC), S Reger (Work commitments).
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. **Neighbourhood Plan Update** (Trevor Roff, Neighbourhood Plan Consultant from Regeneration Positive in attendance)
 - *Trevor Roff discussed items on the project plan for the remaining steps in the Neighbourhood Plan process. The next step is for the Steering Committee to prepare amendments to the draft plan. The draft plan will then be sent for screening with the borough council. It is likely the council will be asked for a Strategic Environmental Assessment (grants available). This assessment may take 12-14 weeks. A public consultation (exhibition) is then required, and the feedback must be collated and considered. The amended plan is then submitted to the borough council with other supporting documents completed by planning consultant Peter Bull. If this stage is passed successfully then the plan will go to a referendum for the village to vote on.*
 - *To approve the proposal/quote for project support for the next public consultation*
Resolved unanimously to approve the quote for £1200 for Trevor Roff. Work includes preparation of presentation materials, flyers/posters to advertise the consultation, and to prepare the survey form.
 - *To approve the invoice for £1820 from PJB Planning in relation to the second instalment for drafting the Neighbourhood Plan (aligns to quote).*

Resolved unanimously to approve the invoice.

5. Approval of Minutes from the Parish Council meeting held 11th December 2019

Resolved unanimously to approve the minutes and the Chairman signed them.

6. Matters arising: Clerk's report on the Actions List.

- Items with BBC Highways following a recent on-site meeting:
 1. Resolving the flooding of the zebra crossing – perhaps with additional drains being installed – survey work has been requested by BBC Highways.
 2. The poor state of the pavement by the Fish bar – works order has been raised by Highways.
 3. Remove the third bollard on The Green and repaint the other two – works order has been raised.
- BBC Highways consultation is in progress for: 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.
- MKA Ecology assessment of the brook: Report being created by MKA Ecology following site survey.
- Streetlights: EON Parish Repairs team have the information required to create a quote for a maintenance contract for the current PC-owned streetlights.
- Harrold Centre car park resurfacing: Harrold Centre Committee Chairman Phil Briggs has asked for this to be discussed again in February, after he holds a site meeting with a Borough Council representative.
- HPFA Pavilion plans: Paid £3,487 invoice for David Swanston Architecture to carry out detailed building plans and submission of planning application, as per instructions of HPFA.
- Church Walk Beech tree works: Expected shortly – delay at Bedford Borough Planning due to resource constraints. Permission has been granted.

7. Finance Report

The following payments were approved, and income and balances were noted.

Ref #	Invoice Date	Payment	Details	Payments	Receipts
				Gross	Gross
Trans186	05 December 2019	Brook: Skip at Town Farm	Riches skips	262.00	
Trans187	10 December 2019	Project: Neighbourhood plan	Neighbourhood Plan Consulting Fees- T Roff	250.00	
Trans189	11 December 2019	Grass: In Trim	Dec Payment	552.00	
Trans200	12 December 2019	Other: Insurance	Came & Co	3,036.70	
Trans201	13 December 2019	Project income: Harrold Calendar	'000122		480.00
Trans202	16 December 2019	Bottle Bank: Income	'BEDFORD BOR COUNCI, N/A		237.53
Trans203	17 December 2019	HMRC PAYE Liability		656.77	
Trans204	17 December 2019	Clerk Salary: R Brough		442.52	
Trans205	17 December 2019	Street Ranger		842.04	
Trans206	20 December 2019	Project: HPFA/Scouts Facilities	DJ AND HA SWANSTON	3,487.00	
Trans207	08 January 2020	Other: Various	Buttermarket replacement bulbs	42.32	
Trans208	08 January 2020	Other: Various	Bob Muller - Xmas connectors	42.20	
Trans209	08 January 2020	Membership: BATPC (Beds Assoc Tow	BATPC Annual Fee	364.00	
Trans210	08 January 2020	Office: Supplies	Fasthosts: Monthly email mailbox fee	6.59	
				9,984.14	717.53

Accounts

Natwest Current Account	32,580
Natwest Bonus Saver	75,108
Beds Bucks Herts	31,034
TOTAL	138,722

8. Approval of budget and precept for 2020/21

To agree the budget and precept for the coming financial year.

Resolved (10 For and 1 Against) to increase the precept from £74,708 to £81,128; a 1.9% increase for inflation and the remaining increase to account for £5k annual funding to the Harrold Centre Committee to ensure the long-term viability of the Harrold Centre building. Bedford Borough Council have confirmed the number of Band D properties remains unchanged at 699, therefore the overall percentage increase in the precept should show as 8.6% or £9.19 per year per household; bringing the total annual Band D household cost up to £116.13.

9. Crime statistics and information and intelligence exchange

Crime report covering 27th November to 17th December showed one instance of "Having possession of a controlled drug - Class B - Cannabis" on Odell Road.

No actions recorded.

10. Borough Councillor's report for Harrold Ward

Report has been uploaded to the Communications section of the council website and placed on the noticeboard in the centre of the village. Report also available from the Clerk on request.

11. Church Walk fence update

Council resolved in November to adopt the area of land at the top of Church Walk before committing to repairing the fence. Legal advice from David Doorne (Solicitor, Legal Services, Bedford Borough Council) advises against attempting to take ownership of the land: "Looking at an old highway plan, it looks to me that the land was part of land associated with some almshouses. Possibly therefore owned by the church... the parish council has no legal or other registrable interest in the land. There are some cases where individuals take over premises unlawfully and then claim against the true owner, if known, over 10 years later, but a council can't knowingly engage in an unlawful act."

