



Harrold Parish Council Office
72 High Street
Harrold, Beds
MK43 7BH
01234 721181
clerk@harrold.org.uk

Chairman:
Rev. Robert Tickle
5 Bramley Court
Harrold, Beds, MK43 7BG

01234 721417
harroldian@yahoo.co.uk

Minutes of the Annual Parish Council Meeting held 9th May 2018 at 8pm at Harrold Centre main hall

Present: R Tickle (Chair), B Muller, B Page, D Brough (Vice Chair), L Duggan, S Reger,
R Brough (Clerk), J Peverell, R Barrett, B Page, A Foster (Bedford Borough Council), L Hoad, P Pedersen,
Apologies: G Lloyd, D Mercer

1. **Disclosure of Interest** – members were invited to declare any personal or prejudicial interests they may have in any items on the Agenda. No interests disclosed.
2. **Election of Chair**
Robert Tickle was re-appointed as Chairman by unanimous vote.
3. **Election of Vice Chair**
David Brough was re-appointed as Vice Chairman by unanimous vote.
4. **Formation of working groups**
To decide on the formation of working groups/sub-committees:
Planning Committee: Cllr Barrett (Absent councillors to be asked if they'd also like to join)
No Complaints committee will be formed in advance of a complaint.
SpeedWatch: Cllr Lloyd and Cllr Muller to remain.
Neighbourhood Planning: Cllrs Reger, Pedersen, Peverell, Muller to remain.
Finance Committee: Cllrs Brough, Page, Tickle
Website to be updated with the above (**Action Clerk**)
5. **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.

The council feels the current form of contact through the clerk is the most effective and smooth form of communication. This method means that the Clerk is the subject matter expert for resolving issues and knowing who to contact; there is a greater transparency as the Clerk reports on issues at each meeting and the council can make decisions as a group, meaning less chance of vested interests; if councillors stand down then it's not

confusing for parishioners to know who to contact, and progress of issues does not get lost. Sub-committees can still be created where needed.

6. 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:

Fees remain the same (these were benchmarked to other local cemeteries) and the council chose to follow the government in waiving child burial fees for residents of Harrold.

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

Council will still meet second Wednesday of each month, with the exception of August and December.

Extraordinary meetings can still be called for urgent business. The Annual Parish meeting will be in April, and the Annual Parish Council meeting will be in May.

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

The following were adopted: Standing Orders, Financial Regulations, System of Internal Control, Complaints procedure.

The council agreed to continue to use Julie Betts (Bromham Parish Council) for internal auditor.

Regular monthly payments, direct debits and banking standing orders were agreed, as per list of payments in the Finance section

9. 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) Council Adopted policy/procedures for responding to an individual exercising statutory rights concerning their personal data (SAR request)
- b) Council adopted Privacy Policy as per GDPR
- c) Council confirmed 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) No Data Protection Officer was elected as it is no longer required for Parish Councils
- e) Council adopted General Privacy Notice to be added to the council website
- f) Council adopted Publication Scheme policy for Freedom Of Information requests provided by the ICO (Information Commissioner's Office) and add it to the council website
- g) Council adopted "Guide to Information" linked to Publication Scheme, to explain to parishioners how council data is provided

10. To set Clerk salary for the year

Council agreed to retain the Clerk's salary at current levels and perform an annual salary review in October each year.

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

Minutes approved

12. Matters arising from meeting held 11th April 2018: Clerk reported on the month's Action List, for information only. No material issues have arisen.

13. Finance Report:

- a. Council noted the budget that was agreed in January, for the coming year

b. Approval for requests for monthly payments

Payments to approve, Receipts for information - May 2018

Ref #	Invoice Date	Payment	Details	Method	Payments			Receipts
					Gross	VAT	Net	Gross
Trans013	18 April 2018	Project: Saxon house playground	Replacement of fort - Fawns Rec Services	Int Trf	13,519.38	2,253.23	11,266.15	
Trans014	18 April 2018	Clerk Expenses	PO Stamps - Reimburse David Brough	Int Trf	8.04	0.00	8.04	
Trans015	18 April 2018	Clerk Expenses	Ink cartridges - Reimburse David Brough	Int Trf	43.18	0.00	43.18	
Trans016	18 April 2018	Clerk Expenses	Voda Mobile topup - Reimburse David Brough	Int Trf	20.00	0.00	20.00	
Trans017	20 April 2018	Clerk Salary: R Brough Tax NI		SO	78.89	0.00	78.89	
Trans018	04 May 2018	Clerk Salary: R Brough Pension	NEST Pension payment	DD	19.48	0.00	19.48	
Trans019	28 April 2018	Clerk Salary: R Brough		SO	974.16	0.00	974.16	
Trans020	19 April 2018	Cemetary Income:		Chq				168.00
Trans021	19 April 2018	Cemetary Income:		Chq				168.00
Trans022	19 April 2018	Cemetary Income:		Chq				168.00
Trans023	12 April 2018	Precept Income	1st Installment	Int Trf				36,322.50
Trans026	01 May 2018	Office: Rent		SO	375.00	0.00	375.00	
Trans028	26 April 2018	Office: Phone & Broadband BT		DD	29.71	4.95	24.76	
Trans030	10 May 2018	Project: Neighbourhood plan	Neighbourhood Plan Consulting Fees- T Roff	SO	250.00	0.00	250.00	
Trans031	10 May 2018	Brook: R Sinclair		SO	250.00	0.00	250.00	
Trans032	08 May 2018	Village Maintenance: R Sinclair	For April work	Int Trf	189.39	0.00	189.39	
Trans033	08 May 2018	Grass: In Trim	April Payment	SO	552.00	0.00	552.00	
Trans034	20 May 2018	Clerk Salary: R Brough Tax NI	True up next time - meant to be 32.66	SO	78.89	0.00	78.89	
Trans035	04 May 2018	Clerk Salary: R Brough Pension	Direct debit	DD	42.86	0.00	19.48	
Trans036	28 May 2018	Clerk Salary: R Brough		SO	974.16	0.00	974.16	
Trans037	20 May 2018	Membership: GDPR Data Protection ICO Paymer Data fee GDPR		To pay	40.00	0.00	40.00	
Trans038	03 May 2018	Electricity: Buttermarket EON		DD	39.19	0.00	39.19	
Trans039	08 May 2018	Other: Various	Chain to lock Lockup - D.Brough expense	To pay	4.35	0.00	4.35	
Trans040	08 May 2018	Other: Various	A4 paper block - D.Brough expense	To pay	4.75	0.00	4.75	
Trans041	08 May 2018	Bottle Bank: Income	Quarter 4 Jan - Mar 2018	BACS				197.94
					17,493.43	2,258.18	15,211.87	37,024.44

Cllr Brough talked through the Profit & Loss report: Variance analysis - Actual spend vs Budget and the Balance Sheet: Financial position. The spend so far this year is in-line with the budget.

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

Monthly crime report provided to council prior to the meeting.

Council's crime priorities were set and are to be provided to Bedfordshire Police at Community Priority Meeting on 16th May. Main priority was set by the council as Drugs. Previously the council had chosen Speeding.

15. Borough Councillor's report for Harrold Ward.

Report to be provided on the council website.

16. 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

Council objects to the proposed plans because the canopy increases the elevation of the house much closer to the High Street. This changes the street scene considerably; especially sensitive for a conservation area. It also restricts parking at the front of the house, making it more likely that homeowners will need to park on the street where space is limited. Further, the current plans do not appear to reflect the building works that are currently ongoing. The council requests that a planning officer visit the site to compare the plans to the current works.

(Action Clerk)

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

Proposal for a pharmacy

Council objects to this proposal as it would affect the viability of the current service offered by the doctor's surgery with such direct competition. Council to respond to the NHS before 15th June. **(Action Clerk)**

17. Update from Neighbourhood Plan Steering Committee

The committee were unable to meet on April 18th due to illness.

18. 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.

As the response only arrived on the afternoon of the 9th of May the council requested this to be placed on the agenda again for June **(Action Clerk)**.

19. Any other business

Last month a hire car was parked at the entrance to Dove Lane blocking the road to all vehicles. It has brought into question who has ownership of the padlock keys for the bollards at the top of Dove Lane, in case there was an emergency. It is thought that the house owner who had them has now moved away. Council would like new padlocks fitted. (Action Clerk)

Cllr Brough gave an update on the HPFA pavilion and Scout hut renovation. Plans have now been agreed amongst the HPFA for an extended pavilion with larger changing rooms, disabled facilities, umpire changing/first aid room, larger kitchen/bar and storage. HPFA will now get detailed plans drawn up and look to secure grant funding from sports bodies, in addition to the £100k put forward by the parish council. Plans for the Scout hut renovation have been put to a local builder, who will be quoting shortly. The quote should cover insulating the walls and roof, and creating a disabled toilet out of the current single toilet.

20. 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.
The tree pruning has been reviewed by the council. The trees have been cut back as far as the parish council can without damaging them or making them misshapen.
- 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.
Issue has been resolved by the parishioner applying for a “Licence To Plant” from the borough Highways team.

Date of next meeting

Wednesday 13th June 2018