



Harrold Parish Council Clerk:  
Robbin Brough  
07388125821  
harroldparishcouncil@outlook.com

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

## MINUTES

### Minutes of the Parish Council Meeting held 11<sup>th</sup> March 2020 at 7.30pm at the Harrold Centre

#### 1. **Public forum (Names always withheld for Data Protection)**

Parishioner attended in support of their correspondence item in relation to requesting a staggered tree replacement process for the tree/s on The Green, which he feels are damaging the thatched roof through leaf fall and shading. A discussion was had and Cllr Peverell requested for the item to be added to the next meeting agenda. Cllr Peverell to provide the wording for the agenda item.

#### 2. **Present:** Cllrs R Tickle (Chair), D Mercer (Vice Chair), R Barrett, D Brough (Shadow Clerk), A Foster (Borough Councillor), H Mead, A Bryce, F Ross, J Peverell, P Pedersen, J Calver, E Thompson, B Muller, H Paston.

**Apologies:** R Brough (Clerk), 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. **Flood resilience**

Melanie Bright (Bedford BC Senior Flood Risk Officer) and Gareth Turner (Bedford BC Manager of Highways) attended to discuss:

- *The formation of a Flood Group in Harrold (MB)*

D Brough attended the Community Resilience meeting in Riseley in February where the concept of a Harrold/Carlton Flood Group with a Flood Plan evolved with advice from Melanie and the Environment Agency. Melanie is able to provide support for the creation of the plan, and also act as a key contact between the Borough Flood Resilience team and Flood Groups. Melanie confirmed that plans were not just to coordinate physical activity (such as putting out flood signs and equipment) but also for communication. D Brough confirmed he would start the creation of the plan and Cllrs Pedersen and Mead also expressed an interest in joining the group. It is hoped that others (including residents from Carlton) will join once the group is running. D Brough confirmed that the Environment

Agency were taking a business case for publicly accessible flood webcams for approval in late March. A requirement for eligibility is that a Flood Group is operational.

- *The operation of the automated flood signs in North Beds (GT)*

Gareth confirmed that the automated flood signs and water level sensors were not operating effectively and they were working with the supplier to ensure the correct technical support was given, despite the absence of a suitable SLA. Multiple sensors are not relaying the information back to the borough council. The sensor by the main bridge (Carlton side) needs to be re-sited/adjusted as the position is too high for flood waters to register early enough. Melanie and Gareth will be producing a press release shortly to let parishioners know of the issues and to reassure them that improvements are in progress. Melanie confirmed she had access to an operational website that showed the status of each flood sign; the parish council have requested this be made public and available online, and Melanie is looking in to this.

D Brough (Shadow Clerk) also requested information on: a) The Parish Council's request of an extension to the 20mph limit towards the Lavendon end of the village – Gareth to investigate where this request is sitting. b) The resolution to the flooding of the pedestrian crossing on the High St – Gareth confirmed that his budget was allowing a fix to both sides of the road. c) Parishioner had requested to be able to plant on a verge in Mowhills – Gareth confirmed the parishioner should email him directly for a Licence To Plant.

**5. Approval of Minutes** from the Parish Council meeting held 12<sup>th</sup> February 2020  
**Resolved** unanimously to approve the minutes.

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

- Items sat with BBC Highways:
  1. Resolving the flooding of the zebra crossing – perhaps with additional drains being installed – survey work has been requested by BBC Highways. Design work is in progress and budget has been allocated by Bedford BC.
  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. Expected shortly.
  4. 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.
  5. Installing village entrance signs: survey and installation expected within a week. **Edit:** Now installed.
- Planning advice has been sought for removal of the fence on Church Walk, which is in a conservation area. Response not yet received.
- Outdoor Gym: The Great Outdoor Gym Company have been booked to attend to the cross trainer (stiff mechanism) for the end of March.
- Happy-To-Chat bench: Sign has been created and attached to the bench by the Coop, and advertised on Facebook and in The Bridge.
- Streetlight upgrade: EON and Zeta Group have been instructed to carry out surveys of the streetlights to enable quotes to be generated.

