



GREAT DENHAM PARISH COUNCIL

Minutes of the meeting of Great Denham Parish Council held at 7.30pm on Monday 3rd December 2018 in Great Denham Community Hall, 86-88 Saxon Way, Great Denham, MK40 4GP

Present: Parish Councillors

Donna Parsons (DP) Chair; Steve Gallagher (SG); Parbinder Kaur (PK); Michael Cuthbertson (MC)

Borough Councillor

Mark Smith (MWS)

Parish Clerk

Anna O'Meara (AOM)

Members of Public

5 in attendance

		Action
	The meeting was adjourned for public questions as follows: 1. <u>Open Space Management</u> A resident reported that he had raised a complaint against Bedford Borough Council with the Local Government and Social Care Ombudsman. Their response is that there was no case to investigate as the injustice was not significant enough. He welcomed comments from the Council. A resident also offered that a letter had been drafted (by another resident) which has outlined questions and concerns to the Council – they will forward to the Parish Council for information. Open Space Management is an agenda item – see below for further discussion. 2. <u>Road resurfacing and streetlight connections on Saxon Way</u> A resident asked if timescales/further details were available. This is an agenda item (see below). There were no further questions and the meeting was reopened.	
1.	<u>Apologies</u> - All Councillors were in attendance.	
2.	<u>Declarations of interest</u> SG declared a non-pecuniary interest as a trustee of Great Denham Community Hall (GDCH).	
3.	<u>Minutes of the last meeting -</u> Resolution: The minutes were agreed as an accurate record and signed by DP.	
4.	<u>Parish Councillor Vacancy</u> DP advised that 2 people had expressed an interest in the current vacancy, and had met with some of the Parish Councillors. The position will be filled in order for the new Councillor to sit at the next Parish Council meeting (January) and they will be contacted in due course.	
5.	<u>Parish Councillor responsibilities</u> These need to be revised following the change of Councillors since the summer. Proposed that MC to pick up Planning, SG to pick up Police Liaison etc and OSM, PK to pick up Newsletters and Communications etc; all changes will be confirmed at the next meeting. Resolution: SG will pick up the responsibility for conducting the Quarterly Financial Review from DP (Financial Standing Order 2.2)	
6.	<u>Safety and Wellbeing</u> (a) <u>Police Liaison – update from Police Priority Meeting</u> SG reported on the meeting of 20th November and that the priority for Great Denham was agreed as theft from motor vehicles. He also noted that the response from residents following the Police Community Event on 15th October had been fantastic, and the Police reported that	

	the evidence provided by residents was proving beneficial. The Police had also remarked that Great Denham was very well served by Council-provided CCTV and this was also proving beneficial. A further Community event will be organised in the next 2 months (diaries permitting). Resolution: Clerk to liaise with Police team re future Community Event. (b) <u>Street Lighting – update on outages reported</u> Clerk reported that the developer had confirmed that the night survey has been completed and repairs made. Clerk also advised that some of the streetlights were the responsibility of other developers (not DWH) and she had asked DWH to liaise with these developers to get repairs made, but she was also contacting the other developers directly. Unfortunately it appears that some of the reported streetlights are still out of action. Resolution: Clerk to chase developer and request a further night survey to confirm effective repairs have been made. (c) <u>Highways – update on road resurfacing</u> Clerk reported that she has raised the concerns over disruption to residents regarding this and requested timescales. DWH have apologised for the disruption and expect Phase 1 of the re-surfacing (outside the Community Hall) to be completed by Christmas. Phase 2 (Saxon Way between Kingswood Way turn and Mercia Rd junction) will start Jan 2019 – this will also include connecting the streetlights along that stretch of Saxon Way before the resurfacing work commences. Phase 3 will be the first stretch of Anglia Way (parade of shops) in March 19 and Phase 4 remainder of Anglia Way in April 2019. Action: Clerk to publish the plan on Parish Council website. (d) <u>Neighbourhood watch</u> DP reported that she and the Clerk attended the NW quarterly meeting for co-ordinators on 28th November 2018 as the Parish Council are keen to support and encourage NW as part of community efforts to improve safety and wellbeing in Great Denham. It seems likely that a new Area Co-ordinator for Great Denham is required. The NW team has asked to attend a future Parish Council meeting to promote this, and Parish Council support for a community event. Resolution: NW to be invited to January Parish Council meeting. Resolution: it was agreed to fund a room for the NW Community Event at the Community Hall. Clerk to liaise with NW re suitable dates in conjunction with the Community Hall	Clerk Clerk Clerk Clerk
7.	<u>Pride in Great Denham</u> (a) <u>Litter Picks/Bulb Planting</u> DP reported that the Community Bulb Planting on 25th November had seen a good turnout and the small army of volunteers had managed to plant nearly 2000 bulbs on the verge and bank on Kingswood Way entrance to Great Denham. We had also been well supported by the Borough Council and our PCSO, who had both done some planting. DP also reported on the Litter Pick on 2nd December. Although turnout for this was lower than at previous Litter Picks, all support was very much appreciated, and one resident had also done more bulb planting, which was welcomed. Resolution: Thanks were formally recorded for all the support from residents for these community activities. Resolution: Clerk to send formal thank you to Katie at Borough Council. (b) <u>Open Space Management Charge (OSM)</u> No further information had been received from the Borough Council re revenue/expenditure on this, in spite of promise of regular updates. DP advised we are going to view everything that has happened to date, but we may be limited in what we can do. However we will request information from the Borough Council under Freedom of Information Act. Resolution: Clerk to submit Freedom of Information request to Borough Council for breakdown of receipts and operational spend for 17/18 and 18/19 (YTD) for Open Space Management charge, and also details of machinery purchased across Borough (including	Clerk Clerk

