



GREAT DENHAM PARISH COUNCIL

Minutes of the meeting of Great Denham Parish Council held at 7.30pm on Monday 4th October 2021. The meeting was held in the Great Denham Community Hall, Great Denham. It was also available via Zoom for members of the public

Present:

Parish Councillors: Donna Parsons (DP) (Chair); Jo Ruskin (JR); Lou Evans (LE); Chris Staite (CST); Vince Arthur (VA); Chris Slinn (CSL)

Parish Clerk: Anna O'Meara (AOM)

Members of the Public: 1 members of the public attended via Zoom.

Public Questions

No questions were asked.

1. Apologies

Apologies have been received from Councillor Helen Allen and Borough Councillor Jim Weir.

Resolved: Apologies were accepted.

2. Declarations of Interest

DP declared an interest as Trustee of the Community Hall, with regard to Agenda item 6.

3. Minutes of September meeting

Resolved: The minutes of the meeting held 6th September 2021 were agreed as an accurate record and signed by DP.

4. S104 Agreement

Clerk has obtained quotes from 2 solicitors with Commercial Property experience to review this document and advise Council on any risks before signing.

Resolved: Council agreed quotation from Solicitor 2 for an initial 3 hours work (maximum) at hourly rate of £225 per hour.

5. Lease for Great Denham Community Hall

Clerk advised that the lease has now been signed and dated and returned for filing. Next step is to register the lease with Land Registry; whilst this would normally be done by the CIO, the Council may wish to consider meeting these costs. Clerk advised that, following charges for the lease itself, sufficient earmarked funds remain to cover these additional costs.

Resolved: Council agreed to meet costs of registering lease with Land Registry on behalf of CIO. These are expected to be in region of £300 (plus any disbursements).

6. Annual Insurance Renewal

This matter was deferred from the September meeting. Quotes from 3 providers have now been received and have been circulated to Council for information. Council discussed the policies provided.

Resolved: Subject to confirmation that the cover provided for the buildings includes damage from flood and subsidence, it was agreed to renew insurance on a 3-year Long Term Agreement with BHIB.

7. Kickabout Land

DP reported that, following the planning application received for housing on this land, and the submitted objection by the Council, a petition has been raised by residents to save this area of green space; this has been submitted to Bedford Borough Council.

A nomination of this land as an Asset of Community Value has been prepared for submission to Bedford Borough Council, councillors were invited to provide comments on the draft prior to submission. This nomination, if accepted, would enable the Council to bid to purchase this land if it were made available for sale.

Resolved: it was agreed to submit a nomination of this Kickabout as an Asset of Community Value.

8. Grants and Donations

An application for grant has been received from Great Denham Valkyries Netball Club, towards purchase of balls and bibs. Council noted that this club had been successfully formed during the Covid- pandemic, and was very well supported by Great Denham residents. The club has already been successful in local competitions.

Resolved: A grant of £300 was agreed.

9. Local Services

a) Purchase of replacement Christmas lights for tree on Kingswood Way

After last year's Christmas lights, the Borough Council reported that the light strings on the tree should be replaced; they have advised on requirements, and a quote for these has been obtained from the supplier of the Streetlight decorations. These lights will be stored by the Borough Council with the existing decorations.

Resolved: The quote for £740.80 for purchase of new light strings was agreed. Clerk to ask for contribution from Ward Fund towards these costs.

b) Further planting and development of the Community Garden Space.

Clerk reported that following action from last meeting, this had been published on social media and a resident had come forward to offer help with the design and planting of the circle area in the pathway. Awaiting a proposal on this, in order to determine costs and funding required.

Clerk also reported that she has been in contact with the school again re using this green area by the Forest Leader and will report back once a meeting has taken place.

c) Renewal of Annual CCTV Maintenance contract

Following action and discussion at last meeting, the Borough Council have confirmed that a tender for services has not yet been placed. Clerk has confirmed that the notice period for ACE services is 3 months, and the renewal has been processed following approval by 2 Councillors via email (as per Standing Orders).

Resolved: renewal of ACE contract confirmed.

d) Response to Borough Council letter re services

Bedford Borough Council have invited Parish Councils to give feedback on the services they provide, both the Parish Councils and to residents. Council discussed their response to this and agreed the following points:

- Provision of better advice to Parish Councils where it is a specialist area, e.g., Planning, S106 agreements etc
- Improved responsiveness on work requested and funded by Parish Councils, e.g., provision of pedestrian crossing, dealing with traffic issues
- More proactive efforts to reach solutions on issues that matter to residents, e.g., Open Space Management charge

- Provision of services to Parish Councils where it is not cost effective for smaller PCs to do this themselves, e.g., legal advice, payroll services etc
- It was also noted that the officers we deal with have been very helpful, but that the overall level of resourcing and workload means response and resolution of issues is taking a very long time in most instances.

Action: Clerk to respond accordingly.

10. Update from recent meetings

a) Update from developer (DWH)

Clerk advised that she met with the developer on 28th September and reported on the following items:

- Road resurfacing King Alfred Way/Anglia Way – this has been delayed to due shortage of materials. DWH are meeting Phoenix on 5th October and will update the Council on expected work and timescales.
- Benches in the meeting place (Archer St) – installation of these is still awaiting a date.
- Adoption – DWH reported that all draining on the DWH parcels on Greenkeepers Road have now been adopted by Anglian Water; this means that the remaining stages of adoption can be completed for the top end of Greenkeepers (from Bus gate to Saxon Way junction). All remedial work has been done and DWH are waiting for the inspection from Highways to be completed. Once this has been done the remaining part of Greenkeepers will follow, and all other developers will be able to progress the adoption of their respective areas.
- DWH confirmed that traffic calming measures (islands) will be installed at 2 locations on King Alfred Way/Anglia Way: 1 just before Queen Eleanor Drive, 1 in vicinity of Broadmead junction. It is hoped this will help to reduce the speed of traffic along these roads. Clerk has asked that the Queen Eleanor Drive location is prioritised. This work will be done once resurfacing is complete (see above).

Council noted that the installation of double yellow lines on the King Alfred Way entrance will also be needed once the traffic calming measure is installed to prevent congestion in this area due to parking.

b) Update from Parish Council Forum with Police and Crime Commissioner for Bedfordshire

This event was attended by both Clerk and Councillor Arthur; Borough Councillor Jim Weir also attended.

- PCC confirmed that the focus of the Community Policing team will be visibility, problem solving, building relationships with Councils, knowing the local issues and dealing with them; there are currently 67 PCs and 52 PCSOs in the team, spread across the county.
- The Police Control room – often the first point of contact for residents – will see new staff in Jan/Feb, with 15-20 Police Officers allocation to the Control Room to help improve service.
- Updates and feedback on reported crimes will be improved – the name of the Officer assigned to the crime will be provided in future.

Questions were raised on behalf of Great Denham residents by those attending, as follows:

- To put out a message about the use of e-scooters, especially by younger children, including the dangers of multiple riders. The number of cases relating to e-scooter incidents has doubled across Bedford in last 6 months. It was suggested that something to disseminate to schools would be very useful.
- To improve the visibility by attendance at Parish Council meetings, at least annually. This has been particularly useful previously where the Community Policing team held a “surgery” in the Community Hall following a spate of vehicle thefts.

- To improve the briefing for Parish Councils on intelligence sharing where possible, so that local knowledge can be better utilised and resident concerns addressed when the need arises.

Action: Clerk to ask Policing team to reissue advice on not sharing on CCTV etc via social media

11. Golf Course Update

Following the action from last meeting Clerk confirmed that she had written to Bidwells regarding the security of the Greenkeepers Compound but had received no response. The Rights of Way Officer has also written to Bidwells re maintenance of the footpaths, and to advise them of work being done by volunteers to keep footpaths clear.

The Planning Application on Change of Use for the Greenkeepers Compound is still awaiting determination by Bedford Borough Council planning.

DP reported that the Parish Council's nomination of the Golf Course (land and buildings) as an Asset of Community Value had now been accepted by the Borough Council; confirmation has been received and it is now published on the Borough Council website. This is great news.

12. Neighbourhood Development Plan

LE gave a brief update. The Steering Group has not met over the summer; the next meeting will be arranged in next couple of weeks and will focus on Stakeholder engagement, in particular of local businesses. A Site meeting with the Planning Consultant has taken place. Posters were displayed at the Big Comeback event on 11th September to invite comments; a number of residents took the time to provide feedback. The Technical grant to write a Design Code has progressed, and the consultants have also made a site visit to Great Denham to inform the draft code.

13. Community Events and Engagement

JR has received a further enquiry and proposal from Feast to hold a pop-up at the Community Hall site on a Friday evening. Feast would like to park on the site, either in the parking area or on the street outside. It was noted that a Street Trading license may be needed and Feast should contact the Borough Council, and that the Community Hall should be consulted.

Action: DP to raise at next GDCH Trustees meeting.

14. BATPC AGM

This is scheduled to take place on 27th October in Henlow; representatives from all Parish Councils are invited to attend.

Action: all Councillors to check availability.

15. Planning Applications

a) Planning Application 21/02608/FUL - Erection of 2 five-bedroomed dwellings and double garages Land Adjacent 16 Vicars Close Biddenham Bedfordshire

This application is in an adjoining Parish. Council have previously responded regarding protection of the Public Footpath on the boundaries of this development. It was noted that tree planting is being proposed, and confirmation on responsibility for maintaining these should be obtained to ensure ROW is not compromised.

Resolved: Respond with comments regarding responsibility for trees and protection of Public Right of Way.

16. Borough Councillors Report

JW has provided a written copy of his report which has been circulated to Council and will be published on the Parish Council website.

17. Finance and Clerk's Report

a) Finance Report & payments – signature of cheques/initial invoices/approve & initial Bacs payments

The Finance Report had been circulated and a copy is published on the website. All receipts were available for inspection

Resolved: The Finance report was noted. All invoices for payment were authorised by 2 Councillors.

b) Quarterly Financial Checks

Resolved: The quarterly check (in line with Standing Orders) was completed satisfactorily by Councillor Ruskin.

c) Update on actions from previous meetings

Clerk gave a brief update on the following:

- Delivery of benches for the Country Park is still awaited.
- One new noticeboard has now been installed at the Retail Centre; The Borough Council have agreed to install the noticeboard at the Pavilion.
- No response has yet been received from Lagan Homes re parking on Lindsey Close (action from last meeting).

18. Correspondence

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

Resolved: No correspondence required follow up.

19. Any Other Business

For Exchange of information only – no decisions may be made here.

- An expression of interest has been received from a resident to be a Parish Councillor. Clerk has sent further info and awaiting response.
- Parking on Greenkeepers Road (Ryder Close/Wayland Road are) is getting increasingly dangerous as cars are sticking out from the lay-bys. To be discussed at next meeting.

20. Date of Next Meeting

Monday 1st November 2021

APPENDIX - Finance Summary to 29/09/2021**Bank Balances**

Treasurer current account - **£103,237.61** BMM deposit account - **£120,090.00**

Receipts since September report

Date	From	Detail	£
13/09/2021	Bedford Borough Council	2nd instalment Precept payment	29489
21/09/2021	HSBC	Interest on deposit account	1.02
TOTAL			29,490.02

Payments since September report (figures include VAT)

Payment type	Payee	Detail	£
BACS	Mazars	Audit fee - external audit for 2020/21	360
BACS	Cloudnext	Renewal of webhosting service	132
BACS	Clerk	Expenses payment/reimbursement	257.85
BACS	ACE Security	Renewal of annual service/maintenance contract	540
BACS	GDCH	Tea and Talk meetings (from 2019 grant funds)	45
BACS	Sure2Door	Newsletter printing and delivery	813.3
BACS	Clerk/HMRC	Salary payment for August	1155.25
TOTAL			3,303.40

Payments for approval (figures include VAT)

Payment type	Payee	Detail	£
BACS	Greenbarnes Ltd	2 noticeboards and delivery	3745.63
BACS	Wellers Hedley	Professional charges for GDCH lease	1080
BACS	Pam Anthony	Payroll services July to September 2021	37.5
TOTAL			4863.13

Committed funds not yet invoiced (work to be completed) figures exclude VAT

			£
Pedestrian crossing	Anglia Way		40,000
2 benches	Country Park		2074.69
Defibrillators	Carnoustie Drive/Pavilion		4000
TOTAL			46,075