## 7. Finance Report

- The following payments were approved. Income, balances and variance analysis were noted.

Ref #	Invoice Date	Payment	Details	Payments Gross	Receipts Gross
Trans226	07 February 2020	VAT Refund received			1,120.93
Trans227	10 February 2020	Project: Neighbourhood plan	Neighbourhood Plan Consulting Fees- T Roff	250.00	
Trans228	10 February 2020	Cemetery Income:			511.00
Trans229	11 February 2020	Grass: In Trim		552.00	
Trans230	13 February 2020	Bottle Bank: Income	Quarter 3 Oct - Dec 2019		237.53
Trans236	18 February 2020	HMRC PAYE Liability		656.77	
Trans237	18 February 2020	Clerk Salary: R Brough		442.52	
Trans238	18 February 2020	Street Ranger		842.04	
Trans239	25 February 2020	Other: Various	Zeta Group: Streetlight survey	354.00	
Trans240	25 February 2020	Cemetery Income:			140.00
Trans241	04 March 2020	Project income: Harrold Calendar			440.00
Trans242	04 March 2020	Electricity: Buttermarket EON	EON	53.21	
Trans243	11 March 2020	Project: Neighbourhood plan	BRCC Survey printing/analysis	3,608.97	
Trans244	11 March 2020	Other: Various	Bedford BC Election costs	39.71	
Trans245	11 March 2020	Office: Supplies	Envelopes	1.50	
Trans246	11 March 2020	Other: Various	Chat sign. Viking Signs	23.27	
Trans247	11 March 2020	Other: Various	JRB Enterprises. Dog bag box brackets	30.60	
Trans248	11 March 2020	Other: Various	JRB Enterprises. Dog bag boxes	292.35	
Trans249	11 March 2020	Other: Various	JRB Enterprises. Dog bags	134.34	
Trans250	11 March 2020	Other: Various	MKA Ecology report	1,620.00	
Trans251	11 March 2020	Office: Supplies	SLCC Clerks Manual book	72.30	
Trans252	11 March 2020	Office: Supplies	Sacks for Street Ranger	24.00	
Trans253	11 March 2020	Maintenance: Outdoor Gym	Cross Trainer Fix - The Great Outdoor Gym Co	400.00	
Trans254	11 March 2020	Harrold Centre Room Hire	To end of Jan 20	135.00	
				<b>9,532.58</b>	<b>2,449.46</b>

### Accounts

<b>Natwest Current Account</b>	<b>18,714</b>
<b>Natwest Bonus Saver</b>	<b>75,108</b>
<b>Bucks Building Society</b>	<b>31,034</b>
<b>TOTAL at Bank</b>	<b>124,856</b>
<b>Funds allocated</b>	<b>86,799</b>
<b>General Reserve (estimated)</b>	<b>38,057</b>
<b>TOTAL Funds</b>	<b>124,856</b>

- Agenda item requested by Cllr Bryce: To agree a minimum General Reserve amount in the bank account.*

Finance Committee agreed to meet to discuss the financial details and report back to the council.

## 8. Crime statistics and information and intelligence exchange

*Crime report covering 29<sup>th</sup> January to 29<sup>th</sup> February showed one instance of "Assault without injury" on the High St on 11<sup>th</sup> February.*

No recorded actions.

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

Report will be 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.

## 10. Ward boundary review

*D Brough (Shadow Clerk) attended a recent briefing by The Local Government Boundary Commission for England, who have initiated a Ward boundary review to address the “poor levels of electoral equality in Bedford borough”. This review will determine: 1. Total number of councillors, 2. Total number of wards, 3. Ward boundaries, 4. Number of councillors elected to each ward, 5. Names of each ward.*

### **Timeline:**

- *Consultation on warding patterns: 25 February 2020 to 4 May 2020*
- *Consultation on draft recommendations: 4 August 2020 to 12 October 2020*
- *Followed by a further period of consultation on the draft recommendations*
- *Final recommendations are expected to be published in January 2021*
- *The new electoral arrangements will come into effect at the local elections in 2023*

Council noted the information and will review the draft recommendations later in the year.

