



GREAT DENHAM PARISH COUNCIL

Minutes of the meeting of Great Denham Parish Council held at 7.30pm on Monday 3rd October 2022. The meeting was held in the Great Denham Community Hall, Great Denham.

Present:

Parish Councillors: Vince Arthur (VA); Helen Allen (HA); Lou Evans (LE); Chris Slinn (CSL); Chris Staite (CST) (Chair); Ryan Craze (RC)

Parish Clerk: Anna O'Meara

Borough Councillor: Jim Weir (JW)

Members of the Public: 1 member of the public in attendance.

1. Public Session

- Resident asked about responsibility for drain clearance, as the gullies on Kingswood Way needed to be cleared. CST confirmed that this road is adopted and issues should be reported online to the Borough Council; he also noted that any issues with unadopted roads should be reported to the developer responsible.
- (Received via Email) Resident asked about the lack of post-boxes in Great Denham, and that more provision was needed, especially since the box on Kingswood Way entrance had been removed and the current issues with Post Office operations.

Action: Clerk was asked to write on behalf of the Council to The Post Office regarding current break in provision of services, and to The Royal Mail regarding provision of post boxes.

- (Received via Email) Resident asked about the provision of a Stop sign on the junction of Kingswood Way/Saxon Way, given the poor standards of driving observed on this junction. CST noted that the Council had asked Highways for signage, but Highways had not supported a Stop sign; CST also noted that the road markings on this junction are due for renewal and that a copy of the schematic be sent to the resident.

2. Apologies

Apologies have been received from Councillors Peter Tarrant and Eric Lomax (work commitments) and Donna Parsons (personal commitment).

Resolved: Apologies were accepted.

3. Declarations of Interest

No Declarations of interest were noted.

4. Minutes of the last meeting

Resolved: the minutes of the meeting held on Monday 5th September 2022 were approved and signed by the Chair.

5. Parking

Following discussion and resolution at September meeting the proposed scheme for parking restrictions on entrance to Great Portway has been published for comments by 16th October 2022. This was noted by Council.

Clerk reported that following action at last meeting she had a response from the enforcement team and has raised the request for more frequent visits. Unfortunately, they have confirmed

that enforcement powers cannot be extended to the Parish Council. The enforcement team has provided contact details for residents to report issues, these will be published on the Parish Council website.

Resolved: Council agreed to fund provision of signage advertising these numbers; Clerk to arrange with enforcement team.

6. CCTV

This item was deferred from September meeting awaiting update from CST meeting with alternative providers.

CST confirmed that he has met with Herts CCTV with regard to the maintenance contract for the Parish Council's CCTV estate, and has also considered the wider scheme in terms of both cameras and monitoring options available. The quote from Herts CCTV for maintenance would be a significant increase on the current provider, but this might be offset by an improved overall service if the full system (hardware, maintenance and monitoring) was considered.

Council discussed the requirements for CCTV and agreed that the priority was to ensure cover of the main entrances (Kingswood Way, King Alfred Way, Greenkeepers Rd BusGate); Council also noted and discussed ongoing issues with the responsiveness of the Borough Council monitoring centre to requests for information in response to crimes etc.

Resolved: Council agreed that a small working group of CST and CSL would review all information, costs and options and bring a more detailed proposal on the future management of the CCTV estate to the November meeting.

Resolved: Renewal of current contract with ACE was approved in order to ensure maintenance cover was in place whilst alternatives were considered.

Action: Clerk to check current SLA re response times from Bedford Borough CCTV Monitoring Centre and escalate issues accordingly.

Action: JW to follow up with Borough Council on their plans to tender for alternative maintenance providers, as promised 12 months ago.

7. Christmas Lights

Council noted the quote received from Bedford Borough Council and that a reduction had been applied in recognition of overcharging in 2021.

Resolved: the quote for £1,159.64 for installation of lights on the tree (Kingswood Way) and lampposts around the Retail centre was approved.

8. Community – update on GD Youth Project

Cllr Craze gave a brief update on project progress. The provider is currently visiting Great Denham to meet with young people and get their views; they are also linked into the secondary schools that most GD young people are attending. The club will begin meeting after October half term; meetings will be at the Community Hall; a suitable room has been confirmed. The club will start by meeting 4pm to 6pm on Thursdays, and the provider will review this based on feedback once it is up and running.

Monthly governance meetings with the provider and Bedford Borough Council will be starting this week.

9. NALC Civility and Respect Project

This item was deferred from the September meeting. Council noted the opportunity to sign the pledge and also the training provision available.

Resolved: The Council confirmed its support for this and intention to sign the pledge on NALC website; a Dignity at Work Policy will be presented for approval at November meeting.

Resolved: Training costs of £30 per place on social media training were approved for Clerk and any councillors who wished to do so.

10. Great Denham Neighbourhood Plan

LE gave a brief update on the progress of work on the plan. The pre-submission consultation is still running and has been extended with respect for the period of national mourning until Friday 14th October. 2 Consultation events have now taken place at the Community Hall, and residents have been coming to meet and chat with Steering Group members. 16 survey responses have been received from residents. Final consultation event at the Hall will be on Saturday 8th October 1pm-6pm. Once the consultation has been completed the responses will be reviewed by the Steering Group; the intention is to bring the final plan to the December Council meeting for approval before submitting to the Borough Council for examination and referendum.

11. Budget 2023/24

The budget for 2023/24 will be determined at the January 2023 meeting when the precept request is made. Council was asked to give initial thoughts to any potential projects which might require expenditure; council were also asked to note the current level of funds, the earmarked projects and the status of previous projects identified as these will be taken into account when determining the precept request for next year. Council also noted that the 2022/23 precept had been reduced, and that this had also reduced the financial burden on residents.

Council discussed what opportunity might exist to take over responsibility for some services currently owned and managed by the Borough Council, including the Open Space Management Charge and the management of the MUGA at the Pavilion; more detailed work and discussion with the Borough would be needed to determine this. Council also noted 2 potential new projects which could be funded from CIL monies and reserves, and which would be of benefit to residents: the resurfacing of Country Park paths, and a Community Orchard on the land behind the Park and Ride (as noted in the Neighbourhood Plan). Further discussion on ideas and requirements for 2023/24 budget will take place at future meetings.

Cllr Slinn will work with the Clerk on getting an improved return on current fundholding and bring a proposal to a future meeting.

12. Borough Councillor Report

The report from JW was circulated to Council in advance of the meeting; a copy of the report is available on the Parish Council website. JW highlighted the following items:

- He has started to meet the Service Management companies on behalf of residents. A meeting has taken place with Alexander Faulkner Partnership, and one is scheduled with FirstPort. JW advised that new legislation is in plan which will offer greater rights to residents to challenge estate management companies, this is long overdue.
- Provision of land behind the school – JW advised that the planning application associated with this has not yet been determined and he does not yet have a date for the Planning Committee.
- JW has also supported the Parish Council requests for increased enforcement to tackle dangerous and inconsiderate parking, and for the provision of double yellow lines at junctions/corners.

13. 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 and approved. All invoices were approved for payment by 2 Councillors.

b) Clerk Expenses for approval

Resolved: Clerks expenses for costs associated with the Neighbourhood Plan were approved. These are covered by the Locality grant.

c) Clerk attendance at SLCC National Conference in November

Resolved: Council approved costs up to £425.50 to cover conference attendance and any mileage incurred.

d) Clerk's Report/Update on actions from previous meetings

Clerk updated on the following items:

- Planting of the circle in the Community Garden – we now have volunteers to plant this up; planting will include a small tree and other plants, arrangements to be made. Clerk asked Council to consider the tree as a memorial tree for both the Platinum Jubilee and the late Queen Elizabeth II, with a plaque.
- Fly tipping at the Park and Ride – this has been reported to Enviro-Crime team who have advised that they are actively pursuing anyone identified as a fly-tipper and will be issuing penalties.
- No update on the Pavilion Overflow Car Parks has been received, but has been chased.
- Parking enforcement (see item 5 above). The Enforcement team have confirmed that Civil Enforcement Powers cannot be extended to Parish Councils.
- A Planning application has been received since the publication of this meeting's agenda, and Clerk asked Council to hold an extra-ordinary meeting to discuss this and also the Borough Council Local Plan Design Code which is out for consultation. It was agreed to hold a Council meeting on 17th October 2022 at 7.30pm for this purpose.

14. Correspondence

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

Resolved: No correspondence required follow up.

15. Any Other Business

- Council was asked to let Clerk know of any items for a future PC newsletter.

16. Date of Next Meeting

As agreed under item 13 (d) an extra ordinary meeting will be held on Monday 17th October at 7.30pm to consider planning items.

APPENDIX A - Finance Summary to 28th September 2022**Bank Balances**

Treasurer current account - £107,766.65 BMM deposit account - £120,172.17

Receipts since September report

Date	From	Detail	£
15/09/2022	Beds Borough Council	2 nd instalment of precept	24,000
21/09/2022	HSBC	Interest on deposit account	26.56
Total			24,026.56

Payments since September report (figures include VAT)

Payment type	Payee	Detail	£
BACS	HSBC	Monthly account fee	8
BACS	Clerk/HMRC	Salary Payment and HMRC PAYE/NI for September	1178.36
BACS	Kall Kwik	Printing of Banners for NDP	312
BACS	Kall Kwik	Printing of flyers for NDP	150
BACS	GDCH	Room Hire - PC meetings Sept	20
BACS	GDCH	Tea and Talk room hire (from grant)	60
BACS	Mazars	External Audit fee	360
BACS	BHIB	Annual Insurance policy	3,534.14
TOTAL			5,622.50

Accounts Outstanding (figures include VAT)

Payment type	Payee	Detail	£
BACS	Abacus Data & Mailing	NDP letter to residents (from grant)	1472.54
BACS	Christy Plumbing	Replace Air Filters (work to be scheduled)	368.42
BACS	Ace Security	Annual Maintenance/Service contract CCTV	567
BACS	GDCH	Room hire – November PC meeting	20
BACS	GDCH	Room hire – Tea and Talk (from grant)	60
BACS	Spheretech	Annual service – air con units in GDCH	292.94
TOTAL			2780.90

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

		£
Pedestrian crossing	Anglia Way	40,000
Defibrillator	Pavilion (installation costs) – work completed	200
TOTAL		40,200