

**2020/2021 - 211**

**Minutes of the Meeting of the Parish Council held on the 12<sup>th</sup> May 2020 via on-line Virtual Meeting.**

**Councillors present:** Graham Pendrey (Chair), Duncan Edgar, Tim Wood, James Rudgley, Peter Ward, Ann Lovesey (MBE), Derrick Folbigg, David Garrard, Di Ames, Stuart Southall, Noreen Byrne,

**In attendance:** Councillor Philippa Martin-Moran-Bryant, Councillor Stephen Moon,

**Clerk:** Anne Papé

**MINUTES**

**1. Receive and approve apologies for absence.**

1.1. There were no apologies

**2. Declarations of interest in any matter - being prejudicial or personal. To consider the granting of any dispensations.**

2.1.1 None

**3. Confirm the minutes of the Full Council Meeting of the 17<sup>th</sup> March 2020**

3.1 Councillor Folbigg attended the meeting of the 17<sup>th</sup> March 2020 but had been omitted from the minutes. The minutes would be amended accordingly. With exception of this amendment, the minutes of the Full Council meeting of the 17<sup>th</sup> March 2020 were agreed and accepted.

**Public Participation - Standing Orders will be suspended for a period to allow members of the public to address the Council**

**4. Ratification of decisions made in accordance with agreed delegated powers**

4.1 The Councillors reconciled to accept the decisions made in accordance with the delegated powers. See Appendix 1

**5. Agree Scheme of Delegation**

5.1 Councillor Rudgley asked for clarification relating to the job titles of Clerk and Deputy Clerk. The Council reconciled to accept the Scheme of Delegation. See Appendix 2

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**6. Planning.**

**6.1 Discuss and agree action with respect to Parish Council street name recommendations for the new development on Roxton Road.**

6.1.1 The Council unanimously voted for Wöllstein Way as the road name for the new development.

**Action – Inform Borough Council of decision**

**6.2 Discuss and agree 20/00819/FUL Full Planning Application for a single storey extension. Location : 57 Silver Street, Great Barford, Bedford, Bedfordshire, MK44 3HX.**

6.2.1 No objections

**6.3 Discuss and agree 20/00792/FUL Full Planning Application for a single storey side extension and alterations to roof of existing outbuilding. Location – 61 Green End Road, Great Barford, Bedfordshire, MK44 3HD.**

6.3.1 No objections

**6.4 Discuss and agree 20/00868/S73A Retrospective Planning Permission Application for a change of use of land for the siting of containers for self-storage purposes (Use Class B8) (Already carried out). Location: The Nurseries, New Road, Great Barford, Bedfordshire, MK44 3LH.**

- 6.4.1 The Parish Council reconciled to submit the following objections and concerns
- The Parish Council requests further information as to what would be stored in the containers and what restrictions would be put in place with regard to the type of storage.
  - The site entrance would need to be improved as referred to in **Ref: 20/00519/S73A**.
  - Traffic should be directed from the site towards the C44. Suitable signage must be put in place to direct traffic from the site. There is a current sign on New Road directing traffic to turn left, but it is damaged and in need of repair.
  - There should be restrictions with regard to hours of use with no access before 7am and access ceasing at 6pm.
  - Storage containers must not exceed a single level in height.
  - The shared site entrance on New Road is within the national speed limit zone with no footpath along the highway. The Parish Council would, therefore, want a footway to be installed to allow safe pedestrian access to the site.
  - Speed reduction and/or traffic calming measures must be considered for New Road due to the slow-moving vehicles that would be leaving the site.
  - The Parish Council was very concerned about how, the site as whole was being developed in an ad-hoc manner and with a lack of cohesion. Surrounding residential

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properties were being impacted and would be further impacted by noise nuisance and light pollution.

