

Minutes of the Virtual Meeting of the Parish Council held on the 20th October 2020.

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

Apologies: Councillor Stuart Southall

In attendance: Councillor Philippa Martin-Moran-Bryant, Councillor Stephen Moon,
Three members of the public.

Clerk: Joanne Lee, Anne Pape

AGENDA

1. Receive and approve apologies for absence.

Apologies were received and accepted from Councillor Stuart Southall

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

David Garrard declared an interest in item 6.3 of the agenda.

3. Confirm the minutes of the following meetings.

The Parish Council agreed the minutes of the meetings listed below.

Full Council Meeting – 15th September 2020

Planning Committee – 6th October 2020

Highways Committee – 6th October 2020

Parks and Open Spaces Committee – 6th October 2020

Employment Committee – 6th October 2020

Finance Committee – 6th October 2020

Website Committee – 6th October 2020

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

4.1 The Parish Council ratified the comments submitted regarding planning application 20/00954/FUL and quotations for installation of a commemorative bench. See Appendix 1

5. Receive the following reports:

5.1 Borough Councillor

The Borough Councillors provided a written report - see Appendix 2

5.2 Clerk

The Clerk provided a written report - see Appendix 3

5.3 Police

The recent crime statistics were presented to the Parish Council - Appendix 4

5.4 Neighbourhood Plan

The Neighbourhood Plan Committee Chair provided a written report - see Appendix 5

6. Parks and Open Spaces:

6.1 Discuss and agree Parks and Open Spaces recommendations for:

6.1.1 Remembrance Day

The Government had published guidance relating to Remembrance Sunday. The Parks and Open Spaces Committee recommended that the Remembrance Day Parade should be cancelled this year due to the Covid-19 restrictions. Organisations could be given specific time slots to lay wreaths. The Vicar had confirmed there would be a church service at 3pm.

The Clerk advised letters had been sent to all relevant organisations to assess interest in the laying of wreaths and 5 responses had been received to date.

The Parish Council agreed that organisations be permitted to lay a wreath during allocated time slots. Each time slot would be 5 minutes, starting at 2pm to co-ordinate with the church service. A one way system would be put in place. Councillor Lovesy would act as a marshal at the wreath laying to ensure the Covid-19 guidelines are adhered to.

Action - Clerk to contact the organisations who would like to lay a wreath with the guidelines, a time slot and time details for the church service.

Action - Clerk to ask the Vicar if he would like to lay a wreath.

Action - Clerk to complete a Covid-19 risk assessment.

6.1.2 Use of the village hall car park barrier and receive update on insurance

The Parks and Open Committee recommended that a letter be sent to the Village Hall Association to suggest that the barrier was closed but not locked to act as a visual deterrent.

However, during the village hall car park clearance needles and drug related items were found. The Parish Council agreed to write to the Village Hall Association to advise of the drug related items found in the village car park clearance and request that the barrier must be closed but not locked as a visual deterrent. Car park use and condition would be monitored over the next month and discussed at the November Full Council meeting.

Action - Clerk to contact the Village Hall Association with the recommendations.

Action - Clerk to include Village Hall car park on the next Full Council agenda.

6.1.3 Installation of a drop-down bollard on the village green.

The Parish Council agreed with the Parks and Open Spaces Committee recommendation for an oak bollard to be installed by Bedford Borough Council at a cost of £200

Action - Clerk to contact Bedford Borough Council Highways to request the installation of the oak bollard

6.1.4 A permanent location for the 'covid-19 snake'

A 'covid snake' had been created from painted pebbles in Willoughby Close during lockdown. A resident had contacted the Parish Council to ask if this could be made into a permanent installation.

The meeting was closed to allow the resident to address the Parish Council.

The meeting was reopened.

The Parish Council agreed that a site meeting should be held with the organiser to discuss a possible location and design for a possible permanent feature. Councillors Ames, Lovesey, Pendrey and Ward would attend the meeting with the resident. The resident would arrange for the painted pebbles to be repainted and varnished.

Action - Clerk to arrange meeting between the resident and Councillors.

Action – Budget and recommendations for location to be included on the November Parks and Open Spaces Committee meeting.

6.1.5 Use of the football pitch by a new football team

The Parish Council agreed the Parks and Open Spaces Committee recommendation that the team be allowed to use the football pitch. Great Barford would need to be included in the team name. The team would need to mark the pitch; the Parish Council football equipment could be used. A contract would need to be drawn up to ensure that Covid-19 rules and conditions were followed.

Action - Clerk advise the team of the decision

Action - Clerk to construct a contract and Covid-19 risk assessment.

6.2 Discuss and approve advertisement for contractors to undertake Handyman tasks.

The Employment Committee had agreed that the Clerk to create an advert for a casual handyman. The Clerk circulated a draft advertisement to the Councillors prior to the meeting – see Appendix 6.

The Clerk advised that the Handyman must have Public Liability Insurance and submit a monthly invoice to the Parish Council at the hourly rate agreed. Councillor Moon recommended that the advert state that public liability insurance would be preferable

The Parish Council agreed that the advert should state that the handy person must have public liability insurance and the draft advertisement be used.

Action - Clerk to place adverts on the Parish Council website, Facebook, Barford Bugle and Riversmeet Recorder.

6.3 Discuss ongoing installation of a memorial bench on the village green and agree action.

The Parish Council had previously agreed that a memorial bench be installed on the village green by David Garrard at a cost of £250 plus VAT.

The bench base had been repositioned during the installation; this had not been agreed by the Parish Council. Work had been halted to allow the Parish Council to discuss the positioning of the bench prior to full installation. The Clerk advised the Parish Council that the person who had donated the bench would prefer the bench to be installed in the original agreed location. Correspondence had been received from a resident to request the bench be repositioned due to anti-social behaviour on the village green.

The Parish Council considered the views from all parties and agreed that the new bench should be repositioned to try and reduce possible anti-social behaviour.

The Clerk reported that when advising the person donating the bench of the costs the total cost, including VAT, was given. The Clerk would advise of the costs minus VAT and ask if the donator would like to adjust their donation accordingly.

The installation of the bench would be paid for by the Parish Council.

Action - Clerk to contact the donator and advise of the location and costs.

6.4 Discuss and agree quotations for pest control on the playing field and Birchfield Road ditch cut and formulate action plan.

6.4.1 The works to the playing field hedgerow and shrubs had been completed. Rabbit holes in the location had been filled with earth during the works. The contractor had advised that pest control be put on hold for a month to allow the rabbits to ‘reburrow’ the filled holes. Advice from pest control contractor was that the winter months would be the best for treatment of the rabbits

The Councillors discussed the advice and quotations from Pest Control contractors see Appendix 7.

The Parish Council agreed to accept the verbal quotation from Jeremy Meade. A written copy of the quotation must be provided to the Clerk before the works could be authorised and progressed.

Action - Clerk to arrange for Jeremy Meade to provide a written quotation and when received then instruct Jeremy to action pest control on the playing fields.

- 6.4.2 F Southall & Son submitted a quotation to cut the ditch by Birchfield Road to allow the pest control team access to all the rabbit holes. See Appendix 8 for quotation.

The quotation was accepted by the Parish Council.

Action - Clerk to contact F Southall & Son to arrange a suitable date for the work to commence.

- 6.5 Receive update on village green sign, agree sign preferences and approve quotation.**

The Parish Council agreed the purchase of the single sided sign from CIL funds. The channelling kit was not required. See Appendix 9 for quotations

Action - Clerk to contact Sign of the Times to place order.

- 6.6 Receive initial legal advice regarding the boundary issue in Woodpecker Close and agree next steps.**

Rrdar had been contacted for legal advice regarding the boundary issue in Woodpecker Close; this was circulate to the Parish Councillors prior to the meeting.

The Parish Council agreed that the Land Registry Title boundary lines did concur and it was necessary to take appropriate action for the unauthorised boundary change. The Parish Council agreed to write to the resident and Stonewater and advise that the unauthorised boundary change in Woodpecker Close would need to be put back to its original status. If there was no reply within 7 days then Clerk was to contact Rrdar to instruct them to take legal action. The Parish Council also agreed to ask for clarification from Rrdar that if legal action was necessary that the only costs would be the insurance excess.

Action – Clerk to write to the resident and Stonewater

Action - Clerk to ask Rrdar for clarification regarding costs

- 6.7 Discuss findings from street lighting inspection and agree any actions.**

Andy Muskett Ltd had completed an inspection of all Parish Council streetlights. All streetlights had passed the inspection. The Inspection Report was accepted by the Parish Council.

Action- Clerk to send report to Bedford Borough Council.

7. Finance

7.1 Receive budget update

A budget update was circulated to the Councillors prior to the meeting - Appendix 10. The Parish Council reviewed the update. It was agreed that the Finance Committee would make virements as necessary

7.2 Discuss and agree budget adjustments for funding of projects including:

- **Street lighting inspection**
- **Pest control**
- **Village hall car park maintenance**
- **Zip wire**
- **Playing Field maintenance**
- **MUGA Kickboards**
- **Woodpecker Close weed control**
- **Laptop**
- **Sign Village Green**

The Parish Council confirmed that the zip wire and the village green sign would be funded from CIL. The Parish Council agreed that the Finance Committee could use budget adjustments and draw funds from the general reserves to fund the other works which had been required.

7.3 Discuss projects for 2021/2022 requiring quotations.

A list of projects was circulated to Councillors prior to the meeting – Appendix 10. In addition the Parish Council put forward the following suggestions:

White lines in village hall car park

Tree rolling programme

Traffic Cones

Extension of footway on New Road

Parking restrictions around the village green

7.4 Discuss and approve forms for online banking.

Councillors Folbigg, Rudgley and Ames and Anne Pape (RFO) agreed to be online banking signatories.

7.5 Discuss and agree Finance Committee recommendations for home working allowance for Clerks and the Clerks national salary award.

The Parish Council agreed the Finance Committee recommendations that the Clerks be paid the working from home allowance and be awarded the pay award of 2.75%; both backdated to 1st April 2020.

Action - Clerk to provide relevant detail to Bedford Borough Council Payroll

7.6 Discuss and approve Finance Committee recommendation for hourly rate for handymen contractors.

The Parish Council agreed to the Finance Committee recommendation of an hourly handyman rate of £14 per hour commencing from 1st November 2020.

Action - Clerk to advise handyman of new hourly rate of pay.

7.7 Receive and approve schedule of invoices and receipts.

The Parish Council approved the schedule of invoices and receipts. See Appendix 11

7.8 Receive current bank balances, bank reconciliation and CIL information.

The Parish Council received and accepted the current bank balances, bank reconciliation and CIL update. See Appendix 11.

8. Correspondence report and information in relation to business from previous meetings. For information only.

See Appendix 12.

Appendix 1 - Ratification of decisions made in accordance with agreed delegated powers

Comments submitted in response to application 20/00954/FUL 29 Bedford Road, Great Barford – Change of use from A1 to A5 (hot food takeaway) and installation of extraction flue.

The No 29a Hot Food Takeaway will put additional demand on on-site parking.