Clerk has requested to know if replacing the fence would be deemed to be an attempt to engage in an unlawful act. Clerk has also requested a picture of the replacement fencing style from the contractor so that Pre-Planning advice can be sought (conservation area).

Councillors request that the Diocese of St Albans be contacted to explore potential church ownership of the land (**Action Cllr Tickle**).

12. Dog fouling

Following a request in the December meeting from Cllr Barrett: To decide on an approach to combat dog fouling in the village, which is perceived to be on the rise. Clerk has circulated: a) Dog Poo Fairy campaign signs promoted by Keep Britain Tidy, b) Dog Poo Bag distributors by JRB Enterprise (£80 plus c.£20 for 800 bags), and c) Tikspac Dog Poo Bag Distributors which are free, but have advertising boards.

Resolved to purchase and install three JRB Enterprise dog poo bag dispensers and bags. Locations to be confirmed when the installation cost is approved (**Action Clerk**).

13. Code of Conduct

Agenda item proposed by Cllr Barrett. To discuss the behaviour and conduct of councillors in relation to:

- a) Members of the public and wider community*
- b) Members of the parish council*
- c) Clerk to the parish council*

Specifically, to address issues where the parish council has a duty of care as an employer, and where behaviour and/or conduct may fall below standards set out in the 'Code of Conduct' and to

discuss how specific issues/incidents may/should be referred to the Borough Council Monitoring Officer. Also, to decide on a course of action where conduct is found to be unacceptable: Cllr Barrett proposes a vote on whether we should offer training/support to those found in breach of the 'Code of Conduct'.

Council agrees the following approach to be added to a future agenda for a resolution to be passed:

- New councillors to be sent the Code of Conduct as routine
- All current councillors to be sent the Code of Conduct and asked to confirm they have read these by signing a form
- (a) Members of the public with complaints relating to councillor conduct should still be directed to the Monitoring Officer, who will alert the council if it is deemed appropriate
- Where there are perceived breaches of the Code of Conduct in relation to (b) and (c) notifications shall be made to the Chairman, who shall act objectively/impartially and will pass the information to the Monitoring Officer; information can be held by the Monitoring Officer to create a history
- It is Best Practice that perceived breaches relating to (a), (b) and (c) are not discussed in council meetings and are dealt with independently by the Monitoring Officer
- If the history builds to a point where the Monitoring Officer raises an issue then the parish council may request the councillor attends training/support

Cllr Barrett and the Clerk to prepare formal wording to be put on the council website **(Action Cllr Barrett/Clerk)**.

14. Automated flood signs operation

To discuss the operation of the Borough Council automated flood signs during a recent period of flooding, with the aim of providing specific feedback to the Borough Council.

Council requests that feedback be given to the Borough Council Flood Officer that the illuminated flood signs are not in-sync with the Borough Council website and Facebook page **(Action Clerk)**.

15. VE Day streetlight poppies

To ratify the decision to purchase 100 poppies from Royal British Legion at £3.50 each to commemorate the 75th anniversary of Victory in Europe (VE75).

Resolved to purchase 100 poppies. Cllrs Barrett, Paston, Muller and Ross have volunteered to assist with the installation.

16. Village entrance signs

Council has previously agreed the location of one of the three new entrance signs at the Lavendon end of the village. The remaining two required a site meeting with representatives of Odell parish Council, which has now occurred (Cllr Mercer). To decide on the final two sign locations along Carlton Road and Odell Road.

Resolved to approve the latest plan for the sign locations, subject to Cllrs Tickle and Mercer visiting the homeowner on Odell Road nearest to the sign. Clerk to add the location plan to the council website. This will require permission from the borough council and a site survey for underground utilities before installation **(Action Clerk)**.

17. Planning Applications

None

18. Any other business

Councillors noted the poor condition of the road surface between The Oakley Arms pub and Eagle Way, and on the main bridge. There is also sitting water outside Spices of paradise restaurant. Clerk to investigate with Borough Council Highways.

19. Correspondence:

- *Parishioner has requested, via a councillor, for “short-term” parking restrictions (possibly 1 hour, enforced) at the front of the Fishbar shop to accommodate parking for the Fishbar (allegedly occupied for long periods by nearby homeowners), and for a disabled parking space. Full details circulated to councillors.*

Councillors noted that Blue badger holders are able to park on double yellow lines and noted that parking needs to be fair for all local businesses.

- *Parishioner emailed to request: a 10mph speed limit and weight limit on Harrold Bridge, the removal of weeds from the first bridge walkway on Brook Lane, the 20mph limit extended to the Lavendon end of the village, handrails at the path with a gradient where Brook Lane meets Orchard Lane, and comments on the icy nature of the path that runs alongside the brook at the top of Brook Lane (parishioner questions whether the surface material should be concrete). Full email circulated to the council, with a response from the Clerk highlighting the council’s recent decision not to support a 20mph limit on the main bridge. Clerk has sought information from the Borough Council about why there isn’t a weight limit for Harrold bridge, for information only (circulated to councillors).*

Date of next meeting:

Wednesday 12th February 2020

In the Harrold Centre