



GREAT DENHAM PARISH COUNCIL

Minutes of the meeting of Great Denham Parish Council held at 8pm on 4th February 2019 in Great Denham Community Hall, 86-88 Saxon Way, Great Denham, MK40 4GP

Present: Parish Councillors

Donna Parsons (DP) Chair; Steve Gallagher (SG); Michael Cuthbertson (MC); Jo Ruskin (JR); Chris Slinn (CS)

Borough Councillor

Mark Smith (MWS)

Parish Clerk

Anna O'Meara (AOM)

Members of the Public

6 in attendance

		Action
	The meeting was adjourned for public questions as follows: There were no public questions as all covered by agenda items There were no further questions and the meeting was reopened.	
1.	<u>Apologies</u> All Councillors were present	
2.	<u>Declarations of interest</u> SG declared a non-pecuniary interest as a trustee of Great Denham Community Hall (GDCH) JR declared a non-pecuniary interest as a governor of Great Denham Primary School.	
3.	<u>Minutes of the last meeting -</u> Resolved: The minutes were agreed as an accurate record and signed by DP	
4.	<u>Parish Council Vacancy</u> The Council has invited Chris Slinn to join the Parish Council as a co-opted Councillor. Resolution: Chris Slinn confirmed as co-opted Councillor and the Acceptance of Office was signed and witnessed by the Clerk.	
5.	<u>Safety and Wellbeing</u> Chris Staite (guest speaker) gave a briefing on the proposed Streetwatch operation that he is setting up in Great Denham in partnership with Bedfordshire Police. Streetwatch participants are effectively volunteer PCSOs, people who are proud of their community, want to emphasis community spirit and to act as the eyes and ears of the police on the ground. All applicants will be vetted by the police as part of the application process, and are expected to commit to a minimum of 2 hours each month. Hi-visibility jackets are provided, and the areas to be patrolled at identified with the police from crime stats/information as those likely to benefit from this extra visibility. All patrols are scheduled and recorded on the police website; initial patrols will be accompanied by police personnel as part of the training. The Streetwatch Co-ordinator (Chris) will receive crime data from the police each month to identify areas for patrol. Chris has received expressions of interest from 21 people so far, and 6 people have put in vetting forms. The Police have suggested that around 20 participants would be ideal for a community the size of Great Denham. Anyone interested in joining this, please contact Chris Staite via email: chris@yourdreamnet.co.uk	
6.	<u>Pride in Great Denham</u> (a) <u>Great British Spring Clean</u> This will take place between 22 nd March and 24 th April this year. Last year the Parish Council organised a Litter Pick and also involved Great Denham Primary School in a poster competition, awarding book tokens for the best posters. The posters were displayed in the Community Hall	

	and generated a lot of interest and excitement from children when they visited the Hall to attend groups (Brownies, etc). This year the focus is on single use plastic, and resources (posters) are available from the official website. Resolution: the Council will participate with an event on 14th April 2019, details to be confirmed. Clerk to confirm availability of litter picking equipment with BBC Resolution: the Council will run another poster competition with the school (subject to agreement from the school) and a budget of £100 was agreed to support this. (b) Update on Parking restrictions and enforcement (no verge parking/double yellow lines) Installation of signage and double yellow lines had now been completed by the Borough Council (with the agreement of David Wilson Homes, and on behalf of the Parish Council). A resident present at the meeting had raised concerns about the installation of no verge/no pavement parking on her small close, as she felt it was too narrow and would cause problems for residents, for example visitor parking etc. She enquired on the process for requesting removal of the restriction for her road. Clerk reported that she had spoken to Highways re these concerns and they confirmed that the road width by design should accommodate a parked vehicle and a passing vehicle, and that the pavement construction was not suitable to bear the load of parked vehicles; additionally, cars parked on pavements were obstructing the paths for pedestrians, which was an issue. In response to a question about the provision of apparently low kerbstones and whether this was to allow such parking, Highways had confirmed that this was not the case, and the height of the kerbstones had no bearing on the restriction; these restrictions are therefore appropriate. There are some areas of Great Denham that are completely block-paved, with no discernible pavement at all – these are “Shared Space” areas, and restrictions do not apply in these areas. The resident could raise her concerns directly with the Borough Council should she wish to do so.	
7.	<u>Local Services – Update from Meeting with BBC Environment Director</u> DP gave a brief summary of the meeting which had taken place on 25th January 2019. All had felt that this was a positive and productive meeting, and the BBC representative had given updates on a number of areas of interest to the Parish Council and residents: • Pavilion: an issue with the strip of land owned by Wingfield was delaying legal transfer from the developer; this has now been resolved. Pavilion is finished, although there are a couple of issues (roller shutters, automatic doors) which will be dealt with after transfer. The Café will be put out to tender soon, and this may include the ranger flat. CCTV was not part of the original plans, but BBC will look at this with regard to the car parking area once legal transfer has been completed. Further work is required to be done on the overflow parking areas to make them fit for purpose; the issues with parking at the Pavilion were discussed and BBC and the Parish Council will continue to monitor this. It is anticipated that the Pavilion and Country Park will be handed over by the developer to BBC together. • Country Park – Adoption was due 12 months ago, but there had been a lot of snagging issues which have required rework – these are all expected to be completed soon, and transfer will happen at same time as Pavilion. A tree survey has been completed to replace dead/damaged trees and this will be done in next few weeks. • Open Space Management and grounds maintenance – SG reported that the response to Freedom of Information Requests raised by the Parish Council have been received. BBC confirmed that they now have 5 FTE working across Great Denham and Land West of Kempston, and schedules of work and updates will be provided, which the Parish Council will publish on its website once received. A “Meet the Team” event will be planned with the Grounds Maintenance team. BBC also confirmed that they now have separate teams for Open Space Management and the older (adopted) areas of Great Denham to enable greater transparency on operating costs. • Play Area in Great Portway – DP reported that the Parish Council asked for BBC to look into plans to refurbish this as it is now over 20 years old. It is still a safe play area, and is passing play inspections, but would benefit from some refurbishment. Further meetings with BBC will take place in next few weeks to look at future plans and opportunities for events; the Parish Council will keep the momentum on this, including the Open Space Management. The Parish Council have also asked BBC for support to resolve the future of the	

	remaining parcel of Wingfield Land adjoining the Country Park, as this remains part of a separate covenant.	
8.	<u>Planning/Infrastructure</u> 2 planning applications were discussed: (a) 19/00015/FUL – installation of solar panels to the rear slope of garage roof, replacement door, erection of shed and replacement fence, 28 Ryder Close, Great Denham Resolution: There are no objections to this application (b) 19/00021/FUL – demolition of existing dwelling and erection of two dwellings and garages and a new access road, 12 and 12A, Vicars Close, Biddenham. This has been sent to Great Denham as an adjoining parish. Resolution:	
9.	<u>Clerk's Report and Finance</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) Model Publication Scheme This has been updated to reflect new contact details. Resolution: New Model Publication Scheme approved by Council c) Review of Clerk Salary on successful completion of CiLCA It was agreed at the November review of Clerk's salary to increase Clerk Salary by 1 point on spine on successful completion of Certificate in Local Council Administration (CiLCA); this was completed and passed on 28th January 2019. Resolution: Clerk's salary to move from SCP20 to SCP21 on new LC2 pay spine with effect from 1 April 2019. Clerk to notify payroll services at Bedford Borough Council. d) Computing/IT support MC had prepared a proposal to cover the computing requirements of the Parish Council; this includes replacement laptop for Clerk, moving to .gov.uk email address and domain name for website, use of Dropbox or other storage device, and provision of a VOIP contact number for the Parish Council. A replacement laptop had been agreed at a previous Parish Council meeting, but no budget limit had been set for this; following discussion it was also clear that further information and options available, together with costs, was required on the other proposals before a decision could be made. Resolution: a budget of up to £1000 was agreed for replacement laptop and necessary software (Microsoft Office). Clerk and MC to identify suitable model and purchase Resolution: further investigation and costing to be undertaken on proposals for domain name/email, use of Dropbox (or other storage/backup) and use of VOIP contact mechanism. MC/Clerk to come back to Council with this information for further discussion/agreement. e) Community Hall – feedback from meeting with BRCC Village Halls advisor Clerk reported on a meeting with the BRCC Village Halls advisor who came to view the new Community Hall. BRCC are currently compiling advice for Councils who are in the process of acquiring or building new Halls, and this was an opportunity to see Great Denham. The BRCC advisor also provided information on good practice in setting up a lease or equivalent formal arrangement between the Parish Council and the Community Hall CIO, as it would be beneficial to both parties to have something in place. DP stated that the working relationship between the Parish Council and the CIO is very positive and must be supported, and that anything that is done must be a collaborative exercise. Resolution: Clerk to summarise all information received to date, and investigate potential costs and process for putting a lease in place; to report back at a future meeting to agree next steps.	
10.	Correspondence	

	All correspondence was available at the meeting and a list is attached to these minutes. SG asked for copy of email from Lagan Homes re street lighting for information. Resolved: No correspondence required discussion.	
11.	<u>Any other business – for exchange of information only</u> - Clerk confirmed key dates for May 2019 elections: nominations will open on 26th March and should be submitted to the Borough Council by 4pm on 3rd April. All nominations must be submitted by hand (not email). - Reminder that Neighbourhood Watch meeting in Great Denham will take place at the Community Hall on Wednesday 20th February 2019 at 7.30pm. Come along to find out more, get involved and support making our community a great and safer place to live.	
12.	Date of Next Meeting – Monday 4th March 2019	
	There was no further business and the meeting closed at 9.45pm.	