

2019/2021 –

Minutes of the Meeting of Great Barford Parish Council held on the 16th March 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 was conducted online.

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

In attendance: Borough Councillor Phillippa Martin-Moran-Bryant

Clerk: Anne Papé

1. Receive and approve apologies for absence

Borough Councillor Stephen Moon sent apologies.

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

No declarations of interest were received.

3. Confirm the minutes of the following meetings.

Full Council Meeting – 16th February 2021

Parks and Open Spaces Committee – 02nd March 2021

Planning Committee – 02nd March 2021

Graveyard Committee – 02nd March 2021

Allotment Committee – 02nd March 2021

Employment Committee – 02nd March 2021

Resolved

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

Proposed – Councillor Lovesey, Seconded Councillor Edgar. Agreed by 8, with 2 abstentions.

The Clerk advised Councillors that if they wish the voting on any proposal to be recorded, they would need to request this during the meeting.

Public Participation - Standing Orders were suspended for a period to allow members of the public to address the Council.

No comments

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4. Receive the following reports:

4.1 Borough Councillor

Councillor Martin- Moran-Bryant provided a verbal report

- There would be a small increase of 1.99% in Council Tax.
- A flooding petition had been presented to the Borough Council. The Borough Council was committed setting up a forum around the issue.
- A petition had been presented to and debated by the Borough Council regarding East West rail route E.
- The 430 sites put forward under the latest Call for Sites for the Local Plan were still being assessed. Ward Councillors would supply dates for the next consultation once available.
- A Traffic Order had been implemented to put in place a 'no right-hand turn' from the quarry. This was to prevent the lorries from the quarry travelling through Great Barford.

4.2 Clerk

The Clerk's report was circulated to Councillors prior to the meeting - Appendix 1.

In addition, the following items were reported:

- The new kick boards were now in place for the MUGA.
- The Borough Council had advised that it no longer supplied 'no cold calling' signs.
- The Honours Board was now ready and would be collected by Joanne Lee.

4.3 Police

Councillor Wood had introduced himself to the local police team as the new Policy Priority setting group representative. Councillor Wood reported that Operation Sentinel was having a noticeable impact on Birchfield Road and he had extended thanks to the local police.

Councillor Wood advised that a new priority was being looked into and speeding would be put forward as a suggestion. The Police had suggested Vehicle Crime.

Crime statistics were circulated prior to the meeting – Appendix 2.

5. Neighbourhood Plan

5.1 Update on Neighbourhood Plan

Councillor Pendrey supplied a report – Appendix 3.

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5.2 Discuss and agree that the Great Barford Neighbourhood Plan for Submission and supporting documents are submitted to Bedford Borough Council and that the Neighbourhood Plan Steering Group be authorised to make essential minor textual changes to the Plan for Submission and supporting documents prior to submission.

Resolved

The Parish Council resolved that the Great Barford Neighbourhood Plan for Submission and supporting documents be submitted to Bedford Borough Council and that the Neighbourhood Plan Steering Group be authorised to make essential minor textual changes to the Plan for Submission and supporting documents prior to submission.

Proposed – Councillor Pendrey Seconded – Councillor Edgar. Agreed by all.

6. General Matters requiring discussion and agreement

6.1 Review Code of Conduct

Councillors were reminded of the need to adhere to the Code of Conduct during meetings and when representing the Council. The Code of Conduct had been agreed by the Full Council. A reminder was also given that individual Councillors could not give orders or make commitments on behalf of the Council, this could only be undertaken by the Clerk as the Proper Officer.

6.2 Discuss nominations for Councillor Vacancy and agree co-option.

Each nominee gave a short introduction to the Council. The completed application forms were circulated to Councillors prior to the meeting.

Resolved

The Council resolved to co-opt Jonathan Digweed to join the Parish Council.

The Council would invite Kate Smith, as a non-Councillor, to join the Allotment Committee and Bugle Committees. The Council would invite James Polley to join, as a non-Councillor, the Website/Social Media and Bugle Committees.

Proposed Councillor Lovesey, Seconded Councillor Folbigg. Agreed by all.

Action - Clerk to contact all applicants and advise accordingly.

6.3 Update from working group on strategic plan for all Committees

An update would be given at the April Full Council meeting

Action – Clerk to include Parish Council Strategy update on the April 2021 meeting agenda.

7. Highways

The boundary change in Woodpecker Close was discussed under Item 8 of the agenda.

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8. Planning:

8.1 Receive advice from the Parish Council solicitor regarding unauthorised boundary change in Woodpecker Close.

Advice from the solicitor confirmed that the Parish Council could not sell or rent out any of the land that it owned in Woodpecker Close. The land must be maintained as open space.

Resolved

The Council resolved to write to the resident and to the Housing Association and inform them of the solicitor's advice. The land would need to be returned to public open space with planting and grass.

Proposed – Councillor Rudgley, Seconded - Councillor Garrard. Agreed by all.

Action – Clerk to write to homeowner and Housing Association.

8.2 Discuss and agree Planning Committee recommendations under 8.2.1

8.2.1 Continuous plan of action for the New Road Industrial Unit

The Parish Council would continue to monitor the situation regarding planning and environmental concerns.

8.3 Update from Councillor Wood on the EWR Route and discuss and agree proposal to provide funding to raise awareness within the village of the Route E consultation

NBCARE had changed the name of the group to BFARE (Bedford For A Re-consultation). Richard Fuller MP had facilitated meetings with Jon Shortland from Bedford Borough Council and Will Gallagher from East West Rail and a separate meeting with the Minister of State for Transport, Chris Heaton-Harris. A number of parishes had not been included in the original consultation including Wilden, Ravensden and Clapham.

Resolved

The Council agreed to ringfence £200 towards producing leaflets to ensure that Great Barford residents were fully aware of future consultations on East West Rail route E.

Proposed Councillor Wood. Seconded Councillor Edgar. Agreed by all.

Action – RFO to review accounts to include provision

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8.4 Discuss an agree comments for Major Outline Application 21/00547/MAO : Outline application with all matters reserved except access for the residential development of up to 48 dwellings (C3) Location : Land South Of Roxton Road, Great Barford, Bedford, Bedfordshire, MK44 3LP

The Council agreed to submit objections to the application. The site was outside of the Settlement Policy Area and the proposed junction would be hazardous. It was agreed that Councillor Pendrey and Clerk would prepare a response referencing appropriate Local Planning Policies.

Agreed by all

Action – Chair and Clerk to prepare and submit response.

9. Parks and Open Spaces:

9.1 Discuss and agree Parks and Open Spaces Committee recommendations under 9.1.1, 9.1.2 and 9.1.3.

9.1.1 Quotation received for Village Car park relining

The contractor had advised that it did not supply a guarantee but would expect the line marking to last between 5-10 years, depending on use. The line marking would be undertaken using a process called thermoplastic. The Councillors accepted the quotation and would like the works to be undertaken as soon as possible, preferably prior to the reopening of the Village Hall.

Resolved

The Full Council resolved to accept the quotation from Charmac for £1500.00. The Council agreed that it would like to fund the project from CIL.

Proposed – Councillor Ames, Seconded - Councillor Edgar Agreed by all

Action – Clerk to instruct works and look into payment from CIL.

9.1.2 School children competition

Councillor Ames had attended the whole school Collective Worship at the Primary School and talked to the pupils about a competition to produce a poster asking visitors to the village to keep it clean and tidy. A closing date of Tuesday 13th April 2021 had been given. Councillor Ames would supply wording to advertise the competition on the Parish Council Facebook page and Website. Councillor Ames would arrange to collect the posters from the Primary School.

Action – Councillor Ames to supply wording to the Clerk.

9.1.3 Draft strategy plan compiled by Councillor Ames

This would be discussed at the next Parks and Open Spaces Committee meeting

Action – Clerk to include Parks and Open Spaces Strategy Plan on the April 2021 Committee Agenda

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10. Graveyard:

10.1 Discuss and agree Graveyard Committee recommendations under 10.1.1 and 10.1.2:

10.1.1 Residents request for a commemorative plaque on the graveyard bench

The Clerk would draw up a policy for the installation of benches and commemorative plaques for review by the Graveyard Committee. The Full Council agreed to the placing of plaques on suitable benches. Benches would need to be measured to decide whether to place 3 or 4 plaques on each bench.

Action – Clerk to draw up policy for the installation of benches and commemorative plaques and include on the April Committee agenda.

10.1.2 Draft graveyard maintenance plan

The maintenance plan and strategic plan would be reviewed at the next Graveyard Committee meeting.

Action – Clerk to include plans on the April 2021 Committee agenda

11. Allotments:

11.1 Discuss and agree Allotment Committee recommendations under 11.1.1:

11.1.1 Development of the Allotment section of the strategic plan

The Allotment Committee had agreed a Strategic Plan statement. The Allotment Committee would agree a maintenance and inspection plan at the next Allotment Committee meeting.

Action – Clerk to include maintenance and inspection plan on the April 2021 Committee agenda

12 Employment:

12.1 Discuss and agree Employment Committee recommendations in 12.1.1 and 12.1.2:

12.1.1 Discuss and agree Handyman application.

Both handymen to be instructed to undertake cleaning, sanding and oiling of the benches around the village.

Action – Clerk to check detail in the Graveyard Maintenance agreement regarding benches and instruct Handymen accordingly.

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12.1.2 Development of the Employment section of the strategic plan

The Councillors agreed the Employment Committee recommendations, as below, for inclusion in the strategic plan.

‘The Employment section of the Strategic Plan should ensure the wellbeing of the contracted staff with annual appraisals, regular reviews, monitoring increments and relevant training.’

13. Finance:

13.1 Receive and approve schedule of invoices and receipts.

The information was circulated to Councillors prior to the meeting – Appendix 4

The Council **resolved** to approve the schedule of invoices.

13.2 Receive current bank balances, bank reconciliation and CIL information

The bank balances were noted by the Council. The Council reviewed the amount of CIL funds remaining.

14. Correspondence report and information in relation to business from previous meetings. For information only – Appendix 5

14.1 Instructions had been received for online banking for Councillor Rudgley and Councillor Ames. The Clerk was following up with NatWest.

14.2 The Councillors were advised of correspondence from residents with complaints regarding the position of the dog bin and the proximity to a resident’s garden. A complaint was also received regarding the new bin enclosure and that the wheelie bins inside the enclosure were open.

Councillors were reminded that a decision could not be rediscussed within six months except by the giving of a rescission notice and motion to the Proper Office, signed by at least 4 Councillors.

14.3 A resident has asked if the Parish Council would consider installing a red telephone box; there was currently a scheme to purchase the boxes for £1.00. Councillors recalled that this had been suggested previously but that a suitable location could not be identified and the Parish Council had not wished to pursue the venture.

The meeting closed at 21.45

Signed: _____ Date: _____

Chair Initials:

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Appendix 1 - Clerk Report

- Muga kickboards replaced Monday 15th March 2021. Any undamaged kickboards kept and stored in the storeroom.
- No Jumping Signs have been fitted by the bridge
- Confirmation honours board will be ready for collection shortly.
- Bollard on the village green installed and a copy of the key has been supplied to the handyman for grasscutting.
- A reply has been received from Andrew Prigmore. He has advised that BBC do not currently have a timeline at present of when the cameras will be fixed. The cameras would normally have to be sent back to the factory in Germany however, they are looking into an alternative solution that should get the system back up and running by the end of March
- New Payroll to commence 6th April 2021 with Dianne Malley
- A response has been received from BBC re the double yellow lines in Woodpecker Close.:
- Allan Burles from BBC has replied regarding maintenance costs and where the s106 monies were allocated.

Chair Initials:

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Appendix 2 - Police report and crime statistics

Police Figures February 2021

| | | |
|------------|---------------------------------|------------------|
| 13/02/2021 | Other Theft | Roxton Road |
| 01/02/2021 | Other criminal damage | Hunts Field |
| 13/02/2021 | Threat intent to commit rim dam | Woodpecker Close |
| 01/02/2021 | Threats to Kill | Dothans Close |

Chair Initials:

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Appendix 3 - GBPC Neighbourhood Plan Update – March 2021

On completion of the Neighbourhood Plan Regulation 14 Consultation period, we reviewed all the representations that had been received, and have considered their comments.

In total, 114 responses were received from individuals (not including Facebook comments);

5 responses were received from interested parties; and a further 5 responses received from statutory consultees and Bedford Borough Council.

All representations from online and paper responses were summarised and published on the PC website, NP pages at:

<https://greatbarford.org.uk/draft-neighbourhood-plan-regulation-14-submitted-comments/>

and the letters and emails from interested parties and consultees were reproduced in full at:

<https://greatbarford.org.uk/consultee-comments-draft-neighbourhood-plan-regulation-14-submitted-comments/>.

Some comments raised issues that needed action; we have resolved these by a few amendments to the Neighbourhood Plan, and/or the Supporting Material, but there has been no change to the overall strategy of the Plan. The amendments were to add clarity to some points, including the area of allocation, identify sources of information, and to emphasise requirements to deal with heritage and flooding concerns.

Five key concerns were identified as:

- **Flooding, surface water and drainage –**
Surface water runoff and drainage impact in Green End will be dealt with.
- **Heritage and the Green End Conservation Area –**
Heritage aspects and CA will be safeguarded, preserved and enhanced.
- **The development area –**
The land promoters/developers will be required to provide site specific surveys, identifying topics that include among others; heritage assets and drainage/flood issues, to establish the developable area within a defined boundary.
- **Green Infrastructure and Landscaping –**
The developable area will include, and be screened by, substantial landscape buffering.
- **Infrastructure to include Medical Centre –**
Improved infrastructure and health facilities will be ensured.

Chair Initials:

Summary tables showing the points raised, responses, and action taken were then compiled, and have been recorded in the supporting Consultation Statement Document.

Having finalised the Plan and its Supporting Documents, we were then able to complete a Basic Conditions Statement. The Regulations state that a Neighbourhood Plan will be considered to have met the basic conditions if:

- Having regard to National Policies and advice contained in guidance issued by the Secretary of State, it is appropriate to make the neighbourhood development plan;
- The making of the neighbourhood development plan contributes to the achievement of sustainable development;
- The making of the neighbourhood development plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area);
- The making of the neighbourhood development plan does not breach, and is otherwise compatible with EU obligations.

All 14 Neighbourhood Plan and Supporting Documents are now in a finalised state and ready to submit to the Local Authority at the Regulation 15 Stage.

The Neighbourhood Plan Committee commend the Great Barford Neighbourhood Plan to GBPC, and recommend to submit the plan to Bedford Borough Council.

Chair Initials:

2019/2021 –**Appendix 4 - Payments, Direct Debits March 2021****Payments**

| Date | Company | Description | Amount | Cheque No |
|---------------------------|----------------------------|--|---------------|------------------|
| 16 th Mar 2021 | Russell Harley | Grass cutting and Woodpecker Close and graveyard maintenance | £1290.00 | 003649 |
| 16 th Mar 2021 | Russell Harley | Handyman tasks & materials and play checks/opening | £737.50 | 003650 |
| 16 th Mar 2021 | Joanne Lee | Ink, stationery, traffic cones | £144.95 | 003651 |
| 16 th Mar 2021 | Woodfines Solicitors | Advice re boundary change at Woodpecker Close | £434.40 | 003652 |
| 16 th Mar 2021 | S Chapman | Neighbourhood Plan Consultant | £3465.00 | 003653 |
| 16 th Mar 2021 | Kwiktrade (The App Office) | Website & email services | £275.00 | 003654 |
| 16 th Mar 2021 | Power Computing | J Lee laptop repair | £144.00 | 003655 |
| 16 th Mar 2021 | Mr J Pursey | Repair allotment tap | £90.00 | 003656 |
| 16 th Mar 2021 | Andy Muskett Ltd | Street lighting maintenance 4 th quarter | £177.48 | 003657 |
| 16 th Mar 2021 | Wave (Anglian Water) | Allotments Water 08/12/2020 – 07/03/2021 | £196.51 | 003658 |

| Date | Company | Detail | Amount |
|---------------|-------------------------|--|---------------|
| February 2021 | Bedford Borough Council | Salary Cost (incl NI and pension) & payroll provision charge | £2447.92 |
| March 2021 | E.ON | Monthly street lighting | £ |
| March 2021 | TML | Telephone | £13.72 |

Chair Initials:

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 |
| +Bollard – Village Green | £426.53 | 2020/2021 |

| | |
|--------------------------------------|--------------------|
| Total CIL receipts to date | £122,061.87 |
| Total CIL expenditure to date | £40,290.17 |
| Total CIL retained to date | £81,771.70 |

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 16th February 2021 = £108,006.29

Business Reserve balance as of 26th February 2021 = £51,956.88

Chair Initials:

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Appendix 5 – Correspondence Report 2021

| Date received | From | Detail | Action |
|----------------------|-------------------------|---|------------------------|
| 16-Feb-21 | BBC | Rights of Way Closure BW 22 FP19 | Emailed to Councillors |
| 16-Feb-21 | Planning Policy, BBC | Bedford Borough Local Development Scheme | Emailed to Councillors |
| 17-Feb-21 | Planning Policy, BBC | Sharnbrook NP regulation 16 | Emailed to Councillors |
| 17-Feb-21 | BBC | Press Release - Improvement Works at St Peter's Car Park | Emailed to Councillors |
| 17-Feb-21 | BBC | Making Bedford Borough Friendlier for Bugs and Bees | Emailed to Councillors |
| 17-Feb-21 | Covid Team | Weekly Covid update | Emailed to Councillors |
| 18-Feb-21 | BBC | Press release on Test and trace Support Payment | Emailed to Councillors |
| 25-Feb-21 | Covid team | Weekly Covid Update | Emailed to Councillors |
| 26-Feb-21 | BBC | Press release about garden waste restarting on 1st march 2021 | Emailed to Councillors |
| 01-Mar-21 | PCC Events | PCC's Newsletter for March 2021. | Emailed to Councillors |
| 02-Mar-21 | BBC | Notice BB242 - notice together with map which will be advertised in the Times and Citizen | Emailed to Councillors |
| 03-Mar-21 | Covid Team | Weekly Covid update | Emailed to Councillors |
| 03-Mar-21 | Louise Ashmore | March 2021 edition of <i>Bedfordshire Bugle</i> | Emailed to Councillors |
| 03-Mar-21 | Louise Ashmore | Census day update | Emailed to Councillors |
| 04-Mar-21 | BBC | Press Release - Return to school lateral flow testing | Emailed to Councillors |
| 05-Mar-21 | Covid Team | Weekly Covid update | Emailed to Councillors |
| 05-Mar-21 | Covid Team | a pamphlet that can be used by Champions and Faith Leaders to provide people with information about the vaccine when asked | Emailed to Councillors |
| 08-Mar-21 | BBC | Press Release - Free rapid testing for workers without symptoms in Bedford Borough | Emailed to Councillors |
| 09-Mar-21 | Covid Team | Weekly Covid update | Emailed to Councillors |

Chair Initials: