



GREAT DENHAM PARISH COUNCIL

Minutes of the meeting of Great Denham Parish Council held at 7.30pm on Monday 7th November 2022. The meeting was held in the Great Denham Community Hall, Great Denham.

Present:

Parish Councillors: Donna Parsons (DP) (Chair); Vince Arthur (VA); Helen Allen (HA); Chris Slinn (CSL); Chris Staite (CST); Ryan Craze (RC); Eric Lomax (EL) (from 8pm)

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 the Grant Palmer Number 24 bus and why it was no longer running. Clerk advised that the service had been withdrawn with effect from 1 September 2022, and that unfortunately no prior notification of this had been received.
- (Received via email) Resident has raised concerns over the parking congestion on Lindsey Close, in particular that residents from Greenkeepers Road were also parking on this cul-de-sac thus reducing space available to Close residents; resident also asked if council could consider a scheme such as permit parking to address this.
Council discussed the request and noted that many of the streets off Greenkeepers Road are also congested through parking due to the poor design of the streets by the developer. As the resident concerns are about available parking for residents, the Council noted that any introduction of permit parking would be at cost to residents, would be hard to enforce and would be unlikely to address any situation where it is the residents themselves not parking in their allocated space and on the street; permit parking is the responsibility of Highways. Council also noted that further information had been requested from the resident, including any photos, in order for them to have a more informed view of the issue, and that any decision on potential action would be taken once this info was received.
- (Received via email) Resident has raised concerns about parking on pavements on Carnoustie Drive and the impact this has on pedestrians using the pavements. Council noted that any such parking is an obstruction and that this can be dealt with by the police (subject to available resource)

2. Apologies

Apologies have been received from Councillors Peter Tarrant (no reason provided) and Lou Evans (childcare).

Resolved: Apologies were noted and reasons where given were accepted.

3. Declarations of Interest

DP declared an interest as Trustee of Great Denham Hall CIO

4. Minutes of the last meeting

Resolved: the minutes of the extra ordinary meeting held on Monday 17th October 2022 were approved and signed by the Chair.

5. Parking

The proposed scheme for parking restrictions on entrance to Great Portway was published for comments. All comments received by the closing date of 16th October have been reviewed.

Council noted the concern raised that parking would move to Kingswood Way, and noted that yellow line restrictions are already on this stretch of road (both single and double yellows).

Resolved: Council agreed to proceed with implementation of parking restrictions as published. Council also asked Highways to ensure that the Kingswood Road markings were refreshed, that signage on the restrictions in force on this road was put up and that enforcement of these restrictions took place.

6. NALC Civility and Respect Project

Support for this pledge was confirmed at the October meeting. Policies for Dignity and Respect at Work, Grievance and Discipline have been drafted for approval to underpin this pledge.

Resolved: The Dignity at Work Policy, the Grievance Policy and the Disciplinary Policy were all approved and will be published on the Council's website.

7. Great Denham Country Park

The Tree Officer from Bedford Borough Council is proposing to undertake additional planting of tree belts in the Country Park and has written to the Council for its support. Council noted that the Country Park is owned and managed by the Borough Council, but appreciated the sharing of the plans in advance; responsibility and costs of planting remains with the Borough Council;

Resolved: Council noted its support for the proposed planting.

8. Community – update on GD Youth Project

Cllr Craze gave a brief update on project progress. The provider 4YP has been doing a lot of outreach work in Great Denham, in advance of the first session which took place on Thursday 3rd November. 6 young people attended the first session, and feedback has been positive. The provider has a plan for growth of the Youth Club, this will be based on the requirements of those attending. RC noted that he will be attending an evaluation meeting on 10th November and will report back to Council on any significant items.

9. Great Denham Neighbourhood Plan

In LE absence, Clerk gave a brief status update following the Steering Group meeting on 3rd November. The pre-submission consultation has now closed: 20 people came to the events at the Hall, and 23 responses, all constructive, were received via the survey on the draft plan. The Steering Group has reviewed all comments and the plan will be updated accordingly. All costs incurred on the plan have been met from the Locality Grant and no other funds have been required to date. Clerk notified Council that the final plan will be presented at December meeting for sign off in order to submit to the Borough Council for Regulation 16 consultation, examination and referendum.

10. Budget 2023/24

Council asked to review CIL monies at October meeting. A breakdown of CIL monies and earmarked reserves projects is attached at Appendix B; there are restrictions of use of CIL monies, and these must be spent by October 2024.

Clerk advised that she has received a quotation for resurfacing the paths in the Country Park – identified as a potential use of CIL funding – and has written to Director of Environment,

Borough Council, to ask about this work. Other projects identified for CIL monies include planting of a Community Orchard on the Park and Ride land (as noted at October meeting) and provision of shade at the Large Play Hub.
Budget preparation will be an agenda item for December meeting.

11. Borough Councillor Report

JW gave a brief summary of the work he has been doing on Estate Management charges; whilst his focus is primarily on the issues experienced by Great Denham residents, he has now also been contacted by residents in other areas of Bedford, and is trying to escalate to get the support of other Councillors across the Borough, with a view to petitioning the Borough Council at a future Executive Meeting.

He has now had meetings with Alexander Faulkner Partnership (AKP) and Firstport; he is awaiting a response from Vistry (covering Bovis and Linden developments). At these meeting JW is pointing out in some detail the poor service and communication from the management companies and trying to obtain a better understanding of the detail behind the charges raised and the background and “rules” on how the schemes have been set up by the developer

JW noted that he has had one success in using the Property Ombudsman but that the compensation award took some 2 years to achieve.

JW asked the Council for its support in building a picture of the schemes in place across Great Denham.

Resolved: The Council offered to create a resident survey to help JW obtain the necessary info he needs to pursue this work on behalf of residents. JW to provide Clerk with the details of the info he wishes to obtain, and the Clerk will create a survey which JW can circulate to residents.

JW also noted that Great Denham Primary School will once again hold a short service of remembrance at the Tommy memorial on Anglia Way on Friday 11th November at 1.45pm.

JW full report will be available on the Parish Council website.

12. Planning and Licensing

a) Planning application 22/02279/FUL – Single storey rear extension, 4 King Alfred Way

Resolved: no comments or objections to this application.

b) Planning application 22/02361/FUL – single storey rear extension to existing garage to form Gym and Spa – 50 Carnoustie Drive

Resolved: The Council noted that, whilst it had no objection, it wished to note its observation on the size of the extension in relation to the original garage, that the roofline of the extension would run parallel to the boundary with neighbours, and that all existing trees/foliage should not be adversely impacted.

c) Planning application 22/02282/FUL – single storey rear/side extension – 4 Alnwick Way

Resolved: No comments or objections to this application.

d) Street Trading License application – Lotties

Resolved: no comments or objections to this application.

e) Houses of Multiple Occupancy – consultation on supplementary conditions, Bedford Borough Council.

Council noted that any new licensing must also address provision of parking, as HMOs usually require parking in excess of Highways Standard Parking Directive, and this contributes to the on-street parking congestion across Great Denham.

Resolved: Comments to be submitted.

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) Renewal of SLCC membership for Clerk

Resolved: Renewal of annual membership at cost of £171 was agreed.

c) 2022-23 Pay Award

The pay award for 2022-23 has now been agreed, to take effect from 1 April 2022.

Resolved: Council approved implementation of the award, backdated to 1 April 2022.

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

Clerk updated on the following items:

- Planting of the circle in the Community Garden – a tree has been purchased (Council agreed budget of £200 at December 2021 meeting) and the Borough Council Tree Officer will host the planting as a community event. Planting will be done by end November.
- Pavilion Overflow Car Parks – it was noted that work appears to have started on these.
- Archer street – resurfacing of remaining area of road will start 14th November.
- Vail Williams are drawing up the license letter for the Parish Council noticeboard on its land (the Retail Centre) and this will be submitted along with an invoice for £250 + VAT. This was approved by Council in February 2020 but has been delayed due to pandemic and staffing issues.
- Xmas lights have been put up on the lampposts; one unit has tested faulty and a repair will be made and costs advised. Tree lights will go up in due course. Switch on date of 1 December has been requested.

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

- Meeting dates for 2023 will be agreed at December meeting.
- Coronation event – Council to consider what community activity/event could be provided to celebrate this occasion, and will seek views from residents before further discussion.
- Cllr Arthur asked that DWH are reminded to keep the compound on Mercia Road locked. Clerk to action.

16. Date of Next Meeting

Monday 5th December 2022 at 7.30pm

APPENDIX A - Finance Summary to 1st November 2022**Bank Balances**

Treasurer current account - £103,802.51 BMM deposit account - £120,208.72

Receipts since October report

Date	From	Detail	£
07/10/2022	EON	Refund on transfer to Npower	2.18
21/10/2022	HSBC	Interest on deposit account	36.55
Total			38.73

Payments since October report (figures include VAT)

Payment type	Payee	Detail	£
BACS	HSBC	Monthly account fee	8
BACS	Clerk/HMRC	Salary Payment and HMRC PAYE/NI for Sept	1178.36
BACS	Spheretech	Annual Service/maintenance air con units in Hall	292.94
BACS	Ace Security	Annual Service/Maintenance contract renewal	567
BACS	GDCH	Room Hire - PC meetings July and August	20
BACS	GDCH	Tea and Talk room hire (from grant)	60
BACS	Clerk	Expenses - NDP spend	97.5
BACS	CloudNext Ltd	Annual Hosting charge for website	119.98
BACS	SLCC Enterprises	National Conference booking for Clerk	150
BACS	Abacus Mailing	NDP letter to residents (from Locality Grant)	1472.54
TOTAL			3966.32

Accounts Outstanding (figures include VAT)

Payment type	Payee	Detail	£
BACS	Christy Plumbing	Replace Air Filters (work to be scheduled)	368.42
BACS	SLCC	Membership renewal for Clerk	171
TOTAL			539.42

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

APPENDIX B – CIL MONIES AND EARMARKED RESERVES

Date	Description	£
31/10/2019	Receipt of CIL monies application 17/02446/MAF	79383.96
04/03/2020	Contribution towards costs of installing tarmac pathway in Community Garden, plus benches and bins Benches – £564.00 Bins – £518.00 Contribution to cost of pathway - £9326.56 (total cost of pathway £13326.45))	10408.45
31/03/2020	Closing Balance 2019/20	68975.51
01/04/2020	Opening Balance 2020/21	68975.51
	No spend in 2020/21	
31/03/2021	Closing Balance 2020/21	68975.51
01/04/2021	Opening Balance 2021/22	68975.51
05/10/2021	Purchase of 2 noticeboards	3121.36
05/10/2021	Installation of noticeboard at Retail Centre	420
02/11/2021	Purchase of Xmas lights for Tree	740.8
14/11/2021	Purchase of defibrillator, cabinet and post for Carnoustie Drive	2435
12/01/2022	Purchase of 2 benches for Country Park	1208.5
14/01/2022	Installation of 2 benches in Country Park (DJT)	866.19
15/03/2022	Installation of defibrillator post on Carnoustie Drive	112.5
25/03/2022	Purchase of defibrillator and cabinet for Sports Pavilion	1740
	Total Spend 2021/22	10644.35
31/03/2022	Closing Balance 2021/22	58330.33
01/04/2022	Opening Balance 2022/23	58330.33

Project	Current budget	Comments
CCTV Extension (Play areas)	4768	Maintenance and Monitoring centre costs are separate to this.
Christmas lights (inc Retail centre)	6079.74	This includes £2500 in this year's budget for installation
Great Portway Play area refresh	9887.50	Following repaint this project is unlikely to go ahead at this time. Funds can be re-directed
Entry Feature King Alfred Way	4450	Initial estimates obtained indicate this budget is sufficient for the work.
Traffic, road safety and parking	30025	Suggested use includes: - No verge/pavement parking - Double yellow lines - Pedestrian crossing points - 20mph speed limit signs - CPZ outside Community Hall
GD Community Hall landlord responsibilities	8390.50	Includes costs for boiler and air con maintenance. £3600 included in each annual budget. Earmarked reserve of £10k to be maintained for future repairs

Project	Current budget	Comments
Defibrillator supplies	1357	To cover replacement pads and batteries for 3 defibs in GD
Election costs	1960.29	Funds remaining from 2019 election provision. Next election in May 2023 – level of funding required dependent on contested/uncontested.
Legal costs - GDCH Lease	300	Funds remaining from legal work on lease. Future legal advice may be required re Toybox Land so recommend retaining.
Provision for NDP costs	2000	All NDP costs should be covered by Locality grants, but this is contingency should additional monies be needed. To be reallocated if not
Unallocated from previous projects	4000	New projects should be considered or to revert to general reserves