## 11. Neighbourhood Plan

- *To receive a progress update on the Neighbourhood Plan*
  - The draft Neighbourhood Plan has been submitted to the Borough Council for review following the collation of comments from councillors.
  - (i) The Habitats Regulation Screening Assessment has been commissioned from Peter Carey, Bodsey Ecology Limited, and (ii) the SEA (Strategic Environmental Assessment) Screening Report (to determine if a full SEA is needed) has been finalised and submitted to the statutory consultation bodies (Historic England, Environment Agency and Natural England). **Edit:** A full SEA has been confirmed as not required.
  - A further village consultation was then planned – although it is not confirmed at present how this will happen in the current climate of Covid-19. The draft plan would then be submitted to the Borough Council for official examination; if successful then the plan would then go to a village referendum.
- *Cllr Peverell has requested an initial discussion of how CiL monies from the developers of any new housing could be allocated*  
Councillors will email Cllr Peverell with ideas for CiL money spend (**Action All**).

## 12. HPFA Sports Pavilion refurbishment

- *To receive a progress update on the pavilion refurbishment being undertaken by the HPFA (Harrold Playing Field Association), for which the council has pledged £70k (Cllr Mead)*  
Update: Detailed specifications have been completed. Works include a new roof, replacement ceilings, electrical works, provision of a wheelchair-accessible toilet, internal decoration and other smaller items. Carlton Education Trust have approved a grant of £5,000, but Carlton & Chellington Parish Council have not offered funding. An application for a Bedford BC Rural Grant is in progress (see below). Other avenues of funding are also being pursued. Currently going out to tender for the works, with an expectation of gaining 3 quotes. Work is hoped to start in August 2020.
- *To support the endorsement by Chairman Robert Tickle of the HPFA’s application for a Rural Grant from Bedford BC towards the refurbishment*  
**Resolved** unanimously to support the application.

## 13. Saxon House End fence

*To consider a quote from The Green Room to repair the broken fence by the play area at Saxon House End, which was damaged in the recent storms. Choices: a) a like-for-like solid feather edge fence at £660, or b) posts and rails with 6 foot Pallisade pales (picket style with gap) at £830.*

**Resolved** (11 For and 1 Against) to accept the quote for the Pallisade fencing. The Green Room are already repairing the adjoining fence and have carried out high quality works for the council in the past.

#### **14. Ecologist survey for brook maintenance**

*To receive the report written by MKA Ecology: a survey of the brook and creation of a Management Plan for ongoing maintenance. Distributed to councillors prior to the meeting.*

*Report objectives were:*

- *Protected/Invasive Species Scoping Survey: A site visit and desktop study to assess the potential of the Brook and adjacent habitats to support protected species and invasive non-native species.*
- *Management Plan: a report outlining our findings (including a map of the site) and detailing any protected or invasive species issues and mitigation procedures to be followed. The plan will also highlight opportunities for enhancing the Brook for biodiversity where appropriate.*

Councillors noted the high quality and informative report and requested that the Clerk build the recommendations into the Contract/Schedule of Works for the Brook contractor. Findings and recommendations to be made public (**Actions Clerk**).

#### **15. Hire of The Green by Harrold Pit Run Committee**

*To approve the hire of The Green (for insurance purposes) and note the receipt of requested documents provided to support the hire for the annual Pit Run event.*

- *Event details and event organiser contact details (Received)*
- *Copy of Public liability insurance cover (Received)*
- *Temporary Event Notice/Alcohol Licence (Received)*
- *Health and Safety policy, Risk Assessment, Emergency procedures, First Aid arrangements (Received)*
- *Arrangements for waste collection and removal (Received)*
- *Arrangements for clearing/cleaning The Green after the event (Received)*
- *Access and parking arrangements (Received)*

Council noted the high quality of the documentation and **resolved** to approve the hire of The Green.

#### **16. Grant request from Harrold Pit Run Committee**

*To approve a grant request for £1050 from the Harrold Pit Run Committee to cover race costs, including: Race numbers £220, participant and winners' medals £550, winners' shields £60, and a one-off purchase of race software and hire of timing equipment £220.*

*Grant application sent to council prior to the meeting.*

**Resolved** unanimously to provide grant funding in full.

#### **17. Grant request from The Villager Minibus (Section 137 - Local Govt Act 1972)**

*To approve a grant request, for an unspecified amount, for The Villager Minibus as a contribution towards the "annual costs of operating the services and towards building up a reserve for the purchase of a replacement bus". The Villager is "an organisation managed and run by volunteers to provide community minibus services to the villages of North Bedfordshire to destinations not otherwise served by public transport."*

*Grant application sent to council prior to the meeting.*

**Resolved** unanimously to provide £1,000 of grant funding to keep this service operational.

## 18. Litterpicking equipment

*Agenda item requested by Cllr Mercer: To consider purchasing litterpick equipment (grabbers, hoops, bags) for the setup of a local voluntary litterpicking group.*

Litterpicking group have decided not to proceed. Item closed.

## 19. Dog fouling

*The council approved in December the purchase of three dog poo bag distributor boxes. To approve install labour costs by Luke Clarke (Street Ranger) of £70 per box, plus the cost of materials (40mm square pole).*

**Resolved** unanimously to approve.

## 20. Planning for the Xmas lights 2020

*Agenda item requested by Cllr Mercer and brought forward from the prior meeting due to the absence of Cllr Muller: To discuss the approach for the Xmas lights for December 2020.*

**Resolved** unanimously to support this approach. Cllrs Muller and Ross to form a working group to progress the plan for the Xmas lights.

## 21. Harrold Centre car park resurfacing

*To consider a request from the Harrold Centre Committee for funding to resurface the car park with a solid surface instead of using a gravel surface again. Further details to be provided by Harrold Centre Chairman Phil Briggs.*

*In the December meeting, Phil Briggs was in attendance to explain the request: The car park is heavily used for community events, in addition to regular users of the bottle and clothing banks. The surface is now in a very poor condition – perhaps even unsafe.*

*The decision was deferred until: a) Research was carried out for the new surface in relation to drainage and the weight of heavy vehicles, including meeting a representative from the Borough Council, b) A Rural Grant from the Borough Council was investigated (match-funding of up to 25%).*

Cllr Ross provided an update, as a member of the Harrold Centre Committee, but the full request is not yet ready to put to the parish council by the HCC Chairman. The current temporary works have left the car park flat and safer. Bedford BC have estimated the costs of a permanent tarmac solution at £24k, which is deemed to be too expensive. Therefore an "MOT Type 1" surface is being considered. Current quotes are approximately £7k and the HCC are likely to request the parish council meet halfway on the cost. Decision to be deferred to a future meeting.

## 22. Planning Applications

*APPLICATION NO: 20/00386/FUL Full Planning Application*

*PROPOSAL: Single storey rear extension to first floor and addition of Juliette Balcony*

*LOCATION: Belina Mowhills Harrold Bedford Bedfordshire MK43 7EB*

**Resolved** unanimously not to object.

*APPLICATION NO: 20/00398/FUL Full Planning Application*

*PROPOSAL: Single storey front, side and rear extensions, landscaping and external alterations*

*LOCATION: Riverbank Carlton Road Harrold Bedford Bedfordshire MK43 7DS*

**Resolved** unanimously not to object, if Historic England are going to be consulted again.

## 23. Any other business

Cllr Mercer noted that the parish council's benches could do with some cleaning. Clerk to instruct the Street Ranger to carry out the works at £20 per bench.

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

- *Parishioner requested the streetlight on the Lower Green that has blown be fixed. Clerk investigating if spare parts are available for this style. The majority of the lights can no longer be maintained. Fix has now been carried out.*
- *Parishioner emailed requesting a staggered tree replacement process for the tree/s on The Green, which he feels are damaging the thatched roof through leaf fall and shading. Full email shared with the council.*

This was discussed with the parishioner during the Public Open Forum.

**Date of next meeting:**

**To be confirmed**

**Meetings currently on hold to government restrictions due to Covid-19**