**6.5 Discuss and agree 20/00870/FUL Full Planning Application for change of use of land for HGV Parking, laying of aggregate hardstanding and siting of ancillary mobile office and a storage container. Location: The Nurseries New Road Great Barford Bedfordshire MK44 3LH**

6.5.1 The Parish Council strongly objected to the application.

- Noise and pollution from the site from due to the movement of the HGV's and associated works would cause nuisance for the residential properties in the area. Traffic movements during unsociable hours would cause an additional nuisance to neighbouring houses and the houses that the HGV's would pass by on the route in and out of the village.
- The shared site entrance on New Rd is within the national speed limit zone with no footpath along the highway.
- The increased movement of slow-moving HGV's would be hazardous on New Road, which already has a known speeding issue.
- The site entrance would need to be improved as referred to in **Ref: 20/00519/S73A**.
- Traffic should be directed from the site towards the C44. Suitable signage must be put in place to direct traffic from the site. There is a current sign on New Road directing traffic to turn left, but it is damaged and in need of repair.
- The site is located adjacent to the conservation area, the village church and graveyard and the village green. These are all peaceful areas of this rural village that would be impacted by the movement of HGV's; this would affect all residents.
- The Parish Council was very concerned about how the site as whole was being developed in an ad-hoc manner and with a lack of cohesion. Surrounding residential properties were being impacted and would be further affected by noise nuisance and light pollution.

**6.6 Discuss and agree 20/00869/S73A Retrospective planning permission Application for change of use of land and a shed building from storage use (Use Class B8) to Car Sales (Sui Generis) including siting of portable office cabin (already carried out). Location: The Nurseries New Road Great Barford Bedfordshire MK44 3LH**

6.6.1 The Parish Council had the following comments.

- The Parish Council was concerned about road safety due to the speed of traffic along New Road. The site access is on a national speed limit stretch of public highway without a public footpath. The Parish Council would, therefore, want a footway to be installed to allow safe pedestrian access to the site.
- The site entrance would need to be improved as referred to in **Ref: 20/00519/S73A**.
- Traffic should be directed from the site towards the C44. Suitable signage must be put in place to direct traffic from the site. There is a current sign on New Rd directing traffic to turn left, but it is damaged and in need of repair.

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- The times of operation would need to be restricted to prevent work and traffic movement during unsociable hours.
- The Parish Council was very concerned about how the site as whole was being developed in an ad-hoc manner and with a lack of cohesion. Surrounding residential properties were being impacted and would be further impacted by noise nuisance and light pollution.

### **Action – Clerk to submit all comments to Bedford Borough Council Planning Department**

#### **7. Clerk’s Report.**

- 7.1 The Clerk’s report was circulated prior to the meeting. There were no comments or queries. See Appendix 3

#### **8. Update of Councillors majority decision to rollover Annual meeting to May 2021.**

- 8.1 The Parish Council reconciled to rollover the Annual Parish Council meeting to May 2021.
- 8.2 Councillor Folbigg raised the Annual Parish Meeting (APM) The meeting had not be held due to the restrictions implemented during the Covid-19 pandemic. The Councillors acknowledged that there was insufficient time available to hold an online APM before the 01<sup>st</sup> June 2020. It was agreed to request annual reports from village organisations for inclusion in the next issue of the Bugle and on the Parish Council website.

### **Action – Clerk to contact the village organisations to request an annual report for inclusion in the Bugle and on the Parish Council website**

#### **9. Discuss and agree online banking for Great Barford Parish Council.**

- 9.1 The Parish Council reconciled to apply for online banking.

### **Action – Clerk to apply for online banking**

#### **10. Correspondence report and information in relation to business from previous meetings. For information only.**

- 10.1 The correspondence report was circulated prior to the meeting. There were no comments or questions. See Appendix 4

#### **11. To approve and authorise invoices received and receive schedule of receipts**

- 11.1 The Parish Council reconciled to approve the payment of invoices as given in Appendix 5

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Appendix 1

Ratification of decisions made in accordance with agreed delegated powers.

23/03/2020

- Sent to Planning:

**20/00570/S73A – Retrospective planning permission Application. Proposal: Retrospective application for a shutter to shop. Location: 29 Bedford Road, Great Barford, Bedford, Bedfordshire, MK44 3JF.**

The site has been subject to several recent planning applications for change of use from the original retail showroom/furniture manufacture. There seems to be little or no coordination between the various new proposals, leading to a piecemeal approach with no acknowledgment to related effect of one application upon the others.

This application makes reference to break-ins at the property and requirement for a roller shutter to provide security. This may provide increased security at the front, but does not address the potential of intrusion at the rear, so seems to be an inadequate solution to the stated problem.

The styling and use of a roller shutter to shop front is the only example in the village. The appearance is out of context with the surrounding buildings and local vernacular. An alternative solution should be sought that could be integrated with the adjacent developments to each side to provide a consistent harmonious frontage to all three business opportunities at 29-31 Bedford Road, Great Barford.

- **Application 20/00519/S73A. Proposal: Change of use of land for storage of aggregate including upgrade of existing access. Site: Storage land at the Nurseries New Road, Great Barford, Bedfordshire.**

The Planning, Design and Access Statement (V06) refers to a Noise Survey undertaken for the adjacent Tool Hire warehouse site, but that survey was not intended to account for the operation of aggregate works. While this is a retrospective planning application, it is accepted that noise associated with vehicles movements on and off site do not create a problem, the grading of aggregate creates significant noise that is heard over long distances, not just by nearby residences.

The site is being used not just for storage of aggregate, but there is operational grading activity on a daily basis, where incoming material is dropped through sieves to facilitate grading before storage; this is a noisy process.

Noise attenuation schemes should be implemented to reduce audible disturbance from the site.

The existing hedging on the western boundary appears to have been removed, and a new perimeter metal Palisade Fence has been erected. Plans indicate landscape planting, but this will take many years before it matures to provide any visual and/or noise attenuation benefit.

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There are often bonfires on site; it is not clear whether this is part of aggregate grading waste, or site clearance, but there should be some control over the use of open incineration of any rubbish.

Access to site from New Road needs upgrading to cater for increased use by heavy vehicles. This needs mitigation of any mud from site being transferred on to the highway.

2.14 of VO7 states that “It is considered that there are no existing highway safety patterns or concerns on the existing local highway network within the vicinity of the site, and with the low level of traffic generation resulting from the development this is expected to continue”. This development will exit onto a road where speeding is the norm. The Parish Council would recommend traffic calming on New Road.

2.17 of VO7 state “There are a number of bus services available in the vicinity of the Site or within a short walk. The closest bus stops are located on High Street in the vicinity of the junction with New Road, 900m from the Site (equivalent to an 11 minute walk).” This is a walk on the road without a footpath and is considered dangerous. The Parish Council would recommend a footpath to be installed.

- **19/02831/OUT – Outline Application. Proposal: Outline planning application with all matters reserved except access for the change of use of the existing open vehicle storage site (Use Class B8) and the erection of 5 residential dwellings (Use Class C3). Location : Land North of Roxton Road, Great Barford, Bedfordshire.**

The site entrance has a narrow pinch-point around 70m from the Roxton Road highway access, where it passes between adjacent the field and 43 Roxton Road boundaries. This may restrict access of larger vehicles during both the construct phase and subsequent occupation. It is unclear whether a Fire Engine would fit and/or be able to turn on site.

Site exit visibility splay to right (southwest) along Roxton Road may not be possible due to the fence and hedge of adjacent 41 Roxton Road, where it borders the footpath along Roxton Road.

The site was put forward under Call for Sites as Site 120 and later as Site 604. It was excluded because of highway constraint.

The Parish Council expressed concern over protecting Roxton Road from damage/muck with lorries passing through the village during the preparation works for this project. These lorries are currently turning right into the village which should not be happening. Current concern was also raised regarding parking on the footpath on Roxton Road or any part of the Access Road alongside Roxton Road at the top of Brook Lane.

- Decision made to close Jubilee park and all play/gymn equipment on the Village Playing fields as from today in line with other Parish Councils closing theirs and guidelines

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received from Bedford Borough Council. Woodpecker Association and Linden Road Homes advised to follow the same action.

**24/03/2020**

- Possible future street party suggestion – advised Councillors that this will be discussed at a future Full Parish Council meeting. Due to Covid 19 we are unaware of how long and to what impact this will have on everyone and the decision was to wait until after to make a more informed decision on whether this idea is suitable. Di Ames to collate a few ideas.
- Clerk contacted Stone masons and requested for them to remove the markers left behind on 5 garden of remembrance plots. Put on next graveyard committee agenda to discuss further.
- A reply in response to the Village Hall Association that the Parish Council did not look into the request for a bottle bank should wait until after Covid 19. There had been no recent request from the Village Hall Association to look into the request for a bottle bank. Clerk to look into who owns the patio.
- Clerk put up closed signs to Jubilee Play area and all the gym equipment and other play equipment on the village Hall playing fields.

**30/03/2020**

Items not discussed at March Full Parish Council meeting were sent to councillors via email.

Below shows the overall decision of councillors (shown in blue).

**4.4 Discuss and agree the Planning committee's recommendation for the new Street name for the new development at the site of 59-61 Roxton Road, Great Barford.**

**The Planning Committee discussed and agreed their name suggestion is be Wöllstein Way.**

**Councillors agreed to the suggested new street name - Wöllstein Way.**

**Action Clerk to contact BBC to advise them of the Parish Council's decision.**

**9. Update on quotations received for replacement and refurbishment of the Kickboard at Village Hall Field.**

**Update Only: Caloo quoted £10913.70 to replace kickboard / Hags quoted £3027.48 to replace (this is the company that put the kickboards in originally). These parts are now considered as spares hence the reasonable price / Kompan £12,000 + VAT.**

**David Garrard is currently looking into a quote to repair the existing kickboards.**

**Awaiting replies from 2 other companies to quote to repair the kickboards.**

**No Comment required. Will put on the next full parish Council meeting to discuss further.**

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Councillors agreed that this should be put on a future full Parish council meeting when all the quotes have been obtained to make a final decision.

Action Clerk to put on a future Full parish Council meeting when all quotes have been obtained.

10. Update, discuss and agree Wollstein's request for the Parish Council to finance the replacement of the Honors Board in the Village Hall and to raise payment. To confirm the Parish Council take over the upkeep of the honors board.

Grant funding was approved by Bedford Borough council for the new honours board and I can confirm this has been received.

Please confirm that if you agree to the purchase of the honour board with DWMouldings which are company that Wollstien recommended at a cost of £366.95 + Vat.

Please confirm if you agree to taking over the honours board in the future.

Councillors agreed that the honors board should be taken over by the Parish Council and also agreed to the purchase of the replacement honor board with DW Mouldings at a cost of £366.95 + VAT

Action Clerk to write to John Vincent (Wollstein) to advise them of the Parish Councils decision.

Action Clerk to contact DW Moulding to arrange the purchase of the honors board.

11. Discuss and agree boundaries and plan of action within Woodpecker Close.

A resident in Woodpecker Close has appeared to have extended their property boundaries on the side of their property which is Parish Council land.

A wooden fence at the end of the ditch aligning with the front of the house has been erected. The original iron rail boundary fence is still there and aligns with the rear of the house.

Work is currently underway to place a hardstanding between new and original fence lines.

Please confirm that you are in agreement for the Clerk to send a letter to both the Tenant and Housing Association regarding this to request that any alterations made are rectified.

Councillors agreed that a letter should be written to both the resident and Housing Association to advise them that this is Parish Council property and that any alterations made should be rectified including the replacement of the bushes that have been removed.

Action Clerk to write to the resident and Housing Association.

12. Discuss and agree a resident's request for a street party for VE Day.

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**Due to the current circumstances this is no longer an item that requires discussing.**

13. **Discuss and agree the Website Committee's recommendations for articles being posted on Facebook.**

**The Website Committee discussed and recommended that the Parish Council facebook is not permitted to post or share information from any other facebook pages but will support official organisations. Please comment if you agree/disagree?**

**Councillors agreed.**

**Action Clerk to update the Social Media Policy.**

14. **Discuss and agree Payroll Provision Charges 2020-2021**

**A letter was received from Bedford Borough Council payroll who advised that for the next year ending 31<sup>st</sup> March 2021 there will be an increase of 2.2%. The new annual fee is £257.00 plus VAT.**

**Please confirm if you agree/disagree. If agreed then the clerk will complete the relevant form and return to payroll.**

**Councillors agreed.**

**Action Clerk to complete and send the paperwork to Bedford Borough Council to accept the payroll increase.**

15. **Discuss and agree Parks and Open Spaces recommendations for the installation of the locking system for the barrier in the Village Hall car park.**

**At the March Parks and Open Spaces Committee meeting it was suggested that the padlock should be welded to the village hall barrier and opened by our handyman and closed by the Village Hall Association.**

**As the current circumstances have now changed due to Covid 19 the recommended suggestion was to lock the village hall barrier. However, although I have found a welder to action welding the padlock onto the barrier it is unlikely he will be actioning this for some time.**

**What are your thoughts in putting on the padlock to lock the barrier without it being welded?**

**Councillors agreed that during Covid19 the barrier to the village Hall car park should definitely be locked.**

**Action Councillor Folbigg and Councillor Pendrey to make a temporary fix to the padlock and bolt to allow the Village Hall barrier to be locked during the Corona Virus restrictions.**

**Action Clerk to contact the Village Hall Association to advise them of the temporary action taken.**

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### 16. Discuss and agree a budget for pest control on the village hall playing fields.

**Our rabbit problem has reoccurred on the village hall playing fields. It was suggested that a budget to for pest control on the village hall playing fields was agreed however due to Covid 19 restrictions this is not possible at present. Suggest to put on a future Parish Council Meeting.**

**Councillors agreed that this should be put on a future Full Parish Council agenda to be discussed fully.**

**Action Clerk to put on a future Full Parish Council meeting.**

### 17. Update on Caloo inspection report and recommendations completed.

**Caloo inspection took place on 04/03/2020. All recommendations have been actioned.**

**There has been a rusted area on the bodytwist that was not picked up on the original Caloo report. They have been notified and have agreed to come out on 3<sup>rd</sup> April but this may now be postponed.**

**Councillor read and agreed.**

## **31/03/2020**

- Village hall barrier has now been locked during the Coronavirus period to help prevent the spread of the virus. The councillors were consulted and unanimously agreed that the Village Hall barrier should be locked during these uncertain times. The Village Hall Association were advised. Councillor Pendrey and Councilor Folbigg actioned attaching an appropriate padlock to lock the village hall barrier.
- A local resident wrote into the Parish Council to request that parking restriction were lifted in Willoughby Way and surrounding areas during the CoronaVirus.

All Great Barford Councillors were consulted and were all in a clear agreement that the “no verge or pavement parking” restrictions in Willoughby Close and surrounding areas **should not** be rescinded or relaxed during the current circumstances.

It was felt that the “no verge or pavement parking” does not reduce the amount of acceptable highway parking areas as there are no additional yellow lines. The restriction was imposed to protect grass verges, and maintain unobstructed pedestrian movement on footpaths – both points of which are still valid under the current coronavirus health crisis.

Therefore, the Parish Council **will not** be able to support the residents request to Bedford Borough Council Highways regarding removing the parking restrictions in Willoughby Close and surrounding areas during the Coronavirus restrictions. Both the local resident and Highways have been notified of the Parish Council’s decision.

Councillors, the local resident and Highways were made aware of the decision.

## **01/04/2020**

- Clerks decided to leave a key in the Village Hall cupboard for the barrier lock to ensure the Village Hall Association have access to open the gate for any important reason.

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25/04/2020

- Councillors were contacted via email and a majority vote was to move the Annual meeting to May 2021 and keep existing committees and Chair and Vice Chair.

05/05/2020

- **Planning application 20 00724 FUL – 23 Brook Lane, Great Barford, MK44 3LU.  
Great Barford**

Parish Council had no objections. Bedford Borough Council - Planning advised.

## **Appendix 2**

### **Great Barford Parish Council**

#### **Scheme of Delegation**

This document sets out the manner in which Great Barford Parish Council has delegated powers and responsibilities.

The power to delegate functions is set out in the Local Government Act 1972 s 101.

The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Therefore, the Clerk and Deputy Clerk are given powers over the day to day administration of the Council. Matters of major policy should be recommended to the Full Council.

Whilst delegation is necessary it is the Council's policy that members and the press and public should have the fullest information. Therefore, the Clerk/Deputy Clerk report all major decisions taken under delegated powers at the next Council or Committee meeting.

#### **Proper Officer, Responsible Finance Officer (RFO) and Data Protection Compliance Officer (DPCO)**

The Clerk shall be:

- The Proper Officer and will carry out the functions as provided by the Local Government Act 1972.
- The DPCO as required by the General Data Protection Regulations 2018

The Deputy Clerk shall be:

- The RFO in accordance with the Accounts & Audit Regulations in force at any given time.

#### **Delegated Powers and Responsibilities**

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In addition to the responsibilities set out in the Clerk and Deputy Clerk's job descriptions, the Clerk and Deputy Clerk have the delegated authority to undertake the following matters on behalf of the Council:

- Day to day administration of services, together with routine inspections and control
- Authorisation to call any extra meetings of the Council, or Committee, as necessary, having consulted with the Chair of the Council or Committee
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or Committee
- Authorisation of routine expenditure in accordance with the Council's Financial Regulations
- Preparation and submission of Planning application consultation responses where the Council's agreed stance is known
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or GDPR Regulations
- Updating and managing the content of the Council's website
- Co-ordinating the Council's newsletter articles
- Managing leasing of the allotment plots
- Disposal of Council records according to legal restrictions and the Council's Document Retention and Disposal Policy
- Take appropriate actions arising **from emergency situations** in consultation with the Chair / Vice Chair of the Council as appropriate to the circumstances. An emergency situation is defined as a time when the Council cannot act under its normal standing orders due to circumstances outside of its control. See Appendix 1 for agreed delegated powers in an emergency situation

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**Appendix 1 – Emergency situations**

- Clerk/Deputy Clerk to spend against specific items in the Parish Council's budget i.e. for contractors, salaries etc., all of which having been identified in the budget when setting the precept, any such payments to be reported to the Council at the next ordinary meeting.
- Clerk/Deputy Clerk authorised to spend up to £500 and to authorise urgent work when unforeseen circumstances occur
- Clerk/Deputy Clerk authorised, in consultation, with the Chair / Vice Chair or Chair of a specific committee, urgent work, when unforeseen circumstances occur, to spend up to £5000.
- Clerk/Deputy Clerk to respond to any non-contentious planning applications having consulted with members of the Planning Committee, including the Chair and Vice Chair.
- Clerk/Deputy Clerk to postpone meetings of the Council, in consultation with the Chair and Vice Chair or Committee Chair, as appropriate.
- Clerk/Deputy Clerk to receive and act upon Government advice in relation to the holding of the Annual Meeting of the Parish (noting such meetings must be held before 1 June) and the Annual Meeting of the Parish Council (noting such a meeting must be held in May). Clerk/Deputy Clerk to make necessary re-arrangements for these meetings in consultation with the Chair.

**Appendix 3**

**CLERKS REPORT**

- New Union Jack flag ordered and awaiting delivery.
- Update – our handyman was requested by the Clerk to raise the St Georges Day flag. Unfortunately we were unable to action this due to the very late notification by the handyman that he was unable to do this as the rope had come out of the loop at the top of the flag pole which would mean the flag pole would have to be unbolted and lowered and this was a 2 man job and due to social distancing felt unsafe doing this.
- New bin installed in the village hall car park.
- Clerk contacted BBC for an update on the feasibility study for 59A High Street. BBC advised that due to the current situation it has impacted their ability to deliver this. The topographical survey has been completed. As soon as current restrictions ease they will re-programme traffic surveys.
- Clerk contacted BBC to repair Fishers Close sign. An order has been raised but we have been advised this may take up to 8 weeks to happen.
- A faulty phone line to the Parish Council office has now been rectified.

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- Damaged wall in Huntsfield was removed by the Housing Association to make the area safe.
- Play areas closed due to Covid 19 restrictions.
- Normal street lighting has now resumed.
- Allotment hedge cut by Angus Lammie.
- Replacement honors board ordered. Awaiting delivery.
- Promised SIDS on New Road have been delayed. An update from Andrew Prigmore advised that due to current restrictions the contractor does not have the workforce available to install these signs at present but he will be keeping this under constant review and will let us know when works are likely to be carried out.
- A reply was received from PNN regarding possible missing information on our police statistics. They advised that the calls are all logged on a database and they take their statistics directly from that database. In the 5000+ records for Bedfordshire that I go through each month there are always a small number of calls where the specific area is marked as UNKNOWN or just left blank. I do look through these but these are added onto the Rural report.
- Caloo yearly gymn equipment inspection completed.
- Handyman has confirmed that he feels safe to now continue with normal grass cutting duties but has been advised by the Clerks to maintain social distancing and to contact the Clerks if he feels unsafe for this to be reviewed.
- Handyman advised to ensure that daffodils are fully dead before cutting these.
- 2020 Fun Day has been postponed.
- Local Plan information collated and forwarded to the Planning Officer.

## Appendix 4

### CORRESPONDENCE REPORT

#### CORRESPONDENCE SENT TO COUNCILLORS

Bedford River Festival and Kite and Motoring Festival being postponed due to coronavirus.  
Press release about changes to car parking locally, to enable the Council to prioritise staff on essential duties.

PCC agrees to stay on as “a Caretaker PCC” after election delay and releases her end of term report detailing the transformation of Bedfordshire Police during her four years in the role.  
North Rural Community Policing team has taken the decision to postpone the priority setting meetings that were due to take place on April 8th as a precaution due to the current issues with Covid-19 or coronavirus.

Press release about the Climate Change Fund, open for community groups, charities, schools, parish councils and others to apply for grant funding for community projects that will contribute to the reduction of carbon emissions within Bedford Borough.

Press release about free, online sports classes.

Press release about changes to town centre car park opening.

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Temporary road closure, A4280 St Neots Road, Renhold from the 14th April - 24th April 2020  
20:00 - 05:00 hours .

Press release on support for local businesses.

Press release about Council Tax support during coronavirus.

Press release with an update on Transporting Bedford works.

Letter sent to Village Hall Association regarding closures of playgrounds and car park.

Eastwest Railway -Community Event update on keeping the conversation going.

OPCC Newsletter April 2020

Village Hall Update on contracted roof work .

Toilet Tax Survey

A428 Black Cat to Caxton Gibbet - Western Area Community Forum postponing Community forum meetings in March.

FAQ on Covid19 – Neighbourhood Planning

Press release about stay up-to-date during the coronavirus pandemic

Press release about the work of the Community Hub.

Press release asking vulnerable people to pay their council tax online or on the phone rather than in person.

Press release about business support grants.

Press Release about a new online page has being launched by Bedford Borough Council to help people look after their wellbeing, particularly while in isolation.

Press release about a change the provision of orange recycling sacks

Press release about the postponement of the VE Day commemorations.

The decision on the Bletsoe Neighbourhood Development Plan has now been published

BBC issued attachment regarding the great work of local businesses in the fight against coronavirus.

The North Rural Sergeant that has responsibility for your area and wanted to send this out as a way of introduction.

59-61 Roxton Road, Great Barford - 20/00034/COND - Ian Johnson wrote to Mr Gill, the owner of the site, informing him that works could re-commence on site as conditional matters have been addressed.

Press release below (and attached) calling for eligible businesses to apply for the Government support grant.

2000<sup>th</sup> food parcel going out from the Community Hub

Thurleigh Neighbourhood Development Plan have submitted their Neighbourhood Development Plan.

Press release about celebrating VE Day at home.

Update from BBC Planning on recent correspondence received from DLP.

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Update to Lonestar from Great Barford Neighbourhood Plan Committee regarding the effect of Covid 19 on the neighbourhood Plan.

Normal street lighting services will resume this week (4<sup>th</sup> May 2020)

Press release about works restarting on Britannia Road, as part of the Transporting Bedford project.

### Appendix 5 - Payments, Direct Debits May 2020

#### Payments

<b>Date</b>	<b>Company</b>	<b>Description</b>	<b>Amount</b>	<b>Cheque No</b>
12 <sup>th</sup> May 2020	Russell Harley	Grasscutting March 2020 (£1290.00) Grasscutting April 2020 (£1290.00)	£2580.00	003558
12 <sup>th</sup> May 2020	Russell Harley	Handyman Jobs – March 2020 (£60.37) and April 2020 (£71.87)	£132.24	003559
12 <sup>th</sup> May 2020	Melanie Allsop	General GOR Maintenance – 26/02/2020, 13/03/2020, 02/04/2020	£105.00	003560
12 <sup>th</sup> May 2020	Cheque Cancelled	Incorrect Payee		003561
12 <sup>th</sup> May 2020	Rialtas Business Solutions Ltd	Move software to New Computer	£30.00	003562
12 <sup>th</sup> May 2020	A & A Lammie	Cutting Allotment Hedge as per quotation	£343.20	003563
12 <sup>th</sup> May 2020	Came & Company	Local Council Scheme Insurance 01/06/2020 to 31/05/2021	£2818.28	003564
12 <sup>th</sup> May 2020	Kwiktrade	Annual hosting fee, mailboxes, website and email services	£260.00	003565
12 <sup>th</sup> May 2020	Hampshire Flag Company Ltd	UK Flag	£152.27	003566
12 <sup>th</sup> May 2020	Great Barford Village Hall Association	Hire of meeting room for Parish Meetings (Jan, Feb and March 2020) and neighbourhood Plan Committee meetings (Jan and Feb 2020)	£130.00	003567
12 <sup>th</sup> May 2020	Madingley Mulch	Mulch – Invoice 010256000	£191.10	003568
12 <sup>th</sup> May 2020	Davison & Co (Barford) Ltd	Office rent (College Farm 23/12/19 – 26/01/2020) and Green End Farm (27/01/2020 – 22/02/2020)	£365.00	003569
12 <sup>th</sup> May 2020	Anglian Water Business (National) Ltd	Water Bill outstanding	£150.26	003570
12 <sup>th</sup> May 2020	Joanne Lee	Stamps, printer ink (black and colour)	£68.70	003571
12 <sup>th</sup> May 2020	Community Heartbeat	Adult Pads and battery for defibrillator	£328.80	003572

Initial:.....



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<b>Date</b>	<b>Company</b>	<b>Detail</b>	<b>Amount</b>
March 2020 and April 2020	Bedford Borough Council	Salary Cost (incl NI and pension) & payroll provision charge	March 2020 (£2918.47) April 2020 (£2112.44)
April 2020	E.ON	Monthly street lighting	£310.15
April 2020 and May 2020	TML	Telephone	£16.04 (April) £15.44 (May)

**Ringfenced funds**

	<b>Amount</b>
Average speed cameras donation	£3000
Village Hall car park maintenance fund	£10,000
3 months running costs	£15,561
Total	£28,561

Initial:.....