



GREAT DENHAM PARISH COUNCIL

Minutes of the Annual Meeting of Great Denham Parish Council held at 7.30pm on Monday 13th May 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 (CSL); Chris Staite (CST)

Borough Councillor

Jim Weir (JW)

Parish Clerk

Anna O'Meara (AOM)

Members of the Public

9 present

		Action
1.	<u>Election of Chair and Vice Chair</u> First item of business at Annual Meeting of Parish Council is election of Chair. DP indicated her willingness to stand for re-election as Chair; no other Councillors put themselves forward. DP proposed by SG, seconded by MC. Resolution: DP elected as Chair of the Parish Council and signed Chair Acceptance of Office, witnessed by Clerk MC proposed SG as Vice Chair, seconded JR. Resolution: SG elected as Vice Chair.	
	The meeting was adjourned for public questions as follows: 1. Are the yellow lines that have been put down being policed/enforced? DP confirmed that the camera car (enforcement) does visit Great Denham, and ticketing has been reported. Action: Clerk to submit FOI request to establish how many tickets have been issued. There were no further questions and the meeting was reopened.	Clerk
2.	<u>Apologies</u> All Councillors were present.	
3.	<u>Declarations of interest</u> SG and DP declared a non-pecuniary interest as trustees of Great Denham Community Hall (GDCH).	
4.	<u>Minutes of the last meeting -</u> Resolved: The minutes were agreed as an accurate record and signed by DP.	
5.	<u>General Power of Competence</u> GPC is a statutory power given to eligible councils by the Localism Act 2011 section 1-8. It enables a council to do anything that an individual may do, without breaking any laws. It is a power of first resort, i.e. before using other statutory powers. To be eligible councils must have two thirds of seats filled by election at last election, and a qualified Clerk holding CiLCA (Certificate in Local Council Administration). Resolution: Great Denham eligibility for GPC was confirmed; 6 councillors of 9 available posts (2/3rds) were elected and the Clerk is CiLCA-qualified Resolution: All voted unanimously to adopt the General Power of Competence.	
6.	<u>Council Posts</u> DP confirmed that 6 Councillor posts were filled uncontested in May 2 election, with 3 posts remaining to be filled through co-option. An application has been received from Louise Evans;	

	this has been circulated to Council and Louise is present at the meeting to answer any questions Council may have. MC proposed to invite Louise to join the Council through co-option; CHS seconded this. Resolution: All voted unanimously to invite Louise (LE) to join the Council as co-opted member. The Acceptance of Office form was signed and witnessed by the Clerk.	
7.	<u>Annual Governance and Accountability Return</u> a) <u>To consider and approve the report from the Internal Auditor.</u> This report has been circulated. No issues of concern have been identified and the internal auditor has offered some suggestions for the Council to consider. Resolution: The report and recommendations from the Internal Auditor were approved. b) <u>Annual Governance and Accountability Return</u> DP read out the governance statements in Section 1 of the AGAR and a positive answer was recorded for each. DP confirmed the figures in Section 2. Resolution: Section one of the Annual Return was signed and dated by DP as Chair and AOM as Clerk and Responsible Financial Officer. Resolution: Section two of the Annual Return was unanimously approved and signed and dated by DP as Chair and AOM as Clerk and Responsible Financial Officer. AOM will ensure the Annual Return and all supporting information is submitted to Mazars in the required timeframe and that the 30 day period for Public Inspection of Unaudited Accounts is provided.	
8.	<u>Councillor Portfolios – to discuss and agree lead roles</u> DP proposed to revise the previous lead roles following the recent election and the growth of the Parish Council from 5 to 9 posts (7 currently filled). The following portfolio splits were outlined and councillor preferences recorded: • Safety and Security – CST • Traffic and Parking – CSL • Community Engagement and Events – JR • Planning and Development – MC • Environment (Open Space Management) – SG • Media/PR – DP • Services – LE It was noted that lead responsibility does not preclude other councillors providing support and involvement to any area. Resolution: the lead roles were agreed. Clerk to update information on Parish Council website.	Clerk
9.	<u>Borough Councillor</u> Following the May election there is a new Councillor for Kempston Rural Ward which covers Great Denham. JW introduced himself and outlined his intention to support Parish Councils and to push their previous work forward. He intends to hold bi-monthly surgeries. His priorities are: • To revisit the Open Space Management decision affecting residents of Great Denham and Land West of Kempston • To develop programmes for youth/young people • To support transition from 3 tier to 2 tier schooling and how this is funded • To hold developers more to account for pre-adoption work. • To tackle speeding and parking MC asked JW to also look at the issue of secondary school provision for Great Denham residents, especially given the growth as a result of new housing developments. JW is meeting the Director of Education Services for Bedford on Friday and will add this to his agenda.	JW
10.	<u>Councillor Training</u>	

	Information on available training for Councillors provide by BATPC has been circulated. The following training requests were identified: • Councillor Induction Training – CSL, CST and LE to attend • Financial Management Training – MC and JR to attend • Chair training – DP to attend. Resolution: all course nominations agreed and forms signed. Clerk to confirm places and make payment.	Clerk
11.	<u>Pride in Great Denham</u> a) <u>Great British Spring Clean Poster Competition</u> DP reported that the response from the children to this competition had been excellent again, and that the posters have been on display in the Community Hall since the Litter Pick in April. The Councillors will select an agreed number of posters and will attend a school assembly to award prizes. Resolution: it was agreed to award book tokens to the value of £5 each; each Councillor would make 3 selections to give a total of 21 prizes. Clerk to organise. The last Litter Pick on 14th April was very well attended, with over 30 people taking part. It was noted that there was less litter around the development; the Council Litter Picker is now visiting Great Denham 3 days each week. b) <u>Update on OSM following meeting with BBC</u> The Council met with the Chief Officer, Environment from BBC on 29th April to follow up on a number of questions regarding the budget/expenditure statement that had been sent out, and the services provided. The requirement for anyone paying by direct debit to pay both 1st and 2nd year charges when first making payments has been confirmed. The Parish Council have asked for the map showing the area covered by this charge to be updated, and for the service schedule to also be the current version on the BBC website. The Parish Council will continue to push for greater transparency regarding costs and services and the provision of better information for residents. Further meetings will be scheduled on a regular basis. Action: Clerk to request next meeting with BBC for mid-end June. Action: Clerk to ensure JW is briefed on recent meetings to inform his future dialogue with BBC. c) <u>Parking – to consider issues raised by residents of Lindsey Close</u> Emails have been received from a number of residents of Lindsey Close regarding the no verge/pavement parking restrictions that have been implemented, with a request to the Council to remove these restrictions. A number of photos have been supplied to illustrate the reduced passing space when cars park on the road and not the verge; it has also been noted access to their houses has been made more difficult for residents at the end of the Close as a result of inconsiderate parking (cars parked opposite each other with insufficient clearance). A number of councillors have made site visits to Lindsey Close and it was noted that sufficient parking is available via drives and garages which residents are choosing not to use. It was also noted that pavement parking blocks access, and in particular reduces access for any pedestrians or mobility scooters. A number of options can be considered, including maintaining the no verge/pavement parking, or removing the restriction but implementing another approach to reduce inconsiderate parking and in particular to ensure emergency vehicle access. Advice from the Highways Department has been sought, and a meeting will be arranged with Highways and resident representatives from Lindsey Close to explore the options available. Resolution: Clerk to arrange a meeting date for Highways, Parish Council and residents. It was agreed to invite 1 representative per household: Clerk to contact residents once date is known. Further discussion on the need to educate residents across the development on the need to	Clerk Clerk Clerk

	park with due consideration for other residents then took place. A number of suggestions were made, including leafletting all residents, involving the Fire Service to promote the issues arising from poor parking, and asking Streetwatch to include in its patrols. More work is needed to develop this approach. Action: Clerk to work with CSL to develop a proposal for action. d) <u>Potential Fireworks Display in Great Denham</u> An initial discussion had taken place when the 2019/20 budget was developed earlier in the year; it was recognised that the Fireworks event previously hosted by the Golf Club had been very popular but unfortunately had stopped following issues with parking. The Parish Council had received an initial estimate from BBC to provide a firework display in the Country Park; this would be managed by BBC on behalf on the PC. The estimate of £10k was felt to be too expensive, and more work is needed to explore other possible options, including seeking an external provider and also re-engaging with the Golf Club to see if they would reconsider hosting it. Action: LE, JR and DP to investigate, supported by Clerk, with a view to having a proposal for July meeting.	Clerk LE/JR/DP/ Clerk
12.	<u>Communication – Report from 1st quarterly meeting with DWH</u> MC reported that the Parish Council have asked DWH for quarterly meetings; the first meeting took place on 24th April. This had been a positive engagement and DWH had shared an update on a number of areas: • The Flats will be completed within next couple of months, with occupancy during latter half of the year. • The Street scene should be completed September/October. • DWH recognised that communication regarding the Danegeld Ave build and closure had not been handled well. • The remaining build behind Sainsburys will be another year, estimated completion end 2020. • DWH are working on the land between Phases 1 and 2 to create the parkland areas, but the play areas are unlikely to be opened until the build has finished for Health and Safety reasons. • Barratt development on King Alfred Way is due for completion at the end of this year. • Adoptions: Greenkeepers Road is currently on 12 month maintenance pre-adoption plan, awaiting sign off of sewers by Anglia Water; adoption of all roads off Greenkeepers will follow after this; Cantley and Danegeld will not be adopted until the building work is completed (estimated 2021); Mercia Road will be the last area as will depend on building on the 2 remaining areas of land. • Land bids on 2 remaining parcels of land are being submitted shortly. • Road resurfacing/Pavements: work is nearing completion along Anglia Way to replace the kerbstones and pavements. • No update is available on the future plans for the Pedestrian/Cycle bridge; it was noted that the planning application for this had been withdrawn by DWH. This is included in S106 agreement and the Parish Council will continue to monitor. JW noted that the plans for H9(iii) included the provision of a meaningful meeting place – this is still to be developed. The Parish Council will keep this on the agenda for future meetings. Action: Clerk to contact DWH to reduce the drop on the ramps on Anglia Way and also on Mercia Way. Action: PC to keep these items on agenda for future meetings.	Clerk
13.	Planning/Infrastructure – Planning Application 19/00791/FUL Single Storey rear extension 17 Alnwick Way, Great Denham. The plans had been reviewed by Councillors.	

	Resolution: no objections recorded to this planning application.	
14.	<u>Clerk's Report/Finance</u> a) <u>Finance Report & payments – signature of cheques/initial invoices/approve & initial Bacs payments</u> The Finance Report had been circulated and a copy is attached to these minutes. All receipts were available for inspection. Resolution: All payments were approved and all Bacs payments approved by two councillors were initialled together with the invoices. Resolution: the transfer of earmarked funds from the Current to Deposit account was agreed, in line with recommendation from Internal Auditor. b) <u>Renewal of BATPC Affiliation for 2019/20</u> Resolution: Agreed to renew affiliation for 2019/20. c) <u>Renewal of ICO registration for 2019</u> Resolution: agreed to renew registration in line with GDPR requirements. Cheque 100422 was signed by DP and SG. d) <u>Asset Register – to update</u> MC proposed that a number of items on the asset register should be removed and the asset donated to the Community Hall as the items are not a fixed part of the building, and the Hall is better placed to manage and make use of them. It was also noted that the garden equipment (items 20, 22, and 41) agreed for disposal at a previous meeting had now been sold and should be removed. Resolution: it was agreed to pass ownership of the following assets to the Community Hall: folding chairs and trolley (item 27), trestle tables and trolley (item 29), Daewoo microwave (item 38), Scrubber Cleaner (item 45). Clerk to write to the CIO to confirm and update asset register for coming year. e) <u>Review and agree bank signatories</u> Following the departure of previous councillors additional signatories on the bank account are required. Resolution: it was agreed to add all councillors to the bank mandate. Clerk to action. f) <u>Grant Application – Summer Festival (Community Hall)</u> An application for funding had been received and was discussed. It was noted that the information requested following previous applications had now been provided, and that the funding requested was for a specific activity which would be provided free to residents. The Parish Council recorded their appreciation for the efforts and events provided by the Community Hall for Great Denham residents. Resolution: Grant of £1650 plus VAT was agreed; Clerk to liaise with the Community Hall and order to be made by Parish Council for benefit of residents.	Clerk Clerk Clerk
15.	<u>Correspondence</u> All correspondence was available at the meeting and a list is attached to these minutes. Resolution: No correspondence required discussion.	
16.	<u>Any other business – for exchange of information only</u> Bulky Waste collection – 19th May 8.30 to 10.30am.	
	There was no further business and the meeting closed at 9.50pm.	