

GREAT DENHAM PARISH COUNCIL

Minutes of The Great Denham Parish Council Meeting held on 20th May 2024 at 7.30pm at Great Denham Community Hall.

MINUTES

Present: Cllrs Jon Hannah (Chair), Joanna Szaub-Newton, Anna O'Meara, Joe Quinn, Jim Weir (also borough councillor, arrived at 7:55pm), Robbin Brough (Parish Council Clerk).

1 Election of Chair

To elect the Chair for the coming year. Signing of Declaration of Acceptance of Office.

Resolved to elect Jon Hannah as Chair for the coming year and the Declaration of Acceptance of Office was signed.

2 Election of Vice Chair

To elect the Vice Chair for the coming year. Signing of Declaration of Acceptance of Office.

Resolved to elect Joanna Szaub-Newton as Vice Chair for the coming year and the Declaration of Acceptance of Office was signed.

3 Public Open Session

A resident attended the meeting to discuss a number of points with the council including; a tree stump which remains from a broken tree on the green area on Wayland Road, a car which has been parked on Wayland Road for four months, the overgrowth of weeds around the village, and the damaged mismatched wooden bollards.

4 Apologies for Absence: Cllrs Allen and Moran were both away.

Resolved to accept apologies.

5 Declarations of interest in items on the agenda: None

6 Committee membership

- *To consider if any changes are required to the membership of the committees*

Resolved to keep the committee membership the same for the coming year.

- *To elect the Chair of each committee*

Resolved to re-elect Helen Allen as Chair of staffing committee.

7 Meeting dates for 2024/25

To agree meeting dates and locations for the coming year.

Resolved to hold council meetings on the 1st Monday of each month except for August when the council breaks for summer holidays.

8 Correspondence received since the last meeting (requiring council attention)

- *A resident emailed regarding a fallen tree near Wayland Road and Saxon Way.* Clerk Has reported to the landowner, BBC.
- *A resident emailed regarding an infestation of brown tail moth caterpillars in a tree outside of her residence.* This was reported to DWH by landowner and the trees have since been removed from outside of the residence.
- *Two residents emailed to report the former Greenkeepers building and golf Clubhouse were broken into.* Clerk reported this to Bidwell's – awaiting a response.
- *A resident emailed regarding the overgrowth of weeds and poorly maintained grassed areas within Great Denham.* Clerk has reported the areas to both DWH and BBC.
- *A resident requested the council consider placing duck crossing signs on the roads which the resident ducks often cross.* Clerk made the request to the Highways department who have said they do not have a budget to provide such signage.
- *A resident informed the council of unusual behaviour with cars parking and waiting on Woodville Drive.*

9 To confirm the minutes of the parish council meeting held on 8th April 2024

Resolved to approve the minutes as an accurate record.

Mrs R Brough, Clerk, Great Denham Parish Council

E-mail: clerk@greatdenhamparishcouncil.gov.uk

10 **Clerk's report on actions not covered by agenda items**

- *To open accounts with two financial institutions and, once able, move funds into the accounts as agreed in the March parish council meeting.* The Redwood account has been opened and £85k has been transferred into it. **Ongoing** – Still awaiting the Unity Trust Account to be opened.
- *To attend a meeting with David Wilson Homes team and Cllr O'Meara to discuss Mercia Road.* **Complete** – Meeting notes to be shared with the council during agenda item.
- *To request a quote from BBC Highways for the cost of a pedestrian crossing on Greenkeepers Road and railings new the pedestrian crossing on Anglia Way.* **Action:** Cllr Weir will follow up with BBC Highways to see if he can expediate a response.

11 **Finance**

- *To approve payments and note income and balances*
Resolved to approve payments – see appendix.

12 **Annual Governance and Accountability Return 2023/2024**

- To receive Internal Auditors Report for approval*
- To complete and sign Section 1 – Annual Governance Statement 2023/24*
- To review and approve Section 2 – Accounting Statements for 2023/24*
- To approve dates for Public Rights of Inspection*

Action: This item will be placed on the June agenda as the Internal Auditors Report had not yet been received.

13 **Planning Applications:**

- *To consider any planning applications received since the last meeting – includes any received after the agenda is issued up to the date of the meeting.*

APPLICATION NO: 24/00825/FUL Full Planning Application

PROPOSAL: Single storey rear extension

LOCATION: 7 Whitings Great Denham Bedford Bedfordshire MK40 4GE

Resolved to not provide a comment on this planning application.

APPLICATION NO: 24/00957/FUL Full Planning Application

PROPOSAL: Single storey rear extension and front portico.

LOCATION: 7 St Mellion Drive Great Denham Bedford Bedfordshire MK40 4BF

Resolved to not provide a comment on this planning application.

14 **Borough Councillors Report**

Update from Borough Councillor Jim Weir.