If all units of

- No 29 Food retail supermarket
- No 29a Hot Food Takeaway
- No 31 Cafe or Hairdresser
- No 29b ? First Floor Flats x2

require concurrent parking, then there is inadequate spaces available. If the Cafe/Hairdresser and Takeaway have mutually exclusive opening times, there may be just sufficient parking however, would this be enforceable? Other factors such as deliveries and bin collections would also put additional demand for the on-site parking.

The late Takeaway operating time of 16:00 – 23:00 is considered to present potential of nuisance in a predominantly residential area. The closing time of 23:00 is very late for a rural area and should be considered to be made earlier to mitigate nuisance noise from unit operation and customer cars, as well as from congregation of customers outside the premises, in close proximity to residential housing.

At present the double yellow lines outside the shop are being ignored and with a Hot Food takeaway this would only increase the amount of illegal parking

Quotations for installation of commemorative bench on the village green:

R. McNulty– Inspected area but submitted no quotation

R. Harley –£500

D. Garrard quoted £250 + vat.

The quotation from D Garrad was accepted.

Appendix 2 – Borough Councillor update October 2020

Take away

The Borough Planning Committee decided, despite the concerns of residents and the Parish Council, to grant permission for the take away on the Bedford Road, subject to a legal agreement ensuring that the hours of operation for the café and takeaway do not overlap in order to deal with the inadequate car parking on site. There is no deadline for this agreement to be completed, but we understand that negotiations are underway.

Planning for the Future Consultation

As part of a Full Council motion we have agreed to remind Parish Councils and individuals of the Government's Planning for the Future consultation. We oppose the proposals because they weaken local influence over planning decisions and give too much power to developers. We have offered to work with other groups of Councillors to put together a detailed response to the consultation on behalf of the Borough Council. The deadline is 29th October 2020

<https://www.gov.uk/government/consultations/planning-for-the-future>

Ward Fund

The deadline for environmental projects is 20th November 2020 and for external organisation projects is 11th December 2020. We have been very pleased to contribute to the Village Hall kitchen project and to buy a number of laptops for Great Barford Academy to help students with their studies.

Bedford Council to get money for Town Centre

Bedford will receive £1.76 million to deliver building works and a cultural programme to revive Bedford High Street. The South East Midlands Local Enterprise Partnership, Historic England and LoveBedford are contributing funding.

Bedford Borough Council has currently earmarked 43 buildings as eligible for funding under this programme.

In addition, the Borough has now been given a further £1 million for regeneration and growth from the Government's Towns Fund.

Bedford Council given money to help end rough sleeping

Bedford Council has been given a fund of £450,000 to provide interim accommodation and support as part of the Government's commitment to end rough sleeping and to provide vulnerable adults in the area with a safe place to stay during these unprecedented times caused by the COVID-19 pandemic.

Financial Impact of COVID-19 for Bedford Borough Council

Bedford Borough Council's Executive discussed the financial impact of COVID-19 following a report highlighting that the council is facing a financial gap of between £22 and

£36million over the next five years with the impact of COVID-19 causing a significant pressure. More news available: <https://www.bedford.gov.uk/news/Latest-News/2020-09-22-financial-impact-of-covid-19-for-bedford-borough-c/>

School Admissions

Bedford Borough Council's online admissions system is now open to all parents and carers whose children are due to transfer to secondary or upper school in September 2021.

Parents who live within the Borough who have a child in year 6 at primary school or year 8 at a middle school will need to transfer their child to a secondary school or upper school in September 2021. The transfer to Secondary 2021 round and the transfer to Upper 2021 round is available from 12 September 2020 via the Council website, closing 31 October 2020.

For parents who have a child due to transfer to middle school in September 2021, the transfer to middle school application form will go live from 26 September 2020 until 15 January 2021.

For children starting school in September 2021 (date of birth between 1 September 2016 – 31 August 2017), applications will open 26 September 2020 and will close 15 January 2021.

For further information go to www.bedford.gov.uk/onlineadmissions

Covid 19

The number of cases in the Borough continues to increase in line with the rest of the country. It remains important that the rules continue to be observed such as the “rule of six, distancing and the wearing of face masks.

Test and trace is recognised in most countries as having a vital role to play and the App can be downloaded on most phones via: <https://covid19.nhs.uk/>

Council Increases Access to Waste and Recycling Centre

Changes at Bedford Borough's household waste recycling centre now mean more vehicles will be able to access the site and more booking slots will be available for anyone looking to drop off their waste and recycling.

Vans and most trailers are now able to return to the site as they had prior to Covid-19. Like neighbouring authorities a booking system for the site remains in place to manage capacity, reduce waiting times and traffic congestion and keep everyone safe. The number of available slots has been increased, providing a further 448 slots a week.

Appendix 3 – Clerk’s report

- Great Barford-Wollstein Partnership has chased TADS to complete the inscription for the honours board.
- Zip wire and tipi carousel due to be installed on 9th November.
- Double yellow lines proposals have been draw up by Andrew Prigmore for Woodpecker and New Road. BBC advised they do not have any funds available for this financial year and will bid for money for the work in the next years programme of works.
- BBC advised that there were no bulbs available on the free tulip giveaway.
- Planning for the future, white paper consultation Parish Council response was submitted.
- Talis completed car park bush and tree maintenance to a good standard.
- No Jumping Signs to be installed by BBC on the existing posts approaching the bridge by the end of December.
- Countryside has advised that some geophysical survey work will be taking place on their site next week. The survey work will take about 10 days to complete.
- Highways advised weedkiller is due to be sprayed on Willoughby Close footpaths.
- New safety chain for the Birds Nest in Jubilee Play Area ordered.
- Due to the current pandemic, with limited supplies of orange recycling sacks and stretched resources to maintain the bin collections, BBC are unable to continue providing recycling sacks to collection points at this time. The Council now accepts extra recycling alongside the recycling bin if it is placed in a clear sack or cardboard box
- SIDS installed along New Road
- The brick wall that had come down in Hunts Field has had the replacement fence installed
- Confirmation from TM Trees that a tree in Willoughby Close was safe and secure after concerns raised by a resident.
- Graffiti removed on the wall of the footbridge by the lock.
- Clerk advised that she had contacted the training company who have been using the playing field to advise that they need permission from the Parish Council and to have public liability insurance. They advised they had public liability insurance and would email into the Clerk to request permission to use the playing field.

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Appendix 4 – Crime Statistics

Ref	Recorded Date	Committed From	Committed To	Code	Offence	Street	Area	Beat/Ward	Beat
40/52888/20	28/09/2020	28/09/2020 17:55		105A	Assault without Injury - Common assault and battery	Hare Meadow	Great Barford	Great Barford 709	709
40/51704/20	22/09/2020	22/09/2020 15:30		105A	Assault without Injury - Common assault and battery	Brook Lane	Great Barford	Great Barford 709	709
40/50635/20	17/09/2020	16/09/2020 16:30	17/09/2020 06:30	30C	Burglary - Business And Community	Roxton Road	Great Barford	Great Barford 709	709
40/49233/20	10/09/2020	06/08/2020 00:01	08/09/2020 08:39	8R	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988		Great Barford	Great Barford 709	709
40/47466/20	01/09/2020	31/08/2020 23:40		8R	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988		Great Barford	Great Barford 709	709
40/48638/20	07/09/2020	04/09/2020 00:00		86	Sexual		Great Barford	Great Barford 709	709
40/47835/20	03/09/2020	02/09/2020 17:00	03/09/2020 03:30	45	Theft from a motor vehicle	Bedford Road	Roxton	Great Barford 709	709
	22/09/2020			105A	Assault without Injury - Common assault and battery	Brook Lane	Great Barford	Great Barford 709	709
	11/09/2020			9A	Attempted - Sec 4a POA Causing intentional harassment, alarm or distress	Silver Street	Great Barford	Great Barford 709	709
	17/09/2020			30C	Burglary - Business And Community	Roxton Road	Great Barford	Great Barford 709	709
	28/09/2020			92A	Possession of a controlled drug with intent to supply a class B controlled drug	Woodpecker Close	Great Barford	Great Barford 709	709
	27/09/2020			92A	Possession of a controlled drug with intent to supply a class B controlled drug	Woodpecker Close	Great Barford	Great Barford 709	709
	10/09/2020			8R	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988		Great Barford	Great Barford 709	709
	01/09/2020			8R	Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988		Great Barford	Great Barford 709	709
	07/09/2020			86	Sexual		Great Barford	Great Barford 709	709

Initial:

Appendix 5 - GBPC Neighbourhood Plan Update – October 2020

With the Coronavirus lockdown and VH closed in March, we cancelled that month's NP meeting, and held off further meets hoping for a relaxation on government regulations. Unfortunately by June, guidance was still against meeting in person. Some minor progress continued by email in the meantime; but without holding group discussions, it effectively put a hold on progress. So we started virtual meetings from July. We have also been successful in gaining new Grant Funding.

Our next step was, and still is, to prepare for the Regulation 14 Stage, Public Consultation on our Draft Neighbourhood Plan.

Previously, we had met with BBC NP Officers to discuss preparation for the Regulation 14 Stage. BBC were happy with what we were doing, and gave guidance on the set of technical documents that are required to support a Draft Neighbourhood Plan at Reg 14.

We need to record a screening process for a Strategic Environmental Assessment (SEA). This gauges the impact our NP policies will have on the local environment. The findings of our screening need to be reviewed and agreed by the statutory consultation bodies of:

- Natural England;
- Historic England; and
- Environment Agency

BBC also informed us that we may need to obtain a Habitats Regulations Assessment (HRA) screening, but it was felt unlikely our parish will have any impact on strategic/national habitat sites.

BBC had negotiated a deal with a local ecology consultant that they have used for the Local Plan. On contacting the ecology consultant, it became clear that the HRA in support of the LP2030 was not specific about delegated development in NPs. It was felt that there may be impacts on the water quality in the River Great Ouse and on groundwater. All Neighbourhood Plans should therefore undergo a further HRA screening to determine whether the possible effects can be sufficiently removed by the correct wording of the plan. This is particularly true for Great Barford as it is both right next to the river and has a large development allocation. We have now commissioned an independent HRA screening report.

We will also prepare a Consultation Report of all public communications so far. This will list everything we have done to engage with the public and publicise our emerging NP, from Village Fun Day stands, to articles in the Bugle, interactive workshops, surveys, and public information events we have undertaken.

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While we wait for these SEA and HRA replies, we are currently making arrangements for an on-line Reg 14 Consultation. All documents are to be made available via the NP pages on the GBPC website, with a link to a response form being set up using a Google Survey domain.

Pending successful SEA and HRA, we aim to launch the Reg 14 with a centre spread in the December, Winter issue of the Bugle, and advertising posters around the village. But before we do that, we would like to share the Draft NP with GBPC during November.

Until we go public at Reg 14, the Draft NP contents should remain confidential to maintain impartiality on which sites are included in the development allocation, so we may need a closed extraordinary PC meeting to share the document away from public and press. There will still be opportunity to tweak the draft as a result of the Reg 14 feedback.

After the Reg 14 Stage, our goal will be to submit the NP to BBC for examination early next year. However, under Covid-19 legislation there cannot be a Reg 16 referendum until at least May 2021.