	for Great Denham) and standard charge out fees used by BBC.	
8.	<u>Communication with residents/developers/Beds. Bor. Council/Services</u> <u>(a) To discuss communication approach with residents, including website and use of text messaging.</u> It was agreed that the Parish Council website would benefit from a refresh. The current platform is provided free of charge by BBC, but may need to consider moving to a paid for service which will require provision in the budget. Resolution: SG, DP and Clerk to review and prepare a proposal PK asked the Council to consider use of text messaging to contact residents. She had previously investigated and an initial estimate of £2-2.5k per annum would be required (3k – 7k recipients) – approx. £280 per message sent. She confirmed that the supplier is GDPR compliant. There was discussion on viability of possible use and number of residents who might participate – further work on this is needed in order to make an informed decision. Action: We should gauge interest via our Website and Facebook page, and include an article in next PC newsletter as well. The feedback from this can then be brought back to inform a further discussion with a view to making a decision. <u>(b) Feedback from November Parish Network meeting with MP (Alistair Burt)</u> MC and SG both attended this on behalf of the Council. MC reported that it was a good meeting and worthwhile attending in the future. A number of topics were covered, including Transport, Policing and Planning. MC reported that they took the opportunity to raise the Open Space Management charge with the MP, and how to raise the transparency re this charge. Resolution: Clerk to invite Alistair Burt to attend future Parish Council meeting at appropriate time when OSM invoices were being sent out. Action: SG to follow up conversation on OMS with MP <u>(c) Parish Council meeting dates for 2019</u> Clerk advised 2019 dates will continue to be 1st Monday of each month (unless a Bank/public Holiday) with no meeting in August. Resolution: meeting dates agreed.	SG/Clerk Clerk SG
9.	<u>Local services</u> <u>(a) Great Denham Pavilion</u> Clerk advised that an update on this had been received and that final meetings between Borough Council and Developer were taking place in next 2 weeks, with transfer to be completed just before Christmas. Details of opening will be provided once available. Clerk also confirmed that overflow parking spaces had been provided, but were not yet ready for use (response to enquiry from previous meeting). <u>(b) Community Defibrillator Purchase</u> DP advised that the order for this has been placed, and the Ward Fund grant monies received. We anticipate delivery within 4 weeks and will liaise with the Community Hall re installation.	
10.	<u>Planning/Infrastructure</u> <u>(a) Planning appeal Consultation – Change of use of land to residential caravan site, Bromham Nurseries, Bromham Road</u> This appeal is made every 2 years or so. Council opinion has not changed and comments should be submitted as previously. Resolution: Clerk to respond and resubmit objections previously sent. <u>(b) Planning application 18/02938/FUL – Single storey rear/side extension, 13 Wortham Close, Great Denham</u> Resolution: No objections recorded to this application.	Clerk

11.	<u>Finance/Clerk's Report</u> (a) Finance Report & payments – initial invoices/approve & initial Bacs 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 and all Bacs payments approved by two councillors were initialled together with the invoices. (b) Grant Application – Great Denham Community Hall CIO Events team A grant application for £3000 towards 4 community events over 12 months has been received. Resolution: It was agreed that SG excuse himself from any discussion as conflict of interest as Trustee and member of CIO events team. It was felt that this was a difficult application to assess, as this would be a lump sum for 4 events over a year and the detail provided for the events was not concrete enough to identify how the monies granted might deliver tangible benefit to residents of Great Denham, for example, rather than for marketing expenses it would be preferable to see something specific, e.g. Craft materials for children's workshops. It was also noted that the amount requested from the Parish Council seemed greater than the other sources of funding identified, and would be 60% of available PC funds for grants and donations if agreed; it was commented that the PC funding should be matched by the CIO. The Council is very appreciative of the community activity led by the CIO Events team, and is happy to support them but would prefer to see a revised application to take account of this feedback at a future meeting. The Council also recognised that its grant awarding policy does not enable more than 1 application in any 12 month period from an organisation, and that this made it difficult for organisations like the CIO to request funding for more than 1 community event each year. Resolution: Clerk to provide feedback and request amended application Resolution: Grant Awarding Policy to be reviewed at next meeting. Following this discussion MWS offered an award via the Ward Fund of £1250 for the Christmas event (Festive Fayre) and this was gratefully accepted. (c) Parish Priorities and Draft Budget 2019/20 This was discussed and the following additional items will be considered for inclusion prior to agreeing final budget and precept in January: • Speed Reduction/Road Safety measures: Provision of speed bump on Anglia way and Pedestrian Crossing Anglia Way/Saxon Way. • Community Events – Fireworks event if new venue can be identified Action: Clerk to check costs for Speed Bump/Pedestrian Crossing before next meeting. (d) Training and Risk Management Policies Resolution: Risk Management Policy agreed and adopted Resolution: Training Policy – amended to include training for Chair. Policy adopted. Action: Clerk to source training: Planning Workshop (MC), Chairperson training (DP)	Clerk All Clerk Clerk
12.	<u>Correspondence</u> All correspondence was available at the meeting and a list is attached to these minutes. Resolution: No correspondence required discussion.	
10.	<u>Any other business – for exchange of information only</u> • Christmas lights on tree at roundabout need rearranging – Clerk to deal • GDCH and PC responsibilities should be documented for future meeting (MOU) • Next Parish Council meeting is Monday 7th January 2019	
	There was no further business and the meeting closed at 9.40pm	