

**GREAT DENHAM PARISH COUNCIL**

Minutes of the meeting of Great Denham Parish Council held at 7.30pm on 6th March 2017 in Great Denham Community Hall, 86-88 Saxon Way, Great Denham, MK40 4GP

Present: Parish Councillors

Jim Weir (JW) - Chair; Steve Gallagher (SG); Tony Harrison (TH); Donna Parsons (DP); Martin Stuart (MS)

Parish Clerk

Roz Buchanan (RB)

In Attendance

10 members of the public

Action

The meeting was adjourned for public questions as follows:

- **What can be done about catching people who litter – is there such a thing as a “littercam”?**
JW said he was only aware of the Borough Council’s (BBC) litter vans. BBC does its best to clean up but it comes down to personal responsibility. It is believed that those doing Community Service do projects including litter picking but this has not taken place in Great Denham. There will be a community litter pick on 22nd April.
- **When buildings regulations only require 1.5 parking spaces per household what can the Parish Council (GDPC) do to encourage people to park responsibly?**
GDPC consistently remind people to park responsibly but there are pressures where there might be four cars in a family. GDPC have been in touch with BBC and a visit is planned to walk around the Parish at different times of day to establish where the issues and pinch points are.
There is also to be a meeting with the Mayor and the CEO of BBC to explore whether GDPC can assist with enforcement and whether any devolved powers may be available to help with this.
- **Sainsburys car park is being abused, with contractors parking there all day and people using it as a short cut.**
JW is meeting the owners of the land to discuss the possibility of introducing a maximum stay. He has discussed use of the car park as a short cut with BBC who has suggested the owners consider road markings which tend to encourage safer behaviour.
- **When will the TRO be introduced in Broadmead Avenue?**
JW will ask Andy Prigmore (AP) when they meet.
- **The lights in Broadmead Avenue are still not working.**
RB will continue to chase this until it is resolved.
- **Letters have been received advising residents that the annual charge of £120 for the Country Park (CP) will be invoiced at the start of April. This is very short notice and the CP is not yet finished. It is also unfair as those in the older part of the development do not pay this charge.**
The charge is a part of the purchase and rental agreements of all those who have bought or rent in Great Denham and cannot be avoided. MS has had some previous correspondence with the Mayor explaining this and which he read out to the meeting. In addition MS noted those living in housing association homes have already been paying a monthly charge as part of their rent. The issue is one of timing as the CP is not yet fully functioning and the short notice may also cause financial hardship for some.
MS suggested that the matter be taken up with BBC by our Borough Councillor Mark Smith.
- **Houses of Multiple Occupation (HMO) are exacerbating the parking issues, especially where the garage is being let separately. What can be done?**
The officer responsible within BBC has advised that when considering applications for HMO the number of parking spaces do not come into their calculations.
- **What is the likely timescale for the introduction of the TRO in Muirfield?**

JW

Clerk

Clerk

BBC is considering a scheme and once this has been agreed the residents will be consulted again.

- **Can the small gate at the School be closed?**

No, this cannot be done due to safety reasons. JW will ask the Head if it can be closed once school ends for the day i.e. during after school clubs.

- **Footpath 1 is still closed. When will it reopen?**

Although the order was for 6 months from 1st October it also provides for it to be extended.

There were no further questions and the meeting was reopened.

JW

1. **Apologies**

Apologies were received from Mark Smith.

Resolved: The apologies were accepted.

2. **Declarations of interest**

JW declared a non pecuniary interest as a trustee of Great Denham Community Hall (GDCH) and a governor of Great Denham Primary School. MS declared a non pecuniary interest as a trustee of the GDCH.

3. **Minutes of the last meeting (6/2 2017)**

Resolved: The minutes were agreed as an accurate record and signed by JW.

4. **Safety and Wellbeing**

a) **Highways BBC/DWH – update**

JW reported that he has been liaising with AP for a number of years over parking issues.

The first TRO scheme in Muirfield failed due to lack of support but a new scheme will be consulted upon and should succeed this time. The installation of a barrier along Kingswood Way up to the lights to encourage use of the crossing has been considered but may not be practicable due to the bollards.

AP has said he will review parking opposite Sainsburys once building work is finished there. As reported under Public Questions JW and AP will walk the parish to see where problems exist and try to find solutions.

The temporary repairs to the potholes around the Great Denham roundabout should be made permanent in 2 to 4 weeks.

An order has been placed to cut back the undergrowth on the bypass crossing opposite Kingswood Way.

The directional white lines at the Great Denham roundabout should be in place in the Spring.

b) **Defibrillator**

GDPC believe the purchase of a defibrillator would be a good idea but there are a number of things to consider including its location and whether to fund raise or pay for it. DP will review the information received by email and report back.