Initial:

Appendix 6 – Handy person advertisement

HANDY PERSON

Great Barford Parish Council are currently looking for a handy person for the village

Hourly rates to be agreed

If you are self employed and have public liability insurance and would like to be considered for this flexible vacancy

please contact:

Great Barford Parish Council on

T. **01234 870245**

E. clerk@greatbarford.org.uk



Appendix 7 – Pest Control Quotations

A written quotation prior to Covid 19 lockdown from Ace Pest Control :

Following our site survey, we have pleasure in submitting the following quotation for two visits for the treatment of rabbits in the recreational / play area on Green End Road. 900.00 1 180.00 1,080.00

The initial visit to ferret holes and fill in holes afterwards, 2nd visit to retreat any reopened holes.

The MAXIMUM price is £900+VAT dependent upon how much clearance is done by contractors

Please note that our first visit must be before 01 April 2020 as discussed

Sub Total:	900.00
VAT (20.00%)	180.00
Estimate Total (GBP):	1,080.00

DC Pest Control Quotation

DC Pest Control advised that the rabbit warrens were not on the playing field and therefore the rabbits only come over to eat the grass. Recommended rabbit netting as alternative.

QUOTATION: ERECT RABBIT PROOF FENCE

Further to my visit to the above premises, I am submitting the following quotation to supply and erect a rabbit proof fence.

- 1) Roadside gate to corner of field approx 120 meters .
- 2) Corner of field to play ground approx 130 meters
- 3) any warrens found on ditch line will be taken care off

Materials used :

Rabbit mesh 18 gauge/ weldmesh fitted to field gate

Straining wire / Barrel strainers.

Fence posts / straining posts / Fixings .

All mesh will be dug and pegged in to the ground to stop rabbits from entering playing field area.

Total Cost : £4350.00

Jeremy Meades Quotation

Councillor Garrard advised that Jeremy Meades would be prepared to ferret the playing fields at a cost of £250 and would provide a written quotation. Councillor Garrard advised that Jeremy Meade had public liability insurance.

Initial:

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Appendix 8 – Birchfield Road ditch quotation

F.Southall and son,
Home farm,
Bedford road,
Great Barford
Beds
15/10/20

Dear Clerk,

I am quoting for the trimming of the hedge bottom and ditch along Birchfield road backing onto the playing field to create a clear bank for the rabbit removal/ferrets,

I will be using a tractor hedge cutter (flail) to cut the grass and bush. £40 (naac charge 1 hr).

Initial:

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Appendix 9 – Village Green signs

Two quotations have been received from Sign of the Times:

2 signs ... £1131.55 + £38.00 carriage and VAT

1 700 x 275mm rectangle sign...£565.70

1 off tooling to make the Great Barford logo...£85.00

1 No. Railing Kit (if required)...£82.00

Alternatively, channelling on the back of the sign to go on existing posts...£37.40

All prices exclusive of carriage and VAT.

Initial:

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Appendix 10 – Budget update

Description	Budget (£)	% of budget to 30/09/2020	Notes
Annual Precept			
Annual Precept	67,700	100%	<ul style="list-style-type: none"> • 2 payments of £33,850 received (£67,700 total)
Total other Receipts			
VAT receipts	-	-	<ul style="list-style-type: none"> • VAT refund of £3063 for 2018/2019 received. • VAT refund of £4006.63 for 2019/2020 to be made
Allotment income	1,200	101%	<ul style="list-style-type: none"> • All allotments let and rent paid
Newsletter income	300	65%	<ul style="list-style-type: none"> • Income last year was £565
Slipway income	70	-	<ul style="list-style-type: none"> • Payment has been received
Grasscutting income	820	100%	<ul style="list-style-type: none"> • Received from BBC
Graveyard income	1000	12.6%	<ul style="list-style-type: none"> • £393 in payments to be banked = 51.9% of budget
Donations received	-	-	<ul style="list-style-type: none"> • £442 received for commemorative bench
Grants received	-	-	<ul style="list-style-type: none"> • Grant of £5721 received for Neighbourhood Plan
CIL receipts	-	-	<ul style="list-style-type: none"> • None. CIL payment is due for 18/02667/MAR, 59-61 Roxton Road, Great Barford

Initial:

2020/2021 - 359 Interest received	20	87.6%	<ul style="list-style-type: none"> • Interest of £98.44 received in 2019/2020. £18 received year to date.
Staff Costs			
Clerk's salary	22,705	51.7%	<ul style="list-style-type: none"> • April -Sept 2020
Pension	5,213	53.5%	<ul style="list-style-type: none"> • April -Sept 2020
Payroll provision	210	61.2%	<ul style="list-style-type: none"> • BBC payroll provision ceasing from 31st March 2021
Total other payments			
Working from home allowance			<ul style="list-style-type: none"> • To be agreed
Training	400	0	-
Chairman's expenses	100	0%	<ul style="list-style-type: none"> • No expenses to date
Office equipment/stationery	500	79.8%	<ul style="list-style-type: none"> • New laptop purchase cost to be added (£997.96).
Software packages	200	74.5%	-
Website	250	104%	<ul style="list-style-type: none"> • This will increase as additional work needed to fully meet accessibility requirements.
Telephone	312	26.1%	<ul style="list-style-type: none"> • Lower than expected as Clerks mainly working from home and reduction when phone line was not working

Initial:

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Insurance and audit	4162	71.1%	<ul style="list-style-type: none"> External audit not completed or invoiced yet
Affiliations	663	5.4%	<ul style="list-style-type: none"> BATPC affiliation fees (£475) paid in Jan 2020
Dog control orders	100	0%	-
Newsletter	2400	23.8%	<ul style="list-style-type: none"> One issue so far in 2020/2021 (£570). Payment of second issue to be approved (£500) at Oct 2020 meeting.
Village Hall Hire	800	12.5%	<ul style="list-style-type: none"> Virtual meetings required due to Covid-19
Allotment costs	500	84.4%	<ul style="list-style-type: none"> Payment to Anglian Water to be approved for £189.27. Budget will be exceeded in 2020/2021. Increase of budget will need to be considered for 2021/2022. Allotment income this year to date is £1213.
Graveyard costs/gardener	800	51.1%	<ul style="list-style-type: none"> Consideration is needed in the next budget for preparing next areas in the Garden of Remembrance for interments. Garden of Remembrance maintenance plan required
Graveyard caretaker	3150	46%	<ul style="list-style-type: none"> Graveyard Maintenance Plan required
Grasscutting – General	10,080	48.7%	<ul style="list-style-type: none"> Review cutting of verges?

Initial:

2020/2021 - 361 Grasscutting - Woodpecker Close	2310	74.8%	<ul style="list-style-type: none"> • Weed control undertaken at additional cost of £348. This budget will be exceeded for 2020/2021. • Woodpecker Close maintenance plan required.
Playing field maintenance	500	31.9%	<ul style="list-style-type: none"> • The budget will be exceeded for 2020/2021. <ul style="list-style-type: none"> • MUGA kickboards (£3027.48) • Control of rabbits • Hedgerow maintenance (£1036.80). This was budgeted for in 2019/2020 – funds held in general reserve. <ul style="list-style-type: none"> • Ongoing maintenance plan required and needs to include thinning of tree boundary & general tree maintenance and verti-drain playing field and weed treatment to relieve surface compaction (£680.00).
Play area costs	800	264.1%	<ul style="list-style-type: none"> • Play equipment repairs and essential maintenance have increased costs this year. • An ongoing plan for works/replacements over the short and long term is required. For example - elephant and tortoise rockers – both had a low risk issue raised in the play area report. It is not possible to tighten the fixings further; reinstallation or replacement required. • Includes locking and unlocking of play area
Pest control	200	0	<ul style="list-style-type: none"> • In the past this budget has been used for pest control on the allotments
Open Space maintenance	300	0%	-

Initial:

2020/2021 - 362 Handyman materials	350	0%	-
Handyman maintenance tasks	2298	14.8%	<ul style="list-style-type: none"> • Handyman tasks reduced due to lockdown • Handyman hourly rate to be increased to £14.00 per hour
Litter pickers	552	54.2%	<ul style="list-style-type: none"> • New budget heading split out from Handyman budget heading as Handyman tasks now undertaken by more than one contractor.
General repairs	1000	61.3%	-
Tree maintenance	2000	8.5%	<ul style="list-style-type: none"> • Tree maintenance will be over budget. Consider movement of funds from reserves/virement. <ul style="list-style-type: none"> • village hall car park clearance (£2250) • A rolling programme of maintenance works for trees and hedgerows has been produced and will be used for budgeting for 2020/2021.
Christmas tree	300	0%	-
Fees/advice	200	0%	-
Street lighting	3060	53.3%	<ul style="list-style-type: none"> • Street lighting inspection required at a cost of £612. Budget for 2020/2021 will be exceeded.
CIL payments	-	0%	<ul style="list-style-type: none"> • Zip wire to be installed (£17,872.56) • Village Green sign (max £1169.55)

Initial:

2020/2021 - 363 Grants from PC	500	0%	-
Section 137 payments	500	0%	-
Prizes	160	7.5%	Majority of prizes for front garden competition donated this year
Clerical expenses	200	-	-
CCTV	200	0%	• Decommissioned
Election	200	0%	
Defibrillator	150	182.7%	• Replacement of pads and battery purchased. Batteries need to be replaced approx. every 4 years and pads 2 years and after use.
Neighbourhood plan	1000	259%	• The PC budget provides £1000 for the Neighbourhood Plan. Remaining costs are covered by relevant grants. A grant for £5721 has been received.
Councillor expenses	50	0%	-
Events	150	0%	-

Initial:

2020/2021 - 364

Allocated reserves		
Average speed cameras	Donation	£3,000.00
Village Hall car park	Future repairs	£10,000.00
Reserve	6 months running costs	£33,850
Total		£46,850

CIL available		£95,985.24
General reserve		£25,396.01

Initial:

2020/2021 - 365

Future projects and schemes – Action List

Playing field maintenance programme	
Play area maintenance programme	
Tree/hedgerow maintenance programme	
Open spaces maintenance programme	
Second defibrillator	
Riverside path surfacing	
Graveyard maintenance programme	
Garden of Remembrance programme	
Crossing – High Street/Church Walk	
Parking area – Chapel Field	
Possible highways projects – <ul style="list-style-type: none">• High Street/Addingtons Road Junction• 11a High Street• Green Road	

Initial:

Appendix 11 - Payments, Direct Debits October 2020**Payments**

Date	Company	Description	Amount	Cheque No
20 th October 2020	Russell Harley	Grass cutting September (£1290) and Handyman jobs September (264.50)	£1554.50	003604
20 th October 2020	Melanie Allsop	GOR Maintenance – 09/09/2020	£32.00	003605
20 th October 2020	TM Tree Services	Safety report of the Sycamore tree (2449) on Willoughby Close Green	£30.00	003606
20 th October 2020	T J Price	Clearance of brambles/shrubs at the village hall car park	£2250.00	003607
20 th October 2020	Mrs H Price	Bugle Autumn edition	£500.00	003608
20 th October 2020	Anglian Water Business (National) Ltd	16/03/2020 = 07/09/2020	£189.27	003609
20 th October 2020	Power Computing Ltd	Clerk Laptop	£997.96	003610
20 th October 2020	Joanne Lee	Stationery (£27.42) + Padlock playing field gate (£12.00) + Laminator (£9.99)	£49.41	003611
20 th October 2020	S Chapman	Great Barford Neighbourhood Plan Attendance at meetings (£665) and Review Evidence, working on draft (£385)	£1050.00	003612
20 th October 2020	Andy Muskett Ltd	Electrical and inspection of street lighting	£612.00	003613
20 th October 2020	A & A Lammie	Shrub clearance at Great Barford Playing fields	£1036.80	003614
20 th October 2020	Andy Muskett Ltd	Annual street lighting – 2 nd quarter – 01/07/2020 – 30/09/2020	£177.48	003615
20 th October 2020	Russell Harley	Correction to July 2020 Handyman invoice – Should be £362.12 but instead left the total from the previous month of £152.37 and there was an error in the subtotal.	£212.75	003616
20 th October 2020	Jeremy Chaston	Refund	£73.74	003617

Date	Company	Detail	Amount
September 2020	Bedford Borough Council NOTE: Pay date amended to end of the month as from November 2019	Salary Cost (incl NI and pension) & payroll provision charge	September £2785.36
October 2020	E.ON	Monthly street lighting	October £299.69
October 2020	TML	Telephone	Invoice not received

Ringfenced funds

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

Community Infrastructure Levy

Development	Payment	Received
Silver Street	£3515.64	Apr 2016
Green End Road (The Paddocks)	£3878.44	Oct 2016
Green End Road (The Paddocks)	£3878.43	June 2017
Linden Homes	£26,642.25	Oct 2017
Linden Homes	£53,284.50	Apr 2018
Linden Homes	£26,642.25	Nov 2018

Project	Expenditure	Paid
CCTV upgrade deposit	£1083 incl VAT	2016/2017
CCTV upgrade	£4143 incl VAT	2017/2018
Swings	£8745.60 incl VAT	2017/2018
Tommy memorial	£776.30 incl VAT	2018/2019
Information Board	£30	2018/2019
2 x benches	£658.32	2018/2019
Lectern	£635	2019/2020
Play equipment	£5667.66	2019/2020
Radar speed sign	£2571	2019/2020

Total CIL retained	£95,985	
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2020/2021 - 368

Current account balance as of 30/09/2020 = £159,465.97

Reserve account balance as of 30/09/2020 = £51,954.76

Date: 19/10/2020 Great Barford P C Current Year Page 1
Time: 18:07 Bank Reconciliation Statement as at 19/10/2020 User: AP
for Cashbook 1 - NatWest Bank

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Capital	30/09/2020	184	51,954.76
Current	30/09/2020	345	159,465.97
			211,420.73
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
16/06/2020 003577	Joanne Lee	12.36	
21/07/2020 003586	Melanie Allsop	64.00	
21/07/2020 003589	Joanne Lee	18.00	
21/07/2020 003591	KJ Betts	140.00	
15/09/2020 003595	Proludic	1,261.24	
15/09/2020 003597	Joanne Lee	24.44	
15/09/2020 003600	WT Saunders Ground Care	417.60	
15/09/2020 003601	Kettering Playsafe	210.00	
15/09/2020 003602	Cotswold Grass Seeds	140.32	
15/09/2020 003603	Melanie Allsop	152.00	
			2,439.96
			208,980.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			208,980.77
		Balance per Cash Book is :-	208,980.77
		Difference is :-	0.00

Initial:

2020/2021 - 369

Appendix 12

Initial:

Date received	From	Detail	Action
14th Sep 2020	Louise Ashmore	BAPTC Seminar for Clerks and Council Officers - Effective Town and Parish Council Communication and Engagement in a Post-Lockdown World	Emailed to Councillors
14th Sep 2020	Melvyn Bower	REMINDER: Bedford Borough Council – Public Consultation on Splitting the Council’s Self-Build and Custom Housebuilding Register	Emailed to Councillors
14th Sep 2020	Martin John - BBC	Press release following a rise in Covid cases in Bedford Borough.	Emailed to Councillors
14th Sep 2020	info @ A428	A428 Black Cat to Caxton Gibbet - Western Area Community Forum	Emailed to Councillors
15th Sep 2020	Louise Ashmore	NALC updated its coronavirus information.	Emailed to Councillors
15th Sep 2020	Martin John - BBC	Press release as school online admissions are opening	Emailed to Councillors
15th Sep 2020	Martin John - BBC	Press release about laptops and tablets being donated to Ridgeway School.	Emailed to Councillors
15th Sep 2020	John Killock - Police	Community Priority setting meeting update	Emailed to Councillors
16th Sep 2020	Jean Evangelista - BBC	Letter from the Chief Executive of Bedford Borough Council for your information/attention.	Emailed to Councillors
16th Sep 2020	Highways England	A421 Marsh Leys to A4280, in both directions: road marking renewal	Emailed to Councillors
17th Sep 2020	PCC Events - Police	Bedfordshire’s Police and Crime Commissioner, Kathryn Holloway, has launched her annual survey.	Emailed to Councillors
17th Sep 2020	Louise Ashmore	Transforming Journeys and Passenger Rail Study	Emailed to Councillors
17th Sep 2020	Louise Ashmore	The 2020 AGM will take place on 21st October 2020 with a report of accounts	Emailed to Councillors
17th Sep 2020	Martin John - BBC	Press release as the Council increases access to waste and recycling centre.	Emailed to Councillors
18th Sep 2020	Jo Tester - BBC	Parish Town and Council meeting - Monday 2 nd November, 7pm – 8.30pm	Emailed to Councillors
18th Sep 2020	Dan Moore - BBC	Press release about Historic England’s HSHAZ announcement for Bedford Town Centre.	Emailed to Councillors
19th Sep 2020	Graham Pendrey	Covid19 Health Champion - W/C 14.09.20 Message Update	Emailed to Councillors
21st Sep	Martin John - BBC	Press release as Stoptober is back!	Emailed to Councillors
22nd Sep 2020	Lynn McKenna	Meeting of Rural Affairs Committee scheduled for Tuesday, 6th October, 2020, 6.30 pm has been cancelled	Emailed to Councillors
22nd Sep 2020	PCC Events - Police	100 Conversations - Beds OPCC	Emailed to Councillors
22nd Sep 2020	Martin John - BBC	Press release about at the financial impact of COVID-19 for Bedford Borough Council.	Emailed to Councillors
23rd Sep 2020	Planning - BBC	Letter about Decision of Planning Application 20/00954/FUL	Emailed to Councillors
23rd Sep 2020	Dan Moore - BBC	Press release about emergency legislation announced by government to extend eviction notices to six months.	Emailed to Councillors
23rd Sep 2020	Kasia Juraszek	Press release about official QR codes for Test and Trace, and the launch of the NHS COVID-19 app.	Emailed to Councillors
24th Sep 2020	Cara Umney	Covid19 Health Champion - W/C 14.09.20 Message Update	Emailed to Councillors
24th Sep 2020	Graham Pendrey	Covid 19 update	Emailed to Councillors
28th Sep 2020	Kasia Juraszek	Press release about a new exhibition at The Higgins Bedford, opening this Saturday.	Emailed to Councillors
29th Sep 2020	CPRE	Planning Reforms Briefing Paper from CPRE Bedfordshire	Emailed to Councillors
30th Sep 2020	info @ A428	A428 Black Cat to Caxton Gibbet - Western Area Community Forum	Emailed to Councillors
30th Sep 2020	Covid health champions	Covid19 Health Champions - Message update 30/09/20	Emailed to Councillors
1st Oct 2020	CPRE	Bedford Borough Council’s Local Plan 2030 housing numbers for the Key Rural Service Centres of Bromham, Clapham, Great Barford	Emailed to Councillors
1st Oct 2020	Martin John - BBC	Press release as Kempston Centre and Gadsby Street Day Centres, for people with a learning disability, and Goldington Day Centre	Emailed to Councillors
2nd Oct 2020	Martin John - BBC	Press release supporting hidden disabilities sunflower lanyards in the Borough	Emailed to Councillors
2nd Oct 2020	Dan Moore - BBC	Press release about Black History Month 2020 and an event at The Higgins Bedford to mark the annual celebration.	Emailed to Councillors
2nd Oct 2020	April Quinn	Consultation document for the diversion of Moggerhanger Footpath 3	Emailed to Councillors
6th Oct 2020	Martin John - BBC	Press release from Fujifilm, as primary school students across Bedford Borough have received Fujifilm’s educational colouring books	Emailed to Councillors
6th Oct 2020	Dan Moore - BBC	Press release about Bedford Borough launching our online form for residents to claim the Test and Trace Support Payment.	Emailed to Councillors
6th Oct 2020	Kasia Juraszek	Press release about a Public Space Protection Order consultation.	Emailed to Councillors
6th Oct 2020	John Killock - Police	New Community Policing Priority that the team	Emailed to Councillors
6th Oct 2020	Louise Ashmore	Building a two-way conversation with your community - training sessions	Emailed to Councillors
6th Oct 2020	Jeremy Welch	Meeting of Standards Committee scheduled for Thursday, 15th October, 2020, 6.30 pm has been cancelled	Emailed to Councillors
7th Oct 2020	Covid 19 Health Champions	Covid19 Health Champions - Message update 07/10/20	Emailed to Councillors
7th Oct 2020	Martin John - BBC	Press release as Bedford Borough Council is highlighting how ‘Every Mind Matters’ this Mental Health Awareness Day.	Emailed to Councillors
7th Oct 2020	Kasia Juraszek	Press release about marking Remembrance Day and Armistice Day locally this year.	Emailed to Councillors
8th Oct 2020	Louise Ashmore	Council’s response to the <i>Changes to the current planning system</i> consultation	Emailed to Councillors
9th Oct 2020	Covid 19 Health Champions	Covid19 Health Champions - Message update 09/10/20	Emailed to Councillors
9th Oct 2020	Kasia Juraszek	Press release about rising coronavirus infection rate.	Emailed to Councillors
12th Oct 2020	Kasia Juraszek	Press release about the award of waste contracts to Veolia for Bedford Borough and Central Bedfordshire Councils.	Emailed to Councillors
12th Oct 2020	Dan Moore - BBC	Press release about Bedford Borough Council granting £23,000 to Bedford Foodbank.	Emailed to Councillors
13th Oct 2020	Kasia Juraszek	Press release about town bridge being lit pink and blue to mark Baby Loss Awareness Week.	Emailed to Councillors
14th Oct 2020	Covid 19 Health Champions	Covid-19 Health Champions - Message update 14/10/20	Emailed to Councillors
15th Oct 2020	Kasia Juraszek	Press release about support given to local businesses during COVID-19.	Emailed to Councillors
15th Oct 2020	Dan Moore - BBC	Press release about four parks in Bedford Borough receiving the Green Flag Award 2020.	Emailed to Councillors
15th Oct 2020	Covid 19 Health Champions	Covid-19 Health Champions update	Emailed to Councillors
16th Oct 2020	Dan Moore - BBC	Press release about Bedford Borough Council awarding £32,170 to rural organisations in Harrold, Riseley and Biddenham.	Emailed to Councillors
16th Oct 2020	Jo Tester - BBC	Parish & Town Council Network - Monday 2nd November, 7.00pm	Emailed to Councillors

Initial: