



GREAT DENHAM PARISH COUNCIL

Minutes of the meeting of Great Denham Parish Council held at 7.30pm on Monday 6th September 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); Helen Allen (HA); Vince Arthur (VA); Chris Slinn (CSL)

Parish Clerk: Anna O'Meara (AOM)

Members of the Public: 5 members of the public attended (1 via Zoom).

Public Questions

No questions were asked.

1. Apologies

Apologies have been received from 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 8 (a).

3. Minutes of July meeting

Resolved: The minutes of the meeting held 5th July 2021 were agreed as an accurate record and signed by DP.

4. Delegated Decisions

The following decisions were recorded as being made under the Scheme of Delegation in operation since last meeting.

Response to Boundary Commission Draft (revised) recommendations.

Planning application 21/01365/COU - updated response following amended planning support statement

Final Draft of Newsletter for printing

Local Plan 2040 Consultation submission

The following payments were authorised under Scheme of Delegation/Standing Orders since July meeting:

Quotation for servicing air con units at Hall - Spheretech

Invoice - BBC CCTV Monitoring Centre costs

Invoice - Spheretech Air Con Service Contract

Invoice - Christy Plumby, Gas Boiler Service inspection

Invoice - Pam Anthony Accounting Services

Resolved: It was agreed unanimously to extend the Scheme of Delegation for a further 6 months to 1 February 2022.

5. Annual Audit

The External Audit has been concluded with Mazars and the auditor's report received with no qualifications.

Resolved: The External Auditors report and observations were accepted.

6. Annual Insurance Renewal

Clerk reported that she had received quotes from 2 companies and was awaiting the final quote from Came and Company (current brokers). Insurance renewal date is 8th October. It was proposed to defer this item to October meeting so 3 quotes can be considered.

Resolved: It was agreed to defer decision on Insurance renewal to October meeting.

7. CCTV

The annual service and maintenance renewal has been received from ACE Security for the cameras in Great Denham. Council discussed renewal and also whether further changes to re-site the transmission links now that Footpath 1 is open again to improve the service.

Action: Clerk to confirm with Bedford Borough Council the status of their proposed tender for CCTV Services before renewal to be considered.

Action: Clerk to arrange meeting with Borough CCTV Monitoring Services to review transmission links.

8. Community Hall

a) Signature of Lease document with CIO

The updated lease document has been received from the solicitors and has been checked.

Resolved: Councillors Arthur and Slinn signed the Lease on behalf of the Council, in the presence of the Clerk.

Following signature this will now be sent to the CIO for them to sign.

b) Update on Annual Boiler Service/Maintenance

Clerk reported that the service inspection had identified a number of concerns and these had been passed back to the original installer to do the remedial work at no charge. This work was completed on 18th August.

9. S104 agreement

An S104 agreement for drainage on Saxon Way has been received from David Wilson Homes Solicitors. The Council are being asked to sign as one of several signatories, as the landowner for the Community Hall and land. Clerk advised that she is seeking legal advice before recommending signature.

10. Golf Course Update

Meetings with Bidwells are no longer taking place as reported at the last Council meeting.

Clerk has asked Bidwells for an update on the golf course land, and they have advised that: Sheep will be returning to grazing the land in November

The kissing gates that have been previously discussed will be installed at a similar time to enable connection for the electric fencing.

It was noted in the Borough Councillors report that the security of the Greenkeepers Compound was inadequate; this was confirmed by LE.

Action: Clerk to write to Bidwells to advise of concerns over security/access and ask them to rectify.

11. Neighbourhood Development Plan

LE gave a brief update. No Steering Group meeting had taken place in August. The July meeting had been held with the Planning Consultant and the facilitated discussion had led to a number of policy recommendations. Evidence was now being collected to support these policies. A Site meeting with the Planning Consultant is being arranged.

A Green Infrastructure Plan is also being worked on, as an addition to the NDP. Aecom have confirmed they will support the writing of a Design Code for any future development. Great Denham Residents will be invited to give feedback on the Vision, Aims, Proposed policy areas and Design Code questions at the Big Comeback Festival on 11th September.

12. Parking

Residents of Lindsey Close have raised concerns over the No Verge/No Pavement parking restrictions and their impact on parking on this road. A number of Lindsey Close residents were in attendance and DP invited them to outline their issues and concerns:

- Whilst the No Verge/No Pavement parking restrictions were implemented across a number of streets in Great Denham to address specific problems, Lindsey Close is only 7 houses and the road width does not adequately support 2 cars' width to enable safe passing of parked cars.
- Large vehicles are unable to turn safely into the Close due to parking at the Corner, with resulting damage to a resident's garden
- Traffic has increased from deliveries over the Covid-lockdowns and subsequently.
- Emergency vehicles access has become very difficult due to the narrowness of the road.
- Removal of the No Verge/No Pavement parking restriction for Lindsey Close would not impact any other street or resident as Lindsey Close is a cul-de-sac.

Council thanked the residents for outlining their concerns. In discussion they noted that the implementation of the parking restrictions was in response to concerns over the pavements not being constructed to bear the weight of vehicles and that any damage to the pavements will impact future adoption by the Borough Council. The Council has explored alternative solutions to address the issue of the width of the road/pavement construction and parking including introducing a white line to the pavement to enable part of its width to be used (as in Hurst Grove, Bedford), reducing the width of the pavement and also adding double yellow lines; unfortunately, the road has been poorly designed by the developer. Removal of the No Verge/No Pavement parking restriction may offer a short-term solution but is likely to create long term issues for adoption of the road; these need to be raised with the developer (Lagan Homes), in particular the construction and width of the current pavement on Lindsey Close.

Action: The Council will contact Lagan Homes on behalf of residents to ask that the issues of road and pavement design are addressed, and also include the Borough Council Highways and Adoptions Officers, in order that viable solutions can be explored.

Residents will also be contacting Lagan Homes as well.

13. Local Services

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

This area has been opened up for residents with the construction of a pathway and benches/bins, bulb planting and also the installation of the Tommy statue. CST proposed the Council consider further work to develop this space, including planting within the circular area on the path, and other suggestions such as raised flower beds etc. It was agreed that residents with an interest in gardening should be invited to come and plant and that the Council could provide funding for flowers/shrubs/bulbs etc.

Action: social media to be used to promote the opportunity for residents to volunteer ideas and time to plant and enhance this space, and to create a Community Gardening group.

b) Bulb Planting for 2021 (via Bedford Borough Council)

Bedford Borough Council have supplied costs for further bulb planting alongside the Park and Ride, to also include wildflower planting in the Community Garden. Following discussion, the Council agreed not to proceed this year, but to use any budget for planting in 2022 with Footpath 1 identified as a future site.

Action: Clerk to advise Borough Council.

c) To consider purchase of 2nd Speed Indicator Device for King Alfred Way

CST asked whether this was now required given the recent installation of block paving as traffic calming device. Following discussion, it was noted that traffic continues to drive at speed down this road in spite and that the information obtained from the SID was very useful and that it did change the behaviour of many drivers.

Action: Clerk to obtain updated quotes for a second Device and bring back to Council.

d) Update on installation of defibrillators since July meeting

Clerk advised that she has confirmed a suitable site with Bedford Borough Council Highways for the Carnoustie Drive installation, and a licence will be issued for this by Highways. Costs for the defibrillator and posts have been obtained.

Beds Fire and Rescue have now responded, and will support the purchase of both defibrillators; awaiting quotes via BFRS before proceeding.

14. Planning Applications

a) Planning Application 21/02191/FUL – single storey side and rear extension, 12 Wortham Close, Great Denham.

Resolved: no comments or objections.

b) Planning application 21/02304/FUL – single storey rear/side extension, roof extension to increase roof height and add an additional floor with dormers front and rear, 15 Woden Gardens

Resolved: no comments or objections.

c) Oxford-Cambridge Arc Spatial review

This consultation is open to 12th October and responses are invited.

Action: to be posted on social media and Council website to encourage residents to participate.

d) Other Planning applications received since last meeting

No other applications have been submitted for discussion.

15. 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.

It was noted that Ward Fund applications for Salt Bins are being invited.

Resolved: agreed to apply for funding to provide Salt Bins in 2 further locations.

16. 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) HSBC Banking Changes

HSBC have advised that they are changing their Community Accounts from 1 November 2021; Parish Councils will not be eligible for the Charitable Bank Account which replaces it and will transfer to a Small Business Banking Account which carries a monthly charge. Clerk has contacted 3 other banks as possible alternative providers; all charge a monthly fee and transaction fees.

Resolved: It was agreed to stay with HSBC for banking services, at a monthly charge of £8 (annual £96) for the current account.

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.
- The new noticeboards are scheduled for delivery on 27/9; installation will be arranged.
- Parking issues reported at the end of Lavender Lane have been raised with Highways and also Linden Homes (Vistry). Highways have agreed to look into provision of double yellow lines to prevent parking blocking driveways.
- The Parish Council Newsletter will be delivered w/c 6th September.
- Trees on Kingswood Way – the tree officer from Bedford Borough Council will attend on site to identify any pruning that is needed before the Borough assume responsibility for ongoing maintenance.
- Pavilion – the tender for the lease has been awarded, awaiting completion of the legal requirements before an announcement is made.
- All other outstanding actions have been covered in agenda items.

17. Correspondence

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

Resolved: No correspondence required follow up.

18. Any Other Business

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

- Purchase on new light strings for the tree on Kingswood Way (Christmas lights) is required. Quotes will be brought to next meeting.

19. Date of Next Meeting

Monday 4th October 2021

APPENDIX - Finance Summary to 31/08/2021**Bank Balances**

Treasurer current account - **£77,052.01** BMM deposit account - **£120,088.98**

Receipts since July report

Date	From	Detail	£
21/07/2021	HSBC	Interest on deposit account	0.99
21/08/2021	HSBC	Interest on deposit account	1.02
TOTAL			2.01

Payments since July report (figures include VAT)

Payment type	Payee	Detail	£
BACS	Spheretech	Annual Service Contract - Air Con at GDCH	279
BACS	Clerk/HMRC	Payroll for July	1155.45
BACS	Christy Plumbing	Annual Service/Inspection - Gas Boiler GDCH	654
BACS	Pam Anthony	Payroll Services April - June	37.5
BACS	Bedford Borough Council	pressure washing of Great Portway playground	135
BACS	Clerk/HMRC	Salary payment for August	1155.05
TOTAL			£3416.00

Payments for approval (figures include VAT)

Payment type	Payee	Detail	£
BACS	Mazars	Audit fee - external audit for 2020/21	360
BACS	ACE Security	Renewal of annual service/maintenance contract	540
BACS	Cloudnext	Renewal of webhosting service	132
Cheque	Clerk	Expenses payment (inc reimbursement of fees paid for Zoom subscription)	257.85
BACS	GDCH	Tea and Talk meetings (from 2019 grant funds)	45
TOTAL			1334.85