



GREAT DENHAM PARISH COUNCIL

Minutes of the Annual meeting of Great Denham Parish Council held at 7.30pm on Monday 6th June 2022. 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); Chris Staite (CST); Vince Arthur (VA); Helen Allen (HA); Lou Evans (LE); Peter Tarrant (PT); Eric Lomax (EL) (after agenda item 3)

Parish Clerk: Anna O'Meara (AOM)

Borough Councillor: Jim Weir (JW)

Members of the Public: 2 members of the public in attendance.

Public Questions:

The meeting was adjourned for the following public questions/issues submitted by email:

- A resident reported that, re agenda item 5(b) and the question raised at last meeting, the bollards that he had purchased had now been stolen!

The meeting was reopened.

1. Apologies

Apologies have been received from Cllr Craze.

Resolved: Apologies were accepted.

2. Declarations of Interest

DP declared an interest as a Trustee of the Community Hall CIO.

3. Casual Vacancy and Co-option

Clerk confirmed that the Casual Vacancy had been advertised for the required 10 days and that no election had been requested. Eric Lomax has expressed an interest in joining the Council, and has already introduced himself at a previous meeting. Co-option of Eric to the Council was proposed by LE and seconded by CSL.

Resolved: Eric Lomax was co-opted as a Councillor and signed the Declaration of Office, after which he joined the Council for the remainder of the meeting.

4. Minutes of April and May meetings

Resolved: Minutes of the April meeting were agreed and signed by the Chair

Resolved: Minutes of the May meeting were agreed and signed by the Chair

5. Update on previous meeting items

a) Provision of railings on Anglia Way, in association with Pedestrian Crossing.

Clerk confirmed that following discussion at May meeting she has asked Highways to consider other options for fixing railings, JW has also requested this. No update has been received to date. JW noted that he will contact DWH Technical Director to ask for utility/services plans as these will be helpful.

Action: Clerk to bring back to Council once more response has been received.

b) Parking issues on Great Portway

Following discussion at May meeting and representation by resident in Public Questions, Clerk confirmed she has contacted Highways: the plans to extend the double yellow lines at entrance to Great Portway will be coming out to Council for comment and consultation in July (expected date). Highways has invited Council to consider if further double yellow markings might be requested; this was discussed and the street map reviewed. Council noted that a balance of road markings and provision for visitor parking was needed in this area.

Resolved: a request will be submitted to Highways for further road markings as follows:

- To extend the double yellow lines from junction Saxon Way/Kingswood Way to one cars length after the first driveway (numbers 2/4/6 Great Portway)
- To install double yellow lines at small roundabout back to driveways for houses 10/12/14/16/18.

DP proposed that agenda item 9 was brought forward for discussion at this point; this was agreed by all (see item 9 below for details of discussion/action/decisions)

6. Golf Course (Protected Urban Gap)

No further updates on this have been received.

7. Neighbourhood Development Plan

A short briefing was circulated to Council to support the discussion. LE gave an update on the status of the Neighbourhood Plan and asked Council to consider and agree an aspirations statement for inclusion and to give any views and comments on current draft policies. LE advised that the next step will be to prepare for Regulation 14 Consultation; the Steering Group are meeting the Planning Consultant on 16th June to go through what is required and that the Draft Plan will come to Council for approval before Consultation can commence.

Resolved: the aspiration statement was approved as follows:

Great Denham Parish Council wishes to maintain a Parish where residents, businesses and visitors can lead healthy, active and enjoyable lives. Over recent years the Parish has grown in population and the Council believes this is a sensible time to take stock of feedback they have received. Using this feedback this Neighbourhood Plan has been developed to ensure that: appropriate facilities are available in the parish; green spaces are maintained; and that any future developments are in keeping with and improve the existing area.

Action: Councillors were asked to send any comments on draft policies to Steering Group by 10th June in time for next SG meeting.

8. Provision of Youth Facilities for Great Denham

Clerk confirmed that the SLA between the Borough Council and the other parties (Great Denham Parish Council, Great Denham Community Hall and Wixams Parish Council) reflects the agreed split of funding between the Parish Council and Community Hall CIO, and is ready for signature. The tender has been issued and the dates for review and moderation have been set: Cllr Craze will lead on this for the Council, as agreed at May meeting.

Resolved: Council agreed SLA, Clerk to sign as Proper Officer.

9. Local Services

Cllr Tarrant outlined 2 areas that he wished to bring to Council's attention and for future consideration.

a) Maintenance of Green areas

Responsibility for green space is split across a number of bodies: Bedford Borough Council, the developer(s) and the landowner (former golf course/land on edge of Country Park). The Council were asked to consider how to maintain an overview of this to ensure the right quality of work is done. A number of councillors offered information on the meetings that the Parish Council hold with both the developer DWH and also the Borough Council; JW advised that he is now a member of the Environment Committee (as Borough Councillor) and had also recently done a walkaround of Great Denham with the Chief Environment Officer – as a result a number of actions had been taken to get remedial work underway.

Although tabled on the agenda as green space, Cllr Tarrant also offered views that the overall quality of work by the developer is of poor quality, examples are the standard of tarmac, the impact of poor resurfacing work on adjacent verges, that verges were not restored to a suitable standard once work has been completed.

It was also noted by a number of councillors that developers will be required to bring anything substandard up to meet adoption requirements; JW confirmed that the Chief Environment Officer has indicated that the Borough will not accept these areas until this work is done.

Action: JW to raise the issue of quality of work and need to address at Borough Council Environment Committee meeting on 8th June 2022 and influence the programme of work.

b) Parish Council Provision of services

Cllr Tarrant additionally asked whether Council should consider providing some services according to its Statutory powers – it was noted that these are currently provided by Bedford Borough Council as the Unitary Authority. It was also noted by Councillors in discussion that, due to the nature of the Great Denham development, the Parish Council's sole asset was the Community Hall and that no land was available to the Parish Council at this time: the land behind the Park and Ride is already identified for a future Community Orchard, and the remaining land is owned privately by the Wingfield Trust and/or the Old Ford End Trust.

Action: Cllr Tarrant was asked to undertake a more detailed study of the potential opportunities for services, to include where land may be required to provide, and to also outline the pros and cons of each potential service provision. All Councillors are available to share learning and knowledge to inform this.

10. Planning and licensing

a) Planning application 22/01028/FUL – Single storey rear/side extension and part conversion of garage to form utility room and associated external works – 22 Stedeham Road, Great Denham MK40 4GS

Council noted that the plans as submitted will reduce available car parking provision for the property, and that parking congestion on streets is a issue across Great Denham

Resolved: The Council resolved to object to the application as the proposed garage conversion element of the application will impact street parking in the area.

- b) Planning application 22/01121/S73A – erection of metal bike shed on gravel and grid hardstanding (development already carried out) – 2 Greenkeepers Road, Great Denham, MK40 4GJ

The Council noted that the work has already been completed and that the building and driveway as provided encroach on what the Council believes to be communally/Borough-owned land and boundary fencing.

Resolved: The Council resolved to object to this application as it believes there is encroachment on adjacent land and boundary fencing, and the visual aspect of the area.

- c) Planning application 22/01209/FUL - erection of two storey lift shaft to side of dwelling – 9 Wessex Close, Great Denham, MK40 4RS

Resolved: no comments or objections to this application.

11. Borough Councillors Report

JW has provided a report which has been circulate to councillors and will be made available on the Parish Council website. JW noted the following items:

- Adoption of development – as previously noted, JW has completed a walkaround with the Chief Environment Officer, Bedford Borough Council; as a result, work has started to address a number of issues, including securing the boundary between Stedeham Road and Woden Gardens from vehicle access.
- Estate Management charges – JW continues to campaign against this practice on behalf of residents, and has written to a number of Ministers and MPs to raise the need for action. New legislation is expected in Parliament which it is hoped give residents increased rights to challenge and manage these charges.
- JW thanked the Parish Council for the provision of the defibrillators in Great Denham – the Defib on Carnoustie has already been accessed by the Ambulance Service, and the 3rd defib at the Sports Pavilion has now been installed. The 3 defibs now in place provide good coverage across all areas of Great Denham.
- JW noted and reminded Council that the first house in Great Denham was built in 1998, and that next year (2023) Great Denham would be 25 years old.

12. 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.

- b) Quarterly Financial Checks

Resolved: Cllr Slinn will undertake the quarterly check of financial controls from the June 2022 check, and report on these at future meetings.

- c) Review of Bank Mandate.

Resolved: Council approved changes to the Bank Mandate – to remove all former councillors and invite all current councillors to be named on the mandate. Clerk to arrange.

- d) Zoom Subscription

This is due for renewal on 28th July 2022 at cost of £119.99. It was noted that, whilst it was invaluable during Covid lockdown, the Council can no longer hold a Council meeting using Zoom, and that no members of the public had attended via Zoom for 8 months. It was also noted that alternative free service using Googlemeet could be used for the Neighbourhood

Plan Steering Group and any future working groups meetings that may need it. Clerk will also notify the Community Hall that the subscription is being ceased.

Resolved: Zoom Subscription will not be renewed when it falls due on 28th July 2022.

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

A copy of this was provided to Councillors in advance of the meeting and no questions on this were raised. It was noted that the 3rd defibrillator had now been installed at the Sports Pavilion, and that, following resident complaints, the rubbish bin outside Sainsburys had now been moved.

13. Staff

a) To review and update the Clerks Job Description

Council asked that responsibility to maintain and undertake check of council assets, and specifically the defibrillators, was added to the JD.

Resolved: the revised job description, with amendments requested, was approved.

b) Clerking cover for July meeting.

Resolved: Council agreed the need to provide cover for the July meeting, Clerk to arrange.

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

Councillors asked for the following items to be agenda items for next/future meetings:

- To consider forming a working group for community activity/events (following email from resident).

16. Date of Next Meeting

Monday 4th July 2022

APPENDIX - Finance Summary to 31st May 2022**Bank Balances**

Treasurer current account - £95,908.83 BMM deposit account - £120,113.56

Receipts since May report

Date	From	Detail	£
21/05/2022	HSBC	Interest on deposit account	6.91
27/05/2022	Locality/Groundworks	Neighbourhood Plan Grant funding	9351
Total			9,357.91

Payments since May report (figures include VAT)

Payment type	Payee	Detail	£
BACS	Barnicoat Ltd	Internal Audit fees	75.00
BACS	Clerk	Expenses 1/4/22 to 9/5/22	44.94
BACS	Christy Plumbing	Replace lights on control panel GDCH	326.4
Chq	ICO	Renewal of registration	40.00
BACS	HSBC	Monthly bank charge	8
BACS	Clerk/HMRC	Salary/NI and PAYE payments	1178.36
TOTAL			1,672.70

Accounts Outstanding (figures include VAT)

Payment type	Payee	Detail	£
BACS	GDCH	Room Hire - PC meetings April, May, June	60
BACS	GDCH	Tea and Talk room hire from grant (apr/May/Jun)	180
TOTAL			240

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

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