DP

5. **Pride in Great Denham in partnership with Residents Association**

DP reported that a productive meeting had been held with Mark Weedon of the Residents Association (RA).

a) **Litter picks**

A community litter pick will be held on 22nd April and as many people as possible should be encouraged to join in. Details will be posted on both the Parish and RA websites and posters will go up. DP noted that BBC post success stories about litter picks and it would be good to get included in one.

b) **Parking – update**

Covered above.

c) **Links to Housing Associations**

JW and DP met with Aldwyck who have confirmed they will not be funding the youth club.

JW may have a contact who can help GDPC to set up a youth club and once a structure is decided there are some volunteers who may help.

6. Communication – Residents/BBC/Developer/Services

a) **Events – Open Day Community Hall**

There will be an Open Day from 11am to 4pm on 18th March. There will be free tea/coffee and cakes and free sweets for children plus a free bouncy castle. Regular hirers will be there to showcase their classes and the Trustees will be on hand to answer questions. The Community Hall newsletter will be going out this weekend and will, amongst other things, highlight the event.

7. Local services

a) **Great Denham Community Hall – update**

MS reported that advance bookings were very positive and reinforced the importance of the above mentioned Open Day in encouraging people to come and see what is on offer.

b) **Expansion of Great Denham Primary School**

The expansion of the school has been notified to the public by way of a statutory publication in the local press.

8. Planning and infrastructure

a) **Neighbourhood Plan – update**

Jemma Mclean from Beds. Rural Communities Charity has offered to meet and discuss the creation of a Neighbourhood Plan for Great Denham and to attend a PC meeting.

Resolved: RB will arrange a meeting and invite her to the PC meeting in May as she is not available in April.

Clerk

b) **Planning applications**

i. **17/00280/FUL – 8 Carnoustie Drive**

The documents have been seen by all PCs and they were in agreement that the scheme is intrusive and over developed and will cause issues of privacy for neighbouring properties. In particular the side windows on the balcony and the rooflights will cause issues of privacy. The balcony will cause similar problems. There were no objections per se to the single storey extension but there were concerns that its use as a cinema room could create unacceptable noise levels. A request will be made that the room should be fully soundproofed and only used as proposed if the full length exterior doors are closed. If planning permission is granted this latter request should be a condition of such permission.

Resolved: RB will draft and circulate a letter to BBC setting out the above objections and concerns.

Clerk

ii. **17/00570/FUL – 35 Carnoustie Drive**

Resolved: This was unnotified business but it was unanimously agreed to discuss the application as the next meeting will not be until 3rd April.

Resolved: There were no objections to this application

c) **CCTV (Installation & maintenance)**

TH confirmed all cameras were installed and working and the issues surrounding the location of the pole in Greenkeepers Road had been amicably resolved.

9. Finance

a) **Capital spend Great Denham Community Hall**

Questions have been raised about the spending relationship between GDPC and GDCH. JW has produced a document which sets out exactly what has been spent and the source of the funds. He has also produced notes to accompany the figures which fully explain each item. These documents will go on the website with the draft minutes.

Clerk

b) **Annual Audit**

Each year, before 31st March, GDPC must consider the following items in order to comply with the terms of our audit.

i. **Risk Register**

This identifies all known risks and the action taken to mitigate the risk. RB had circulated the current Register with suggested amendments (copy attached).

Resolved: It was unanimously agreed to amend the Register as proposed and it will be signed at the next meeting.

JW/Clerk

ii. Effectiveness of internal audit

JW read out the document to confirm the internal audit meets the criteria.

Resolved: It was unanimously agreed that all the criteria of the Effectiveness of Internal Audit were met and the document was signed by JW (copy attached).

iii. Fidelity Guarantee

There is £150k of Fidelity Guarantee provided in GDPCs insurance cover for staff fraud.

Resolved: It was unanimously agreed that the Fidelity Guarantee was sufficient.

c) Finance report and Payments

The Finance Report had been circulated and a copy is attached to these minutes. All receipts were available for inspection.

Resolved: All payments were approved. The cheques were signed by JW and MS and all electronic payments which had been approved by two councillors were initialled together with the invoices.

Resolved: The quarterly Financial Checks due in March will be completed before 31st March and will be signed at the next meeting.

Clerk/DP

10. Correspondence

All correspondence was available and a list is attached to these minutes.

Resolved: There was no correspondence requiring any further discussion.

11. Any other business – for exchange of information only

The lights still appear to be on at the pharmacy outside the hours allowed by the planning permission. RB will follow this up.

JW advised that RB has resigned and will be leaving her post at the end of June. A recruitment advert has been agreed and will be published.

Clerk

Clerk

12. Date of next meeting

The next meeting will be the Planning Committee on 3rd April and the next PC meeting will be on 8th May.

There was no further business and the meeting closed at 8.30pm.