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Minutes of the Meeting of the Parish Council held on the 19th January 2021.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 the meeting will be conducted online. Please submit any questions in advance via the Parish Clerk

Councillors present: Graham Pendrey (Chair), Duncan Edgar, David Garrard, Di Ames, James Rudgley, Derrick Folbigg, Tim Wood, Stuart Southall

Apologies: Ann Lovesey (MBE), Peter Ward, Councillor Stephen Moon, Councillor Philippa Martin-Moran-Bryant

In attendance: 2 members of the public

Clerks: Joanne Lee, Anne Papé

MINUTES

1. Receive and approve apologies for absence

1.1 Apologies were received and accepted from Ann Lovesey (MBE), Peter Ward, and Councillor Stephen Moon, Councillor Philippa Martin-Moran-Bryant.

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

2.1 No Declarations of interest were received.

3. Confirm the minutes of the following meetings. (7.33pm)

Full Council Meeting – 15th December 2020

Highways Committee – 5th January 2021

Parks and Open Spaces Committee – 5th January 2021

Planning Committee – 5th January 2021

Graveyard Committee – 5th January 2021

Allotment Committee – 5th January 2021

Finance Committee – 5th January 2021

Employment Committee – 5th January 2021

Resolved

The Council resolved to accept the above minutes as a true record.

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Proposed – Councillor David Garrard , Seconded – Councillor Tim Wood. Agreed by all.

Public Participation

A resident commented that a number of residents who live on Addingtons Road were concerned regarding the industrial estate on New Road and were requesting further information from the Parish Council;
Councillor Pendrey responded to the resident's concerns.

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

4.1 The Council ratified the decisions as given in Appendix 1.

Proposed – Councillor Tim Wood, Seconded – Councillor Stuart Southall. Agreed by all

5. Receive the following reports:

5.1 Borough Councillor

5.1.1 The Borough Councillors provided a written report – Appendix 2

5.2 Clerk

5.2.1 The Clerk supplied a written report to Councillors prior to the meeting – Appendix 3.

5.3 Police

5.3.1 The crime statistics had been circulated to Councillors prior to the meeting – Appendix 4. The Council noted the information.

5.4 Neighbourhood Plan

5.4.1 A report was supplied by the Neighbourhood Plan Committee – Appendix 5

6. General Matters requiring discussion and agreement

6.1 Discuss and confirm the Parish Council casual vacancy

6.1.1 The Parish Council received and accepted Noreen Byrne's resignation as Parish Councillor. The current "Notice of Vacancy" expires on 28 January, after which Bedford Borough Council would inform the Parish Council if a by-election is required.

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The Parish Council expressed its gratitude to Noreen Byrne for her hard work and commitment during her time as a Parish Councillor.

Resolved

The Council resolved to wait for the notice of vacancy to expire on 28th January 2021. Co-option would be undertaken if required.

Proposed – Councillor Di Ames, Seconded – Councillor Graham Pendrey. Agreed by all.

6.2 Agree a replacement Parish Council Police Contact

6.2.1 Noreen Byrne was the Police Priority Setting Meeting representative for the Parish Council. Councillor Tim Wood volunteered to be become the new representative.

Resolved

The Council agreed to elect Tim Wood pending availability on the appropriate night.

Proposed – Councillor Duncan Edgar, Seconded – Councillor David Garrard. Agreed by all.

6.3 Update on Tree Rolling Programme

6.3.1 The Clerk supplied a written report to Councillors prior to the meeting – Appendix 6.

Resolved

Councillors to send in any further actions to the Clerk to be added to the tree rolling programme. Contractor quotes to be discussed at the next Parks and Opens Spaces Committee.

6.4 Update on Project list

The Clerk supplied a draft project document to Councillors prior to the meeting.

Resolved

Councillors to send in any further project ideas to the Clerk. Project list to be discussed at the next Parks and Open Spaces Committee meeting.

7. Highways:

7.1 Discuss and agree Highways Committee recommendations for the development of the Strategic Plan

7.1.1 The Committee recommended that speeding, pedestrian crossings and parking in the village would be priorities. The project list and any further Councillor suggestions would be used to help develop the strategic plan.

Resolved

The Council resolved to accept the Highways Committee recommendations and projects would be discussed at the next Highways Committee meeting.

Proposed – Councillor Tim Wood Seconded – Councillor Duncan Edgar. Agreed by all.

8. Planning:

8.1 Discuss and agree Planning Committee recommendations for the development of the Strategic Plan.

8.1.1 The Committee recommended that the strategic plan should focus on monitoring and reviewing the Neighbourhood Plan, responding to relevant planning consultation and responding to planning applications as and when require. The project list and any further Councillor suggestions would be used to help develop the strategic plan.

Resolved

The Council resolved to accept the Planning Committee recommendations and projects would be discussed at the next Planning Committee meeting.

Proposed – Councillor Duncan Edgar, Seconded – Councillor Di Ames. Agreed by all.

8.2 Discuss an agree Full Planning Application 20/02844/FUL for a Single storey rear extension and loft conversion including rear dormer. 18 Addingtons Road Great Barford Bedford Bedfordshire MK44 3HR

Resolved

The Parish Council had no objections to the planning application.

Proposed – Councillor Duncan Edgar, Seconded – Councillor Derek Folbigg. Agreed by all.

8.3 Discuss and agree comments for the new proposals for a new garden village at Wyboston. Colmworth Parish Council have asked whether the Parish Council has any views on the proposals for a new garden village at Wyboston in particularly whether you would support them in objecting to any such proposals.

Resolved

The Council resolved to object to the new proposal due to use of prime greenfield agricultural land and the knock on effect of traffic through Great Barford.

Proposed – Councillor Duncan Edgar, Seconded – Councillor Jim Rudgley. Agreed by all.

9. Parks and Open Spaces:

9.1 Discuss and agree Parks and Open Spaces Committee recommendations for the following:

9.1.1 Development of the Strategic Plan

9.1.1.1The Committee agreed the strategic plan should include a maintenance plan/tree rolling programme to assist with keeping the village functioning, along with additional projects.

The priority of the strategic plan would be to maintain the Parish Council amenities and assets and to ensure efficient use of the contractors. The second priority would be to enhance the Parish Council amenities and assets. Councillor Ames would draft a strategy plan to share with Committee members.

Resolved

The Council resolved to accept the Parks and Open Spaces recommendations and projects would be discussed at the next Parks and Open Spaces Committee meeting.

Proposed – Councillor Duncan Edgar, Seconded – Councillor Di Ames . Agreed by all.

9.1.2 Location of the bin shelters and bins on the village green and project suggestions

The working party's report and recommendations were considered by the Council.

All project ideas in the bin shelter report had been placed on the maintenance list. (Appendix 7).

Resolved

The Council resolved that the double bin would be removed and stored in the storage shed for any future bin replacements parts. The remaining 3 plaza bins would remain in the same location until after the busy period in the Summer. This would be revisited in October 2021. The 2 new bin shelters to be installed in the agreed location. Once the tree inspector has confirmed the location of the bin shelters, the handyman will be instructed to install these.

Proposed – Councillor Duncan Edgar, Seconded – Councillor David Garrard.. Agreed by all.

9.1.3 Donation sandbags

The Committee recommended the acceptance of the sandbags and these should be delivered to the Parish Council by the store building to be held for village use.

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Resolved

The Council resolved to accept the Committee's recommendations.

Proposed – Councillor Duncan Edgar, Seconded – Councillor Derrick Folbigg. Councillor Jim Rudgley objected.

10. Graveyard

10.1 Discuss and agree Graveyard Committee recommendations for the development of the Strategic Plan

10.1.1 The Committee resolved to develop a Graveyard Maintenance Plan. Graveyard Committee members would visit the graveyard independently to draw up a list of works. Councillors would undertake an assessment of the capacity of the Garden of Remembrance and graveyard and consider need and location for a future graveyard.

Resolved

The Council resolved to accept the Graveyard Committee recommendations. All graveyard forms would be reviewed.

Proposed – Councillor Jim Rudgley, Seconded – Councillor Di Ames . Agreed by all.

11. Finance

11.1 Discuss and agree new payroll provider from April 2021

11.1.1 The Council reviewed and discussed the quotations.

Resolved

The Council agreed to accept the quotation from DM Payroll Services for payroll of 2 employees and also the pension reports.

Proposed – Councillor Jim Rudgley, Seconded – Councillor .Derick Folbigg Agreed by all.

11.2 Discuss and agree the 2021 Budget and Precept

11.2.1 The proposed budget and precept were circulated prior to the meeting (Appendix 8). The proposed tax base had been received from the Borough Council. The proposed precept for 2021/2022 is **£70,978**. This would give a charge of £82.22 for a band D property. An increase of £4.35, 5.60%.
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Resolved

The Council resolved to accept the proposed 2021 Budget and Precept.

Proposed – Councillor Derek Folbigg, Seconded – Councillor Jim Rudgley. Agreed by all.

11.3 Receive and approve schedule of invoices and receipts.

11.3.1 The schedule was circulated to Councillors prior to the meeting – Appendix 9

Resolved

The Council resolved to approve the schedule of invoices and receipts.

Proposed – Councillor Jim Rudgley, Seconded – Councillor Di Ames. Agreed by all

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

11.4.1 The information was circulated to Councillors prior to the meeting – Appendix 9.

It was noted that a bank statement was awaited, and the updated reconciliation would be circulated to Councillors upon receipt. The Council received and noted the current bank balance and CIL information.

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

12.1 Correspondence Report Appendix 10 was noted by the Council.

Meeting closed at 9:15pm

Signed: _____ Date: _____

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Appendix 1

Ratification of Clerks Decision

8th January 2021

Team's will be the platform for Parish Council online communications. This will replace Skype, the previous online system used.

19th January 2021

Ordered artwork from TADS for the honours board. Quotation of £70 + VAT

DRAFT

Appendix 2

Borough Councillor Report to Great Barford Parish Council January 2021

FLOODING

At the time of writing we are again expecting a prolonged period of rain. Whether it will be enough to cause a significant rise in river levels is unlikely, at least not up to the levels we experienced over Christmas.

That period of flooding is now being reviewed to see what went well and what could have been done better. Our experience suggested that there were many issues that need to be addressed and that the best source of information is local people and their experience. We would therefore ask anyone who has a view on the following points to let us have their input.

The issues include:

Accuracy of the Forecasts: The Environment Agency initially got both the expected levels wrong as well as the timing of the peak.

Warnings: many residents got warnings from the police knocking on their door late on Christmas Eve. These warnings led, we understand, in many cases to unnecessary worry; particularly as the majority of doors knocked on were houses well outside the areas at risk. From the experience of one of us it seems that the police started at the top of the High Street and gave up about halfway down, long before they got to New Road which is of course the road most likely to be affected.

Council Support: In our experience over the period the Council staff and the Floodline performed very well and were as responsive to residents concerns as could reasonably be expected given the pressures on them. Any examples, whether favourable or unfavourable, would be welcome.

Local Drainage: Any information on localised impacts such as blocked or overrun brooks or drains would be helpful. Some we are aware of but there will be some issues caused by field run-off which get overlooked at a time of river flooding.

COVID test centres in Bedford

There is continued testing in Bedford at Borough Hall and Prebend Street car parks as well as University of Bedfordshire's Polhill Campus

Test results from these sites should come back with 24-72 hours.

The government has updated its advice on testing. If you have any of the symptoms of Coronavirus, you can ask for a test through the NHS website or phone 119.

There are two walk through testing centres in Bedford for residents showing symptoms of Coronavirus.

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Drive-through testing is available 6 days/week at Gilbert Hitchcock House, Bedford Hospital and 5 days/week at Borough Hall. Both can be booked through the national testing website.

If you're an essential worker (see list [here](#)) you can apply for priority testing through GOV.UK by following the guidance for essential workers on the government web

Business Support Grants for Local Businesses

With the announcement that Bedford Borough entered Tier 4 from Saturday 19 December, businesses that are required to close will be receiving a business support grant.

These grants are set and funded by the Government at a national level and administered by Bedford Borough Council.

Businesses that received a grant from the Council due to the last national lockdown because their business was required to close, and are required to close again due to Tier 4 restriction will be paid automatically. These businesses have already been contacted by the Council to let them know when to expect their grant.

In addition, if a local business ratepayer believes they are eligible for this grant funding but did not receive a grant during the last lockdown they are asked to fill out the online form at www.bedford.gov.uk/bsg which will be available from Monday 21 December.

Any businesses who have not received the grant but believe they should have should contact Bedford Borough Council to discuss the matter and should there be problems they should contact their Ward Councillor.

Public Reminded to Report Dead Wildfowl to DEFRA

Following confirmation of some bird flu cases in Bedford's wild bird population, the Council is reminding people to contact DEFRA if they spot any dead swans, geese, ducks or any other wild birds.

Avian Influenza (bird flu) spreads from bird to bird by direct contact or through contaminated body fluids or faeces, or via contaminated feed, water or by dirty vehicles, clothing and footwear. It isn't an airborne virus.

An 'Avian Influenza Prevention Zone' was declared across the whole of England in November, and all bird keepers in England are required to keep their birds indoors.

Public Health advises that the risk to public health from bird flu is very low. While some strains can pass to humans, it is very rare and requires very close contact between the human and infected birds.

Nevertheless, the public are reminded to not touch or pick up any dead or visibly sick birds. If you find any dead wild birds such as swans, geese or ducks you should

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report them the DEFRA helpline on 03459 33 55 77. There will be notices going up with this information and further advice.

Council Budget

The Bedford Borough Council Executive is recommending an increase in core Council Tax of 1.99% supplemented by a 1.75% Adult Social Care Precept, totalling 3.74% giving an average Band D Council Tax of £1,624.14

You can find more details about the budget proposals here:
<http://www.councillorsupport.bedford.gov.uk/documents/s53056/Item%2014%20-%20Revenue%20Budget%202021-22.pdf>

Great Barford Neighbourhood Development Plan

There is a short time remaining to respond to the above. It is important that as many residents as possible respond to the plan as it is the best way to ensure that the wishes of the village are taken into account when the additional 500 houses are imposed upon us. The plan cannot prevent the new housing but it will influence where they go and some of the conditions that the developer will have to observe.

Stephen Moon & Phillippa martin-Moran-Bryant.

DRAFT

**Appendix 3
Clerk Report**

- A tree uprooted in the churchyard.. Cople Tree Care, kindly came straight out and has taken it down. Other broken branches and trees also removed during the month.
- Village green bin floated away during floods. BBC responded and repaired this back in its original location.
- A sleeper bridge dislodged slightly on the Bridge House side on FP4. This was reported to Rights of Way and Highways.
- Nomination for Community Award 2021 for Stephen Hobbs – Litter Picking has been put forward as a nomination.
- Flood alerts around the village
- A large number of bin bags containing cannabis plants were dumped around the village. This was reported and these have been removed.
- Village hall car park bin removed and reported to BBC
- Zip wire installation on the playing field has been completed.
- The village green sign for the railings has been received and will be installed by the handyman shortly.
- Hags are expecting delivery of the Muga boards End February 2021.
- Football team have advised that due to the Covid19 restrictions they will not be requiring use of the football pitch until next September.
- Feasibility study due from Allan Burles end January 2021.
- The Legal executive from Woodfines advised that the Parish Council's file had been passed onto a legal representative and they will respond shortly.
- One response was received from the handyman advert. To be followed up by the Clerk.
- Bollard installed by village green entrance. A copy of the keys have been requested.
- No cycling signs requested for the Village Green from Rights of Way Bedford Borough Council.

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Appendix 4

Police

<u>Ref</u>	<u>Recorded Date</u>	<u>Offence</u>	<u>Street</u>	<u>Area</u>
40/67469/20	15/12/2020	Other criminal damage to a vehicle (Under £5,000)	High Street	Great Barford
40/66382/20	09/12/2020	Sec 4a POA Causing intentional harassment, alarm or distress	Hare Meadow	Great Barford
40/68849/20	22/12/2020	Theft from a motor vehicle	Pyms Close	Great Barford
40/68355/20	19/12/2020	Theft from a motor vehicle	Chapel Field	Great Barford

DECEMBER BURGLARY STATISTICS

Great Barford	2 – Attempt Dwelling x 1 Attempt Non-Dwelling x 1	1 – Non-Dwelling x 1	2 – Dwelling x 2
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Appendix 5

GBPC Neighbourhood Plan Update – January 2021

You will be aware that the Draft Neighbourhood Plan has now entered the Regulation 14, Pre-Submission Public Consultation stage. This commenced on Monday 14 December 2020, and will run until 01 February 2021. The event was publicised in the Barford Bugle, numerous Posters around the village, and on the GBPC Facebook page.

By utilising The Bugle, we were able to include a 4 page centrefold pullout, giving a brief summary of the Draft Neighbourhood Plan, where to find the full details, and how to respond. Although the Consultation is primarily an online exercise, we have also catered for anyone without internet access by having a limited supply of paper versions of the Draft Plan available on short term loan.

The Draft Neighbourhood Plan, all Supporting Documents and Link to an online Response Form are available from the Great Barford Parish Council Website, on the Neighbourhood Plan pages.

So far, we have had a steady flow of submitted online forms. Comments have been very varied, and cover the complete range of: we don't want 500 houses, to emphatic support of the whole Plan, and enthusiastic concurrence with the proposed allocation area and its selection process.

We still have a couple of weeks of consultation period to run, after which we must log and review all submissions. Redacted entries will be compiled into an annex in the Consultation Statement Document. Some comments may raise unexpected issues that could initiate amendments, and/or additions to the Draft Plan.

Having completed any amendments and finalised the Draft Plan and all Supporting Papers, we can then prepare to submit all documents to BBC for them to review and ensure we have everything in order. Once confirmed, BBC will be able to take it to the next stage in the Consultation and Independent Examination process.

Footnote:

During mid Consultation, it is unfortunate that one developer/agent has seen fit to distribute a leaflet around the village that promotes their point of view on the choice of land to allocate for development. The leaflet highlights only "*advantages*" of a "*dispersed approach*", and only "*disadvantages*" to the "*eggs in one basket*" proposed in the draft NP. It does not present a balanced argument, and therefore at this stage in proceedings, is seen as an attempt to manipulate residents' responses to a public consultation in favour of the agent's interests.

There is little we can do about this act now, but we have to consider that responses received after the leaflet drop may have been influenced by external input. We trust the residents of Great Barford are smart enough to see through this, read the original Draft NP source material, and draw their own informed conclusions when submitting a response.

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**Appendix 6
Tree report**

Date	Location	Work to be actioned	Month to be actioned	Work to be carried out by	Date Completed
CONTRACTOR TREE MAINTENANCE					
11/01/2021	Jubilee Play area (Located between Chapel Field and Green End Road)	Trim conifer hedges - located at each end of the play area.	Annual. Carry out work to avoid nesting season.	Contractor	
11/01/2021	Jubilee Play area alley/ The Brambles off of Green End Road	Bushes alongside black railings to be trimmed tightly back to the railings, on both sides, and to height of railings and cut back from the kerb edge.	Annual. Carry out work to avoid nesting season.	Contractor	
11/01/2021	Playing Field – Fishers Close boundary	Alongside Fishers Close – boundary hedges, trees and bushes to be trimmed.	Annual	Contractor	

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11/01/2021	Playing Field – corner triangle at junction of Green End Road and Birchfield Road	Maintenance to triangle of trees and trees adjacent to wooden exercise equipment as required. Works required now to remove dead wood, remove any small trees in triangle as required and reduce overhang over exercise equipment.	After immediate works, check annually and advise of any works required.	Contractor	
11/01/2021	Playing Field – alongside brook adjacent to Green End Road	Oak tree and all trees adjacent to brook. Lift trees overhanging the brook. Reduce overhang over exercise equipment. Maintenance as required.	After immediate works, check annually and advise of any works required.	Contractor	
11/02/2021	Playing Field – raised boundary from Birchfield Road to the end of the village hall car park	Advise on thinning out trees and remove dead wood. Cut back overhanging growth adjacent to the Spacenet and remove any dead trees/dead wood. Remove dead wood from trees adjacent to arable field by the drainage ditch	After immediate works, check annually and advise of any works required.	Contractor	
11/01/2021	Village Hall car park	Surrounding brambles, trees and hedges to be trimmed and dead or dangerous branches removed	September	Contractor	

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11/01/2001	Crossroads - trees adjacent to High Street benches	Lift as required and remove any dead wood	After immediate works, check annually and advise of any works required.	Contractor	
11/01/2001	Willoughby Close	Trees on central green and horse chestnut on small green adjacent to garages. Lift and remove dead wood as required	After immediate works, check annually and advise of any works required.	Contractor	
11/01/2020	Pyms Close	Lift as required and remove any dead wood	After immediate works, check annually and advise of any works required.	Contractor	
11/01/2021	Church Walk	Trim back vegetation and lift/cut back trees as required and remove any dangerous or deadwood. Question for contractor - There is tree at the start of the main section of vegetation (from High Street) which has a hollow under it. Does this need to be removed?	After immediate works, check annually and advise of any works required.	Contractor	
11/01/2021	Graveyard/Church Walk	Row of Hornbeam trees – lift and remove dead wood as required. Advise as to health of trees.	Lift every 2 years	Contractor	

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11/01/2021	Graveyard adjacent to vehicle gate – New Road entrance	Trim sides and top of hedge	Annually	Contractor	
11/01/2021	Churchyard	Yew trees alongside High Street wall. Trim all sides and tops and remove any other growth ie elders	Annually	Contractor	
11/01/2021	Churchyard – New Road	Trees in churchyard, alongside New Road - raise, bring back overhang and remove dead wood –	Every 2 years	Contractor	
11/01/2021	Village Green – new Road	Regular maintenance to Willow tree and remove any dangerous branches or dead wood for other trees on the village green	Every 5 years – check with contractor best time of year After immediate works, check annually and advise of any works required.	Contractor	
11/01/2021	Churchyard adjacent to pub car park – New Road	Cut back/lift overhanging branches	Every 2 years – Winter	Contractor	

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11/01/2021	Graveyard boundary with Woodpecker Close and New Road	Boundary trees and bushes need to be cut back regularly and any dead wood removed.	Contractor to advise on works required and frequency	Contractor	
11/01/2021	Woodpecker Close boundary with New Road	Trees alongside post and rail fence on boundary with New Road. Lift and remove dead wood as required	Every 2 years	Contractor	
CONTRACTOR HEDGEROW MAINTENANCE					
11/01/2021	Addingtons Road	Allotment hedge (£132 + VAT yearly – 3 year contract) and field boundaries	Ask which month would be best to schedule)	Contractor	
11/01/2021	Birchfield Road/Playing Field	Flail hedgerow and trees annually	(awaiting quote)	Contractor	

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GARDEN OF REMEMBRANCE					
11/01/2021	Garden of Remembrance	Bushes, shrubs and ground maintenance	Monthly	Contractor -	
REGULAR HANDYMAN TASKS					
11/01/2021	The Spencers	Cut back entrance bush	Outside of nesting season – September to end of February	Handyman	
11/01/2021	Willoughby Close	Clear brambles etc community orchard area plus trim back overgrowth from neighbours	Yearly	Handyman	
11/01/2021	Willoughby Close/Brookside bridge	Cut back Pyracanthas bush	Cut right back in March and again in September if needed	Handyman	
11/01/2021	Bedford Road (Chapel; Field to Coopers Close)	West side keep tidy, one section	Yearly BBC owned. Actioned annually by PC after nesting season (September)	Handyman	

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11/01/2021	Jubilee Play Area	Cut back bushes alongside wooden fence (- Strawberry Fields boundary)	Half yearly	Handyman	
REMINDERS FOR WORKS REQUIRED BY PRIVATE INDIVIDUALS AND OTHER ORGANISATIONS					
11/01/2021	Chapel Field	Boundary to Home Farm.	Yearly	Land owner/BBC	
11/01/2021	High Street	Field Boundary	Yearly	Land owner	
11/01/2021	Riverside Path	Hedges, Ivy and trees	Yearly	BBC, EA and Private	
11/01/2021	Brook Footbridges	Hedges and Ivy	Yearly	BBC, PC and Private	
11/01/2021	Roxton Road	Trees and hedging both sides need trimming	Yearly	BBC - Highways	
11/01/2021	Opposite Gill	Email Highways yearly to trim hedges back	Yearly	BBC - Highways	
11/01/2021	The Brambles	Left hand side of entrance road	Yearly	BBC Highways	
11/01/2021	Brook Lane	Hedge – regularly grows over road signs	Yearly	BPHA	

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11/01/2021	Roxton Road/Penwrights Lane junction	Overgrown conifers. Check annually if impeding footpath write to homeowner	Yearly	Resident/BB C if required	
WOODPECKER CLOSE MAINTENANCE					
11/01/2021	Graveyard car park hedge/shrubs	Trim back hedge and shrubs	Part of Woodpecker Maintenance Contract	Handyman	
11/01/2021	Woodpecker Close	Hedgerow along the Parish Council boundary including alongside drainage ditches should be cut annually to height of fence (and tidy outside 1, 7, 19)	Part of Woodpecker Maintenance Contract	Handyman	
GRAVEYARD MAINTENANCE					
11/01/2021	Churchyard	Remove tree suckers and banding of ivy	Part of graveyard maintenance	Handyman	

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Tree specialist report

<i>Date</i>	<i>Location</i>	<i>Work to be actioned</i>	<i>Notes</i>	<i>Contractor Used</i>	<i>Date Completed</i>
<i>04/10/2020</i>	<i>Brook Lane</i>	<i>Weed path entrance</i>	<i>Handyman</i>	<i>RH</i>	<i>COMPLETED</i>
<i>04/10/2020</i>	<i>Chapel Field (hedge that fronts onto Bedford Road that Russell cuts a section of each year)</i>	<i>Cut hedge</i>	<i>Handyman</i>	<i>RH</i>	<i>COMPLETED</i>
<i>04/10/2020</i>	<i>Willoughby Close/ Brookside bridge</i>	<i>Cut back shrubs (pyracanthas)</i>	<i>Handyman</i>	<i>RH</i>	<i>COMPLETED</i>
<i>04/10/2020</i>	<i>Woodpecker Close</i>	<i>Litter pick edges by grids and cut by 57 Woodpecker Close</i>	<i>Handyman</i>		
<i>04/10/2020</i>	<i>Woodpecker Close</i>	<i>Replace broken grid</i>	<i>Handyman</i>		
<i>04/10/2020</i>	<i>Playing Field (Fishers Close)</i>	<i>Fill in large rabbit holes by the gate</i>	<i>Handyman</i>	<i>RH</i>	<i>COMPLETED</i>



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04/10/2020	Graveyard Car Park – field boundary	Clear away fallen branch	Handyman	RH	COMPLETED
04/10/2020	Dothans Close	Clear green area – remove timber	Handyman	RH	COMPLETED
04/10/2020	Village Hall Car Park	Remove Bin	Handyman	RH	COMPLETED
11/01/2020	Playing Field	Bench by the ditch at the front of the playing field – slat broken – needs repairing	Handyman		
11/01/2021	Noticeboards	Clean all village Parish Council noticeboards	Handyman		
11/01/2021	Noticeboards	Drill ventilation holes in Parish Council notice boards	Handyman		
11/01/2021	Village Green	Put up Village Green Sign	Handyman		
04/10/2020	Willoughby Close	Inspect tree {sycamore} outside 27 and 29 Willoughby Close	Contractor	Tm trees – 07515 455 330	COMPLETED October 2020
04/10/2020	Decayed/Dead Hornbeam branch	The Hornbeam adjacent to Row 7 of the PC Graveyard has a large dead/decayed branch overhanging the footpath. The damage seems to go back to the main bough, with bark peeling off and split opening up.	Contractor		COMPLETED

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11/01/2021	Playing Field	Order 2 missing caps for horizontal ladder	Clerk to order and Handyman to fit	Kompan?	
04/10/2020	Jubilee Play area	New playground laminated sign as old one has faded		Chairman – Graham Pendrey	COMPLETED
11/01/2021	Chapel Field	Hedge to be cut as covering street light			
04/10/2020	Weeds need treating in Willoughby Close alley into High Street (by 11b High Street)	Highways advised that they will monitor this but felt it was not necessary at the moment		Highways	COMPLETED – NOVEMBER 2020

Appendix 7

<p>Purpose of site meeting</p>	<p>Decide on site of new wheelie bin enclosures</p>
<p>Date</p>	<p>19/12/2020 10am</p>
<p>Present</p>	<p>Graham Pendrey, James Rudgley, David Garrard, Di Ames</p>
<p>The working party met on the Village Green in order to decide the site of installation for the new wooden enclosures for the wheelie bins. Sites discussed were:</p>	
<p>1. Placing one of the wooden enclosures up by the railings adjacent to the road and behind the railings to enable visitors to deposit their rubbish when leaving the site.</p>	
<p>2. Placing both wooden enclosures behind the large tree easily accessible from the path for emptying and for use by visitors. Openings to face the river. The concrete plinth needs to be set away from the tree by approximately 2 metres to allow for tree growth and roots and allow digging of the foundations without damaging the tree.</p>	
<p>Both Options were discussed. It was felt that option 1 would be more difficult to install as there is a slight incline and may present difficulties when emptying. Option 2 was the preferred option. In line with the above suggestion the bins located in the near vicinity pictured below would be removed apart from one farthest from the site. Proposal – option 2</p> <p>Please note removal of the bins and re positioning around the village will need to be with the agreement of Bedford Borough Council to ensure that all waste is collected.</p>	
<p>Remove for re use around the village</p>	
<p>Remove black Plaza bin and relocate with Dog waste bin to this site</p>	

Chair Initials:

<p>Double waste bin to be relocated to the playing field</p>		
<p>To remain in situ</p>		
<p>Whilst onsite a number of other maintenance issues were highlighted for discussion at the next parks and Open Spaces committee: Proposal: re visit general maintenance plan and ensure benches and signs are examined yearly.</p>		
<p>Sign needs cleaning</p>		
<p>Main notice board would benefit from some ventilation holes to prevent misting up. Other notice boards around the village could also benefit</p>		
<p>Damage to grass in front of benches. Could benefit from either an extended concrete pad or grasscrete to protect the grass. Some general cleaning and maintenance of the benches could be added to the schedule yearly.</p>		
<p>The Lion head standpipes need repainting. Since the meeting 2 volunteers have come forward to assist with this task.</p>		

Appendix 8
Draft Budget and proposed precept

<u>Expenditure and Estimates</u>		Draft Budget 2021-22 (£)
Staff costs	Clerk's salary	23,618
	Pension	5800
	Payroll provision	210
Finance	Newsletter	2640
	Fees/advice	200
	Section 137 payments	500
	CIL	0
	Prizes	100
	Grants	500
	Election	200
	Clerical expenses	100
Administration	Office equipment/stationery	600
	Telephone & broadband	300
	Insurance & audit	4162
	Affiliations	676.26
	Dog Control orders	50
	Village Hall hire	480
Open spaces	Grass cutting - general	10,080
	Woodpecker Cose grass cutting/maintenance	2310
	Playing field maintenance	1200
	Play area & play equipment costs	2000
	Pest control	350
	Tree maintenance	2500
	Open space maintenance	-

2019/2021 – 470

<u>Expenditure and Estimates</u>		Draft Budget 2021-22 (£)
Other payments	Training	300
	Chairman's expenses	100
	Software packages	250
	Website	250
	Allotment costs	800
	Graveyard Gardener (prev. Graveyard costs/gardener)	800
	Graveyard costs	280
	Graveyard maintenance (Prev - Graveyard Grass Cutting/maintenance (caretaker))	3150
	Litter picker	-
	Handyman materials	-
	Handyman maintenance tasks	-
	Handyman	-
	General repairs refurbishment	-
	Planned/breakdown/general maintenance	3500
	Christmas tree	300
	Street lighting	3762
	Parish Council office	1560
	CCTV	200
	Defibrillator	60
	Neighbourhood plan	500
Councillor expenses	50	
Events	150	
Totals		74,588

2019/2021 – 471

<u>Income</u>		Draft Budget 2021-22 (£)
Finance	Allotment	1200
	Newsletter	600
	Grass cutting	820
	Graveyard	900
	Refunds/insurance claims	0
	Donations	0
	Grants	0
	Cil receipts	0
	Sports income	0
	Interest	20
	Fees	
	Precept	70,978
	Slipway	70
Totals		74,588

The proposed precept for 2021/2022 is **£70,978**.

Approximately £82.22 for a band D property. An increase of £4.35, 5.60%.

NOTE: this has been calculated using the proposed tax base for 2021/2022 so may be subject to change.

2019/2021 – 472**Appendix 9****Payments, Direct Debits January 2021****Payments**

Date	Company	Description	Amount	Cheque No
19th Jan 2021	Russell Harley	Grass cutting and Woodpecker Close and graveyard maintenance	£1290.00	003633
19th Jan 2021	Russell Harley	Handyman and play checks and opening	£56.00	003633
19th Jan 2021	Bespoke Media	December 2020 issue of Barford Bugle	£733.00	003634
19th Jan 2021	Mazars	Annual External Audit	£480.00	003635
19th Jan 2021	Cople Tree Care	Make safe and removal of trees in churchyard	£499.00	003636
19th Jan 2021	ICO	Annual data protection fee	£40.00	003637
19 th Jan 2021	Melanie Allsop	Garden of Remembrance maintenance	£120.00	003638
19 th Jan 2021	Wave (Anglian Water)	Allotments water 08 Sept 2020 – 23 Dec 2020	£225.11	003639
19th Jan 2021	Sign of the Times	Village Green sign	£924.84	003640
19th Jan 2021	Andy Muskett Ltd	Street light maintenance – 3 rd quarter	£177.48	TBA
19th Jan 2021	Great Barford PCC	Water bill for graveyard	£31.41	TBA
19 th Jan 2021	Power Computing Ltd	IT support and additional security	£144.00	TBA
19 th January	F Southall & Son	Christmas tree supply, installation and removal	£510.00	TBA

Date	Company	Detail	Amount
December 2020	Bedford Borough Council	Salary Cost (incl NI and pension) & payroll provision charge	£2447.92
January 2021	E.ON	Monthly street lighting	£309.67
January 2021	TML	Telephone	£13.72

Chair Initials:

2019/2021 – 473

Ringfenced funds

	Amount
Average speed cameras donation	£3000
Village Hall car park maintenance fund	£10,000
6 months running costs	£33,850
Total	£46,850

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
College Farm	£4220.35	Nov-2020

Project	Expenditure	Paid
CCTV upgrade deposit	£902.50	2016/2017
CCTV upgrade	£3452.50	2017/2018
Swings	£7288.00	2017/2018
Tommy memorial	£651.30	2018/2019
Information Board layout	£30.00	2018/2019
2 x benches	£658.32	2018/2019
Lectern/information board	£635.00	2019/2020
Play equipment	£5667.66	2019/2020
Radar speed sign	£2571.00	2019/2020
Zip wire	£17,236.66	2020/2021
+ Village Green sign	£770.70	2020/2021

Total CIL receipts to date	£122,061.87
Total CIL expenditure to date	£39863.64
Total CIL retained to date	£82198.23

Note: Now using CIL funds from 2018 onwards. Allocations have been used (indicated by *).
+ indicates new receipt and expenditure added

Current account balance as of 30th December 2020 = £120,697.34

It was noted that the business account statement had not been received

Appendix 10 Correspondence report

Date received	From	Detail	Action
15th December 2020	Kasia Juraszek	Press release about a Public Space Protection Order to tackle street drinking	Emailed to Councillors
16th December 2020	Covid19 Health Champions	Covid Update	Emailed to Councillors
17th December 2020	Kasia Juraszek	Press release about Bedford Borough going into Tier Three- Very High Alert	Emailed to Councillors
17th December 2020	Covid 19 Health Champions	Covid 19 Snapshot	Emailed to Councillors
17th December 2020	Kasia Juraszek	Bedford Hospital Charity & Friends the launch of our new Appeal	Emailed to Councillors
17th December 2020	Bedford Borough Council	Avian Flu Alert - for information	Emailed to Councillors
18th December 2020	Cllr Phillippa Martin-Moran-Bryant	Review of the Council's Polices for the Taxi & Private Hire Trade	Emailed to Councillors
21st December 2020	John Killick	To thank you for all the help and support you have provided the team	Emailed to Councillors
21st December 2020	Covid19 Health Champions	Covid Update	Emailed to Councillors
23rd December 2020	BBC - Road Closures	Emergency Temporary Closure of Church End, Renhold	Emailed to Councillors
23rd December 2020	John Vincent	End of year greetings	Emailed to Councillors
24th December 2020	Kasia Juraszek	Press release about flood warnings	Emailed to Councillors
25th December 2020	Kasia Juraszek	Flooding Update from Bedfordshire Police	Emailed to Councillors
26th December 2020	Kasia Juraszek	Press Release: Severe Flood Warning No Longer In Force	Emailed to Councillors
29th December 2020	BBC - Martin John	Press Release - Council, Emergency Services and Volunteers Visiting Households After Floods	Emailed to Councillors
29th December 2020	Covid19 Health Champions	Covid 19 Update	Emailed to Councillors
29th December 2020	BBC - Martin John	Press Release - Recycle Your Christmas Tree	Emailed to Councillors
30th December 2020	BBC - Martin John	Press Release - A Safe and Small New Year	Emailed to Councillors
31st December 2020	Covid19 Health Champions	Covid 19 Update	Emailed to Councillors
31st December 2020	Kasia Juraszek	Press Release Correction: A Safe and Small New Year	Emailed to Councillors
4th January 2021	BBC - Dan Moore	Press release about the temporary closure of St. Peter's Street Car Park for an investigative survey ahead to works.	Emailed to Councillors
6th January 2021	BBC - Road Closures	Emergency Temporary Closure of Harrowden Lane Cardington	Emailed to Councillors
7th January 2021	CPRE	Latest edition of the CPRE Bedfordshire magazine, Bedfordshire Matters.	Emailed to Councillors
7th January 2021	Covid19 Health Champions	Covid 19 Update	Emailed to Councillors
8th January 2021	Covid19 Health Champions	Press release about a record high of COVID-19 cases in Bedford Borough	Emailed to Councillors
13th January 2021	Covid19 Health Champions	Covid 19 Update	Emailed to Councillors

Chair Initials: