



## GREAT DENHAM PARISH COUNCIL

**Minutes of the Annual Meeting of Great Denham Parish Council held at 7.30pm on 14<sup>th</sup> May 2018 in Great Denham Community Hall, 86-88 Saxon Way, Great Denham, MK40 4GP**

**Present: Parish Councillors**

Jim Weir (JW) - Chair; Steve Gallagher (SG); Donna Parsons (DP); Parbinder Kaur (PK)  
Martin Stuart (MS)

**Borough Councillor**

Mark Smith (MWS)

**Parish Clerk**

Anna O'Meara (AOM)

**Members of the Public**

Nine people were present

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Action</b> |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. | <b>Election of Chairman and Vice Chairman</b><br><br>Chairman – MS proposed JW continue in the post of Chairman, which JW accepted. Seconded SG.<br><b>Resolution: JW was elected as Chairman by unanimous vote. The Chairman's Declaration of Office was duly signed and dated.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |
| 2. | Vice Chairman – JW proposed that MS be elected as Vice Chairman. Seconded by PK.<br><b>Resolution: MS was duly elected as Vice Chairman by unanimous vote.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |
| 3. | <b>The meeting was adjourned for public questions as follows:</b><br><br><u>1. Various Issues re parking were raised by residents</u> <ul style="list-style-type: none"> <li>Parking and obstruction on King Alfred Way. Residents who have allocated spaces are continuing to park along the side roads, in spite of double yellow lines, and causing an obstruction, blocking T-junctions, and preventing emergency vehicles from passing safely – the Fire Service has already had occasion to leave notes on vehicle windscreens asking to move. The Parish Council will consider this for the 2<sup>nd</sup>/future phase of parking enforcement once the development along King Alfred Way is complete, and asked Acting Inspector Kelly Day (Guest) for assistance. Acting Inspector Day advised that whilst limited to act re parking enforcement, they are able to act if parking creates obstruction/is dangerous. She will ask her team to visit.</li> <li>Concerns were raised over parking of Commercial vehicles on roads and whether this is allowed as this seems to be increasing e.g. Cherry Picker parked on road down from Broadmead.</li> <li>Traffic and parking in Muirfield for school drop-off/pick-up – what is the latest on this? JW advised that when the PCSO visited there was limited evidence, probably due to the police presence. He also explained that the previous consultation to introduce double yellow lines in Muirfield had generated objections from some Muirfield residents which has prevented this being implemented.</li> </ul> <b>Action: Acting Inspector Day to arrange for Rural Policing Team to visit on site to take appropriate action where possible.</b><br><b>Action: Residents were encouraged to report any details to Clerk who will pass onto Policing Team.</b><br><br><u>2. Motorbikes using the pathways in the Country Parks</u> are becoming a nuisance, both in terms of noise and damage to the pathways. Residents were asked to report any incidents to Police via 101, as there is currently a wide-spread operation tackling off-road bikes (Operation Meteor).<br><br><u>3. Wortham Close Fencing</u> - Barratts homes have recently installed fencing at end of Wortham Close, blocking access to the path/Park. Following resident complaints, Barratts have confirmed that there will now be access to Park provided through the fence. JW advised that in this situation there was little the Parish Council can do, as this fence was in the plans.<br><br><u>4. Progress on issues raised previously re pot-holes, road surface and status of pedestrian/cycle bridge over river.</u> - Clerk reported that these issues have been raised and chased with David Wilson |               |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|     | Homes and she has been advised by them that a Contractor is being appointed who will then address the road surfacing/pavement issues. There is nothing to report on the pedestrian bridge at the moment.<br><b>There were no further questions and the meeting was reopened.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |
| 4.  | <b><u>Guest speaker</u></b><br>Acting Inspector Kelly Day attended from the Rural Policing Team (North) to meet the Councillors and residents in attendance. She gave a brief overview of her team (4 police Officers, 8 PCSOs, 1 Sergeant) and the breadth of area they cover (147 parish areas). For Great Denham the PC is Kerry Jones and the PCSO is James Dancer. She welcomed the opportunity to attend the meeting and hear issues being discussed and raised by residents and will brief her team accordingly. JW and MS highlighted some current concerns re the antisocial behaviour in the Park and Ride (fly tipping, evidence of drugs use/nitrous oxide canisters), and stressed the need for greater police visibility and presence which would be helpful.                                                                                                                                                                                                                                                                                |       |
| 5.  | <b><u>Apologies</u></b> - All Councillors were in attendance and no apologies recorded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |
| 6.  | <b><u>Declarations of interest</u></b><br>JW declared a non-pecuniary interest as a trustee of Great Denham Community Hall (GDCH) and a governor of Great Denham Primary School.<br>MS declared a non-pecuniary interest as a trustee of the GDCH.<br>SG declared a non-pecuniary interest as a trustee of the GDCH.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |
| 7.  | <b><u>Minutes of the last meeting -</u></b><br><b>Resolved: The minutes were agreed as an accurate record and signed by JW.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |
| 8.  | <b><u>Finance</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |
| 8.1 | <b><u>Annual Audit</u></b><br>(a) <u>Internal Audit</u> – the report from the internal auditor had been received and no issues had been reported. The Internal Auditor has signed the Annual Return for the Council.<br><b>Resolution: The Internal Audit report was accepted.</b><br>(b) <u>Annual Governance and Accountability Return (AGAR)</u> . The governance statements were read out and duly agreed and the return was signed. The Clerk advised that the annual period for Public Inspection of the Accounts would commence on 4 <sup>th</sup> June and run for 30 days until 13 <sup>th</sup> July; during this time any elector could inspect the accounts by appointment. Notices will be published on the Parish Noticeboards with details in due course.<br><b>Resolution: Section 1 of the Annual Return was unanimously approved and signed and dated by AOM as Clerk/RFO and JW as Chair</b><br><b>Resolution: Section 2 of the Annual Return was unanimously approved and signed and dated by AOM as Clerk/RFO and by JW as Chair.</b> |       |
| 8.2 | <b>Resolution: Clerk to ensure Annual Return is made to auditors in timely manner.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Clerk |
|     | <b><u>Finance Report</u></b><br>The Finance Report had been circulated and a copy is attached to these minutes. All receipts were available for inspection<br>(a) <b>Resolution: All payments were approved and all Bacs payments approved by two councillors were initialled together with the invoices. Cheque100418 was signed by JW and MS for ICO registration fee.</b><br>(b) <b>Resolution: the new nationally-agreed payscales for Clerk were approved for payment.</b><br>(c) <b>Resolution: the affiliation fee for the County Association BATPC (Bedford Association of Town and Parish Councils) was agreed for 2018/19.</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |       |
| 9.  | <b><u>GDPR Preparation</u></b><br>Following discussion at last month's Parish Council meeting, a number of Council policies have been                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|             | <p>updated/written to ensure that Great Denham is prepared for the introduction of GDPR at end of May 2018.</p> <p>Information and Data Protection Policy, Data Retention and disposal Policy, Social Media and Electronic Communication Policy and Transferable Data Policy were all presented for review, together with updated privacy notices. Consent will be requested from any resident whose email is retained on Parish Council distribution list for news items, Parish Council agendas and minutes etc.</p> <p><b>Resolution: all policies and privacy notices were agreed and will be published on Parish Council website. Clerk will write to everyone on email distribution list to advise of GDPR and request their consent for future correspondence by email.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Clerk |
| <b>10.</b>  | <b><u>Local Services, Policing and Parking</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |
| <b>10.1</b> | <p><b><u>Management of Open Spaces</u></b></p> <p>MS gave a short summary of dialogue to date with Bedford Borough Council and the concerns that the Parish Council had been raising and pursuing on behalf of residents (the reasonableness of the original decision, the legal basis for inclusion of the 2 Play parks in the maintenance sum, the ongoing openness and transparency regarding how the monies were being used/expenditure). The Borough Council have self-referred to their Complaints Process; this was completed and disappointingly all concerns raised have been dismissed – a copy of their decision report will be published once available. The Mayor and Chief Executive of BBC have indicated they will attend a future Parish Council meeting and it is anticipated this will be 4<sup>th</sup> June meeting. In the meantime the Parish Council will continue to pursue on behalf of residents.</p> <p>The Borough Ward Councillor (MWS) has been asked to assist in suitable escalation of the issues and concerns. In the meantime the Parish Council understands that bills will be sent out shortly for 2018/19 and any payments by direct debit are continuing. Any resident who had queries about their bill is advised to contact the Borough Council.</p> <p><b>Resolution: Clerk to publish BBC Complaints Investigation Report on Parish Council Website when available.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Clerk |
| <b>10.2</b> | <p><b><u>Parking Enforcement Proposals</u></b></p> <p>The consultation period for the Proposal to introduce double yellow lines around junctions in the Greenkeepers Road/Saxon Way area was completed on 27<sup>th</sup> April 2018; notice had also been given by Bedford Borough Council of the intention to introduce No Verge/Pavement parking in the same areas as the first phase on a parish-wide implementation.</p> <p>9 residents commented on these proposals (including some comments on the No Verge/Pavement parking although not part of the formal consultation process). The rationale for supporting the introduction of a Traffic Regulation Order included the fact that parking on a pavement is contrary to the Highway Code; that such parking can obstruct and seriously inconvenience pedestrians, people in wheelchairs or with visual impairment and people with prams or pushchairs; that parking on a pavement can lead to an offence of obstruction (contrary to Section 137 of the Highways Act 1980) and that driving on a pavement (unless to gain access to your own driveway) is a specific offence under Section 72 of the Highways Act 1835. As a parish Council, we should do all possible to promote pedestrian safety and discourage obstruction.</p> <p>The Parish Council discussed the comments received as many had requested additional yellow lines to be introduced opposite junctions, to prevent obstructive parking. It was noted that whilst it is not possible to amend the current proposal, these additional requests will be considered separately as a future scheme.</p> <p><b>Resolution: It was unanimously agreed to proceed with the plans for No Verge/Pavement parking as per the proposal. Implementation is anticipated to take around 6 weeks.</b></p> <p><b>Resolution: It was unanimously agreed to proceed with the proposals for Double Yellow Lines at junctions as per the proposal. The Parish Council thanked residents for their comments and noted the additional requests which will be taken up in a future proposal.</b></p> <p><b>Resolution: Clerk to contact BBC Highways Department re implementation, timescales and budget.</b></p> | Clerk |

|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                     |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 10.3 | <p><u>Parish Priorities for next Community Policing Meeting</u></p> <p>The next meeting is on 16<sup>th</sup> May and Councillor Kaur will attend on behalf of the Council. It was agreed that the priorities for the Parish had not changed, and remain as Visible Policing, Speeding/Parking and ASB. It was also noted that motorbikes in the Country Park and litter including nitrous oxide canisters was an issue in the Park and Ride area and Police support would be welcomed as per previous agenda item (4)</p> <p><b>Resolution: Clerk to respond and confirm priorities as above in advance of the meeting.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     |
| 11.  | <p><u>Communication</u></p> <p>PK has circulated information regarding use of text messaging as an additional method of communication between Council and residents. She has an initial quote for 4p per message sent, but is expecting this to reduce following negotiations. There was broad support for this, and it was recognised that it would be a good way to reach additional people for whom email/noticeboards may not be favourable. Introduction should be subject to a costed proposal which demonstrated compliance with GDPR and data subject consent.</p> <p><b>Action: PK to bring costed proposal to future meeting.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | PK                                  |
| 12.  | <p><u>Planning/Infrastructure</u></p> <p><u>Planning Application 18/0112/FUL – single storey rear/side extension and loft conversion 16 Woden Gardens Great Denham</u></p> <p>SG advised that this application seems straightforward and can see no cause for objection. As other Councillors had still to review this, this was noted and the papers will be circulated with comments due back to meet response date of 1<sup>st</sup> June</p> <p><b>Resolution: No objection unless Clerk is notified of concerns by remaining Councillors which would change this response. Clerk to respond to Planning office by deadline 1<sup>st</sup> June.</b></p> <p><u>CCTV in Great Denham</u></p> <p>SG has circulated a report on recommendations for CCTV system (copy attached). The recommendations seek to address service stability, future maintenance (budget and supplier) ongoing recording and monitoring arrangements.</p> <p><b>Resolution: The recommendations were agreed unanimously. SG to move ahead with re-tendering of maintenance contract to replace current contract once it expires (October 2018).</b></p> | Clerk<br><br><br><br><br><br><br>SG |
| 13.  | <p><u>Correspondence</u></p> <p>All correspondence received was available from the Clerk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                     |
| 14.  | <p><u>Any other business – for exchange of information only</u></p> <ul style="list-style-type: none"> <li>Clerk reminded residents that the NHS CCG are currently running a survey for patients of Village Medical Centre to inform future plans for contract renewal. All were encouraged to complete, details are on Parish Council website</li> <li>Litter Picks – following success of March Litter Pick, and after requests from a number of residents, a schedule of Litter Picks has been agreed with BBC. Litter Picks will take place on 24<sup>th</sup> June, 9<sup>th</sup> September, 2<sup>nd</sup> December and 3<sup>rd</sup> March; meeting point will be Great Denham Community Hall and full details will be posted on website and PC Facebook page.</li> </ul>                                                                                                                                                                                                                                                                                                                                                 |                                     |
|      | <p><b>There was no further business and the meeting closed at 8.45pm. Next meeting is Monday 4<sup>th</sup> June and will be a Council meeting not Planning Committee as currently scheduled.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |