



Minutes of the Parish Council Meeting held 9th November 2016 at 7.30pm at Parish Council Office

Present: R. Tickle (chair), Cllrs D Brough, S Holt, A Jones, G Lloyd, S Reger, D Mercer, B Page, A Jones, R Brough (Clerk), A Foster (Bedford Borough Council),

Apologies – J Page, R Barrett

Public forum

Norman Froggatt attended the meeting to discuss the Victorian Christmas event due to take place on December 11th 2016. Mr Froggatt wanted to clarify the work which will be completed by the event committee and the work which will be completed by the Parish Council. The council reiterated the need for the PC to string the lights with the help of Heritage Arboriculture due to liability insurance reasons. The council agreed to place lights on the outside of the lock up as it will be used as Santa's Grotto. Mr Froggatt was unsure who would be decorating the inside of the lock up but ensured the council it would be done with care. The placement of the ice rink was discussed and Mr Froggatt believed the ice rink would be placed on the Lower School Grounds along with some stalls and fairground rides. This was to be discussed between the school and the event planning committee.

1. **Disclosure of Interest** – none disclosed
2. **Approval of Minutes** from the Parish Council meeting held 12th October 2016. Minutes were approved unanimously.
3. **Matters arising from meeting held 12th October 2016** – for information only
 - Clerk reported on the months Action List
 - A resident on Odell road approached Cllr Holt to discuss the problem of speeding along Odell Road. He was keen to have the council look further into speed cameras. Cllr Foster informed the council that there may possibly be funding coming available to councils to help with the costs. She will keep the council informed. **Action Clerk & Alison Foster**
 - Cllr Mercer reported the concrete side of Brook Lane is crumbling. Clerk to report to Highways. **Action Clerk**
 - Cllr Foster has received a complaint from two Harrold residents about the state of a privately-owned footpath between Eagle Way and the High St. Clerk will do land registry searches on the properties which back onto the footpath to find out who owns this land. **Action Clerk**
4. **Finance Report:** The following payments were approved:

Ref #	Invoice Date	Payment	Details	Payments		
				Gross	VAT	Net
Payment 97	13 October 2016	Office: Laptop	D Brough expense reimbursement	504.97	83.99	420.98
Payment 98	30 September 2016	Other: BDO External Audit		756.00	126.00	630.00
Payment 99	19 October 2016	Project: Neighbourhood plan	Posters and invitations for launch	173.92	4.32	169.60
Payment 100	01 November 2016	Office: Rent		375.00	0.00	375.00
Payment 101	31 October 2016	Brook: Skip at Town Farm	Paul Riches Skips	178.00	0.00	178.00
Payment 102	28 October 2016	Office: Phone & Broadband BT		21.73	3.62	18.11
Payment 103	01 November 2016	Village Maintenance: R Sinclair		130.00	0.00	130.00
Payment 104	01 November 2016	Brook: R Sinclair		250.00	0.00	250.00
Payment 105	27 October 2016	Project: Smartening village: Cast Iron Bins and Li	Furnitubes - Cast Iron bins	5,740.80	956.80	4,784.00
Payment 106	01 November 2016	Project: Neighbourhood plan	Neighbourhood Plan Consulting Fees: Trevor Roff	150.00	0.00	150.00
Payment 107	02 November 2016	Grant Out: Bridge Magazine		150.00	0.00	150.00
Payment 108	27 October 2016	Other: New Buttermarket Electrics	Fix existing electrics	720.00	0.00	720.00
Payment 109	31 October 2016	Project: Neighbourhood plan	Rental fee for Launch event-URC	277.00	0.00	277.00
Payment 110	31 October 2016	Village Maintenance: Footpath stonework repair	Repair to footpath stonework	1,836.00	306.00	1,530.00
Payment 111	19 November 2016	Clerk Salary: R Brough Tax NI		88.81	0.00	88.81
Payment 112	31 October 2016	Other: New Buttermarket Electrics	Trench and box installation near lockup	720.00	120.00	600.00
Payment 113	31 October 2016	Plants & Trees: War Memorial	War Memorial: Expense reimbursment R Brough Rose bus	178.71	0.00	178.71
Payment 114	30 November 2016	Clerk Salary: R Brough		926.50	0.00	926.50
Payment 115	04 November 2016	Project: Neighbourhood plan	Matodesigns associates Ltd: Site assessment report	1,300.00	0.00	1,300.00
Payment 116	19 October 2016	Other: War Memorial renovation	Renovation by FL Build	10,620.00	1,770.00	8,850.00
				25,097.44		

**5. Police report: Crime statistics and information and intelligence exchange
(Provided to council prior to meeting via email)**

6. Borough Councillor's report for Harrold Ward.

7. Planning applications

Application no: 16/02758/FUL

Proposal: Single storey rear extension

Location: 47 Roman Paddock Harrold Bedford MK43 7FR

Council has no objections.

8. Harrold Centre Development.

Nigel Grout from Harrold Centre Committee attending the Parish council meeting to give the council an update on the redevelopment project. Works have begun on the centre. These works began Nov 7th 2016 with a completion date the end of May 2017. A large portion of the centre's parking lot has been cordoned off, leaving a pedestrian path for residents to walk their bottles to the bottlebank for depositing. The centre committee will post on the noticeboard, their website and put a place a sign on site informing bottle bank users of the changes. The recycling lorry and bottle bank collection vehicles will still be able to gain access to empty the bins.

The Harrold centre committee have decided to reduce the scope of work and taken a loan out of 50k to help with the shortfall in funds needed for the works. To complete the work to the planned standard they still need to raise an additional 50k. The Centre has 130k worth of grant applications still pending as well as numerous local fundraising events planned. If they do not get the money they will start to reduce the scope of works. Harrold Centre will start needing the money the Parish Council has committed to the project from January. The Parish Council and Harrold Centre need to put a VAT reclaim procedure in place. Clerk will check with Louise Ashmore for guidance and then the finance committee and Nigel will meet to discuss the VAT reclaim procedure. **Action Clerk**

9. Village Maintenance Issues.

The council discussed the village monthly maintenance contract. It was decided Cllr Brough will create 2 maps outlining the areas the council would like regular litter picking and sweeping. Council will then decide the amount of time monthly we would like contractor to spend time doing the work. **Action Cllr Brough**

10. Update on stonework quotes for village entrance signs.

Cllr Jones is still waiting for an additional quote from a local stonemason. This item will be placed on the agenda for December's meeting. Cllr Reger suggested presenting the options for types of signs to the residents of

Harrold. This could be done on our website and the physical noticeboard. Another idea was to include the types of signs in the Neighbourhood Plan survey which is due to go to residents around January/February. In the meantime the clerk will meet again with Andrew Prigmore to discuss the best method in completing the works to the stone wall in relation to the safety for the workmen and traffic lights. **Action Clerk**

11. Approve 2015/2016 Audit findings.

The Parish Council Audit for 2015/2016 has been returned. There were two issues which were identified. The first was to remind the council the Parish Council self-assessed risk assessment should be completed before the end of the financial year. We had completed this in June. The other finding was the end of year balance sheet was out by £1. Cllr Tickle proposes the council approves the 2015/2016 audit, Cllr Lloyd seconds the motion which is unanimously approved by the council.

12. Discuss co-option of new councillors.

To date the council has received four applications for the three vacant Parish Council seats. The council will provide the applicants with a short list of criteria such as time commitments, projects, knowledge and skills which they will be asked to provide a written response. The council will then meet and review the applicant's applications and criteria responses. The council will then vote on applicants independently. The applicants will be informed the following day. **Action Clerk**

13. Ratify decision to go ahead with lamppost painting quote from FL Build.

FL Build provided the council with a quote to paint the lampposts throughout the village. The quote was emailed to the council. Cllr Brough proposed via email that the council go ahead and instruct FL Build to do the works, which could then get minuted approval in this meeting. Cllr Tickle seconded the motion. The council voted unanimously to instruct FL Build to complete the project of painting the lampposts. **Action Clerk**

14. Update from Neighbourhood Plan Committee.

The Neighbourhood Plan committee informed the council they had received the written report from the Housing Needs Survey. This report and the findings from the Neighbourhood Plan Launch will be used to create the next Village Survey due to go out to residents January/February 2017. The Neighbourhood Plan Launch will be November 11th and 12th. The steering committee asked the PC councillors if any would be available to come and assist during the launch. Four councillors volunteered to attend the event.

15. Any other business –

- Taylor Wimpey is looking into the maintenance issues the Parish Council outlined to them in Saxon House End/Roman Paddock and will present the council with an action plan before the PC December meeting. **Action Clerk**
- Clerk met with Andrew Prigmore to discuss the PC's plans for the bridge area. Mr. Prigmore would like to work with the council to improve the landscaped area next to the bridge. Mr. Prigmore will also have the flood warning sign moved next to the dirt parking area near the bridge which will give motorists a place to turn around if the bridge is flooded. He has also instructed the road signs at the end of the High St on Odell Rd to be replaced as they have been damaged. Mr. Prigmore reported the new 20 mph scheme will go into consultation mid-November. Once this is complete and as long as there are no further objections the scheme should be fully implemented early 2017. At this time the single yellow line across from the bus loading bay will be implemented, the double yellow lines around the Green will be introduced and the unneeded signage around the Green will be removed. Mr. Prigmore has also instructed the council to repair the large pothole at the junction of School Lane. When discussing the planned works of replacing the rails with a stone wall near the bridge Mr. Prigmore suggested the workman work from the riverbank side. He will look at the cost of temporary traffic lights but thought they would cost the parish council around £1000 per week if needed.
- Council received a grant request from The Villager Minibus (Sharnbrook). Cllr Tickle proposes the council give a grant of £300 pounds, this is the same amount the council pledged to The Villager Minibus the previous year. Cllr Page seconds the proposal. The council unanimously voted to give The Villager Minibus £300. **Action Clerk**
- Parish Council received notice that the Parish Council Insurance is due to be renewed early December. The Council reviewed schedule of insurance and unanimously voted to continue with Came and Company. **Action Clerk**

- Cllr Johnston has created a proposal to create a Peace Garden near the Memorial Wall in the Harrold Cemetery. An advert asking for tenders to design and complete the landscaping work will be placed in the next issue of the Bridge Magazine. **Action Cllr Brough**

16. Correspondence –

- The Parish Council has received four applications from villagers expressing an interest in joining the Parish council.
- The Parish Council received a few emails from residents requesting another Housing Needs Survey.

17. Summary of actions

The Chairman summarised the actions required

Meeting adjourned at 10:00 pm.

Date of next meeting

Wednesday 14th December 2016

7:30pm 72 High Street