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MINUTES

Minutes of the Parish Council Meeting held 8th May 2019 at 8pm at the Harrold Centre

Public forum (Names always withheld for Data Protection)

Sixteen members of the public were still in attendance from the Annual Parish meeting. Those who spoke raised their comments/questions in the public open forum of that meeting, but this does overlap with items in this Annual Parish Council meeting; namely the Catesby Estates Planning application for 90 dwellings on Odell Road in item 19 (19/00842/MAO). Three of the sixteen parishioners were interested in taking up open councillor positions and will return in the June meeting. One member of Odell Parish Council attended with an interest in item 19 (19/00512/FUL). Two parishioners joined during this meeting and made themselves known in the middle of item 19 (19/00512/FUL) as the owner and architect of this proposed development; they answered questions from the council and the public on this item.

- 1. Present:** Cllrs R Tickle (Chair), D Brough (Vice Chair), A Foster (Bedford Borough Council), J Peverell, D Mercer, R Brough (Clerk), B Muller, J Calver, P Pedersen, R Barrett (Arrived at item 19 for 19/00512/FUL), H Mead, C Merrick
Apologies: S Reger.
- 2. Disclosure of Interest** – members were invited to declare any personal or prejudicial interests they may have in any items on the Agenda. Cllr Barret declared a non-pecuniary interest in item 19 (19/00827/FUL). Cllr Barrett is able to speak on this topic but abstain from voting.
- 3. Election of Chair**
Resolved unanimously to re-appoint Cllr Tickle as Chair for the coming year. Acceptance of Office forms signed accordingly.
- 4. Election of Vice Chair**
Resolved unanimously to re-appoint Cllr Brough as Vice Chair for the coming year. Acceptance of Office forms signed accordingly.

5. Co-option of new councillors

The council had 7 councillors appointed from the uncontested May 2019 elections. 6 positions were then available. The following parishioners were co-opted: Returning councillors Sebastian Reger and John Calver, and new joiners Hayden Mead and Claire Merrick.

6. Formation of working groups

To decide on the formation of working groups/sub-committees: Planning Committee, Speed Watch, Neighbourhood Planning, Finance Committee and any new committees required.

Planning committee: Cllrs Merrick, Barrett, Mercer.

Speed Watch: Currently with no members due to loss of Cllr Lloyd. Cllr Muller to continue to assist with VAS (Speed signs).

Neighbourhood Plan Committee: Cllrs Reger (Chair), Peverell, Muller and parishioner Ian Hargreaves. Parishioner Harriet Goodman requested to join and was welcomed to the committee.

Finance committee: Cllrs Brough, Tickle, Mercer.

Plants & Trees committee: Cllr Merrick and parishioner in attendance has requested to assist.

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. Fees remained the same last year as these were benchmarked to other local cemeteries. The council also chose to follow the government in waiving child burial fees for residents of Harrold.

Resolved unanimously to retain the cemetery fees at the same level.

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

Resolved to meet at the following dates: The second Wednesday of each month, with the exception of August and December. Extraordinary meetings are still able to be called for urgent business. The Annual Parish meeting and the Annual Parish Council meeting are in May.

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

Resolved to re-adopt: Standing Orders, Financial Regulations, System of Internal Control, Complaints procedure.

Resolved to continue to use Julie Betts (Bromham Parish Council) for internal auditor.

10. Approval of Minutes from the Parish Council meeting held 10th April 2019. Council approved the minutes unanimously and the Chairman signed them.

11. Matters arising from meeting held 10th April 2019: Clerk's report on the month's Action List, for information only.

- Clerk struggling to find companies to quote for upgrading the PC-owned streetlights in the village to LED.
- Street Ranger to replace two broken posts on The Green imminently.

12. Annual accounts review (2018/19) and signoff prior to submission for external audit

To approve the end-of-year P&L account, Bank Account Reconciliation, list of payments and receipts, and the completed audit form to be sent for external audit.

Cllr Brough presented the accounts, which were reviewed and approved unanimously by the full council. Accounts to be sent to external auditors (**Action Cllr Brough**).

13. Finance Report (2019/20 Accounts):

- The following payments were approved:*

Invoice Date	Payment	Details	Method	Gross	Payments		Receipts
					VAT	Net	Gross
10 April 2019	Project: Neighbourhood plan	Neighbourhood Plan Consulting Fees-T Roff	S/O	250.00	0.00	250.00	
11 April 2019	Grass: In Trim	March Payment	S/O	552.00	92.00	460.00	
11 April 2019	HMRC PAYE Liability		DPC	657.77	0.00	657.77	
15 April 2019	Electricity: Street EON	Qtrly payment	D/D	458.08	0.00	458.08	
15 April 2019	HMRC PAYE Liability		DPC	136.60	0.00	136.60	
15 April 2019	Clerk Salary: R Brough		DPC	951.88	0.00	951.88	
15 April 2019	Street Ranger		DPC	563.60	0.00	563.60	
15 April 2019	BBC: Erroneous precept payment	ERROR FROM BBC	BAC				74,708.00
15 April 2019	Precept Income	1st half	BAC				37,354.00
16 April 2019	BBC: Erroneous precept payment	REFUNDED ERROR TO BBC	DPC	24,708.00	0.00	24,708.00	
16 April 2019	BBC: Erroneous precept payment	REFUNDED ERROR TO BBC	DPC	50,000.00	0.00	50,000.00	
29 April 2019	Project: HPFA/Scouts Facilities	Scout hut - 2nd Installment - Batchelor AirCon VAT 581097133	DPC	2,777.76	462.96	2,314.80	
29 April 2019	Cemetery Income:	Hulatt gravestone					168.00
30 April 2019	Project: HPFA/Scouts Facilities	Scout hut - 3rd installment - P Huckle Carpentry - VAT 2651048	DPC	8,400.00	1,400.00	7,000.00	
01 May 2019	Other: Various	Neville Memorial - Fix remembrance wall plaque	DPC	110.50	0.00	110.50	
03 May 2019	Brook: R Sinclair	April work	S/O	400.00	0.00	400.00	
03 May 2019	Project: Buttermarket and Lockup renovation	Initial payment for materials/fencing/scaffold	DPC	1,000.00	0.00	1,000.00	
07 May 2019	Office: Supplies	Clerk expenses: USB stick for Annual Audit	DPC	12.66	0.00	12.66	
07 May 2019	Stone wall by the bridge - final payment	Nene Valley homes: VAT GB127910712	DPC	8,911.43	1,485.24	7,426.19	
07 May 2019	Project: Neighbourhood plan	Monthly Consulting Fees- T Roff	S/O	250.00	0.00	250.00	
07 May 2019	Project: Neighbourhood plan	Additional Consulting Fees- T Roff	DPC	250.00	0.00	250.00	
07 May 2019	Office: Supplies	Clerk expenses: Annual Norton Anti Virus software	DPC	64.99	0.00	64.99	
07 May 2019	Office: Supplies	Clerk expenses: Fasthost annual email service provider	DPC	19.98	0.00	19.98	
07 May 2019	Other: Internal Audit	Julie Betts 2019 Audit	DPC	140.00	0.00	140.00	
07 May 2019	Plants & Trees:	Removal of Xmas Lights - Heritage Arb	DPC	300.00	50.00	250.00	
07 May 2019	Brook: Skip at Town Farm	Riches skips	Int Trf	213.00	35.50	177.50	
				100,915.25	3,490.20	97,425.05	112,230.00

b. To agree regular monthly payments, direct debits and banking standing orders.

Resolved to approve the payments above marked as S/O and D/D as Standing Orders and Direct Debits for the year.

c. To note the budget that was agreed in January, for the coming year
Noted.

d. Profit & Loss report: Variance analysis - Actual spend vs Budget for 2019/20

Cllr Brough talked through the variance analysis and confirmed that the expected spend was in-line with actual spend at this early point in the financial year.

e. Balance Sheet: Current financial position

Cllr Brough confirmed the accounts totalled £159k and that a VAT recovery from HMRC needed to be carried out as soon as the final invoice was paid for the Scout Hut refurbishment.

14. Crime statistics and information and intelligence exchange

Monthly crime report was provided to council prior to the meeting. It was noted that this report is becoming sporadic in its distribution. Items this month: 1 assault, 1 burglary and 1 "Fear of Provocation of Violence". No actions recorded for the Parish Council.

15. Borough Councillor's report for Harrold Ward

Distributed to councillors and to be added to the Communications section of the council website.

16. To agree the spend for the St Peter's Church clock maintenance contract

The council maintains the clock at St Peter's church and the annual maintenance contract fees are due. Smiths of Derby (the current contractor) can offer £542 plus VAT for a 3-year service agreement. The budget has £616 in it for clock maintenance.

Resolved unanimously to accept the 3-year service agreement.

17. To approve hire of The Green by Harrold Pit Run Committee and review supporting documents

To note the documents provided to support the hire of The Green for the annual Pit Run event.

- Event details and event organiser contact details (Received)
- Copy of Public liability insurance cover (Received)
- Not received:
- Copy of event alcohol licence
- Health and Safety policy, Risk Assessment, Emergency procedures, First Aid arrangements

- Arrangements for waste collection and removal
- Arrangements for clearing/cleaning The Green after the event
- Access and parking arrangements

Edit: All required items were received in good order a few days after this meeting and the hire was approved.

18. To note the works on the wall by the main bridge and agree the final stage payment

Works on the stone wall by the bridge carried out by Nene Valley Homes are now complete. To note the works and agree the final payment of £8,911.43 (VAT to reclaim of £1,485.24). First payment was £7,960 (VAT to reclaim of £1,327).

Resolved to approve the payment, which was agreed to be of high quality, and to thank Nene Valley Homes for their excellent work. Clerk to request double yellows to be repainted by the wall if cars start to park there (**Action Clerk**).

19. Planning Applications for comment

APPLICATION NO: 19/00842/MAO Major Outline Application

PROPOSAL: Demolition of existing agricultural buildings and outline planning permission for residential development of up to 90 dwellings (Use Class C3) including means of access into the site (not internal roads) and associated highway works, with all other matters (relating to appearance, landscaping, scale and layout) reserved.

LOCATION: Land Adjacent to Harrold Lake, Odell Road, Harrold, Bedfordshire.

Resolved unanimously to object to this application and to accept the quote of (£65/hour for 4-6 hours) for professional planning consultant Peter Bull to prepare the council's objection. Peter Bull has been involved as a consultant in the Neighbourhood Plan project so his services, and the quality of his work, were known. The objection wording will be approved by the council over email due to the proximity of the planning due date.

The following property resides in the parish of Odell, but Harrold Parish Council would like to comment as a neighbouring parish:

APPLICATION NO: 19/00512/FUL Full Planning Application

PROPOSAL: Demolition of existing dwelling and erection of new detached dwelling and associated works.

LOCATION: Riverbank, Carlton Road, Harrold, Bedfordshire, MK43 7DS.

The owner and architect answered questions and provided mock-up pictures of what the potential development would look like in its surroundings. Criticism from one parishioner and one councillor towards the owner centred initially around the "drastic" clearing of the site and removal of trees prior to planning permission being granted; this, and the lack of a landscaping plan. The remaining discussion points then formed the structure of the objection below.

Resolved (7 votes versus 3) to object on the following grounds:

- The scale, form and materials of the proposed house would detract from the setting of the listed bridge due to its close proximity
- Its lack of sensitivity to the local vernacular
- Its lack of sensitivity to the local landscape; the country park and river are in very close proximity
- The lack of a landscaping plan

APPLICATION NO: 19/00827/FUL Full Planning Application

PROPOSAL: Demolition of the existing garage, single storey side extension and conservatory.

Erection of two storey side extension, two storey rear extension, single storey rear extension and alterations to the existing roof.

LOCATION: 37 High Street Harrold Bedford Bedfordshire MK43 7DA

Resolved not to object.

APPLICATION NO: 19/00831/TPO Tree Preservation Order Application

PROPOSAL: Beech - Remove

LOCATION: 49 High Street Harrold Bedford Bedfordshire MK43 7BH

Resolved not to object.

20. Update from Neighbourhood Plan Steering Committee and approval of future spend

To note progress and approve future spend to external consultants for the Strategic Environmental Assessment and for a Plan Editor (only if spend is ready to be approved).

The committee met on 7th May (minutes on council website under Neighbourhood Plan). Key points: the Issues and Options consultation documents are due for delivery by a professional distribution company in the week commencing 20th May 2019. These are to be returned by 30th June 2019. Drop-in sessions to assist with completing these documents, and to provide further information on the plan process, are booked in the Harrold Centre on Saturday 25th May 2019 11am to 4pm, and Friday 7th June 2019 6pm to 9pm.

21. Any other business

Request from councillors to chase up the installation of the lifebag by BBC at the Lower Green. This is understood to be imminent, but Clerk will ask again (**Action Clerk**).

Request to review how to treat the issue of the bottleneck along the High St, which is worsened at school drop off times due to parking on both sides of the road. The cessation of school bus services last year was anticipated by the Parish Council to resolve the issue of the bus-related bottleneck, and turning at least one of the bus bays into resident parking was planned. Given recent feedback, it does now seem that a more comprehensive solution is required to assist residents with parking while not causing traffic jams. Clerk to arrange a meeting with BBC Highways to create a proposal for an agenda item for discussion/approval (hopefully at the June meeting). Clerk to also ask BBC Highways for advice on restrictions on The Green, only in the narrow section on the side of the school where the road is too narrow for parking; the Parish Council have repeatedly replaced bollards struck by vehicles trying to pass through this section due to parking here (**Actions Clerk**).

22. Correspondence:

- a) Parishioner emailed requesting safer passage for pedestrians crossing the main Harrold bridge.
Responded as per previous discussions: that we have recently requested advice from Brough Highways as to any improvements that can be made – no suggestions have been made.
- b) Parishioner emailed requesting VAS (Speed sign) be placed closer towards the north of the village (nearer Podington entrance to village).
Speed Watch team has approved the move and will talk to the parishioner.
- c) Parishioner sent a letter complaining about the quality/lateness of grass cutting/village maintenance.
Requests more regular cuts and litter picking.
Clerk has requested councillors to check the quality of the cut – feedback so far has been that it looks fine and is not intended to be “Cricket pitch” quality. Regarding the littering, the Street Ranger does a pick twice a week at the beginning and end of the week (weekdays). Council has also recently added two litter bins to the area.

Date of next meeting

Wednesday 12th June 2019