See parish council website for full report.

15 **Kingswood Way**

Update from Cllr Weir on the dead trees and management of Kingswood Way.

Proposal from Cllr Weir to purchase 4 trees to replace the ones that have died along Kingswood Way.

Resolved to take advice from BBC on the best type of tree to purchase to replace the Hornbeams which have not survived. The council voted to spend up to £300 on the purchase of 4 new trees. Funds will be taken from CIL funding.

Action: Clerk to request BBC plant and water the trees as they are going on BBC owned land.

16 **Great Denham Fete**

To receive updates from the working group for the Great Denham Village Fete.

The working group will present a breakdown of expected costs for the fete during the June council meeting. The council will then decide on a budget to put towards the event. There is a licensing fee of £500 payable to BBC if there is to be alcohol sold at the fete.

Action: Cllr Weir to look further into the requirement to pay £500 to BBC for selling alcohol at an event held on BBC owned land.

17 Outdoor Storage Provision

Proposal from Cllr Staite: To consider the purchase of a lockable storage unit to be placed outside of the pavilion.

The council would like further information on the cost of different types of outdoor storage. More than one unit may need to be considered depending on the number of organisations requiring storage.

Action: Clerk to place this Item on the June agenda and ask BBC if they will consider paying for the installation costs if the council purchases the storage unit/units.

18 David Wilson Homes (DWH)

Cllr O'Meara to provide an update on the Mercia Road development from meeting held on 8th May 2024 with David Wilson Homes.

1. DWH were thanked for their response to resident concerns re signage and waiting lorries on Greenkeepers Rd; GDPC confirmed that no further issues had been raised by residents since changes had been put in place.
2. Progress to date – the roads have been completed in Parcel 1 (E side of Mercia) with Parcel 2 due by the end of the month Foundations are in place in Parcel 1 for the sales office (an initial block of 4 houses).
3. DWH will be upgrading the specification to install PV panels on all houses, and thermal lintels, to improve the overall energy efficiency of the properties for sale; this is above the required regs as approved under the plans.
4. The sales office is scheduled to be open at the end of July. We discussed briefly that an “open day” for residents might be considered, which could be advertised by the Parish Council. Details to be developed.
5. Green Space – DWH confirmed that this has been cleared and topsoiled for the end June as agreed. Railings will be installed as per the approved plans, but a gap will be left for vehicle access so that suppliers for the Community event can set up. DWH were asked to consider some form of lockable railings as access once the site has been completed.
6. Further to discussion, DWH confirmed that the maintenance of this green area is being discussed with Beds Borough Council and it is anticipated that the Council will take over maintenance.
7. Site Security – following reports of children accessing the compound, DWH confirmed that the site boundaries are checked weekly, and asked GDPC to publish (with suitable masking) the photos taken of the children on site with a clear message to parents to ensure children stay away from the site.
8. Site working hours – following questions from residents re weekend working, DWH confirmed that they will be working on Saturdays between 8am and noon, with possible access to the site from 7.30am. Whilst this is within the permitted hours, GDPC asked if consideration re noise could be made for nearby residents. DWH advised that the heavy machinery work (noisy) will not last much longer, and that forklifts have muffled reverse alarms. Site hours Monday-Friday are 8am to 4.30pm.
9. Parking impact on Sainsburys car park – GDPC asked DWH to remind staff and contractors to use the compound due to high levels of parking in the car park; it is more likely to be displaced resident parking because of the build rather than DWH staff/contractors.
10. Contact details for DWH to raise issues: DWH have provided email addresses for site manager for GDPC use, and a main switchboard number which has been published by GDPC for residents. All out-of-hour incident reports should be made via the switchboard as this will ensure the call is forwarded appropriately.
11. Marketing materials/FAQ info – DWH will share info via GDPC for any fact checking required, given confusion arising from sales office info on previous developments.
12. DWH will attend GDPC meeting on 3rd June to give a progress report/update for residents, with following meeting around the end of July.

19 **20mph Speed Limit Within Great Denham**

Proposal from Cllr Weir: To consider extending the 20mph limit throughout Great Denham.

Action: Clerk to create a social media post consulting residents on their opinion for extending the 20mph limit in Great Denham. This will also be placed in the parish council newsletter due to be published in July.

20 **Give Way Road Markings**

Proposal from Cllr Hannah: To consider the installation of Give Way road markings on junctions where the road layout is ambiguous.

Resolved to request Give Way markings at Great Portway and Kingswood Way junction, Saxon Way and Wayland Road, Saxon Way and Greenkeepers Road, Saxon Way and Woden Gardens and Mercia Road junctions.

Action: Cllr Weir to make the request with BBC Highways.

21 **Clerk's Annual Appraisal**

- **Resolved** that, under Section 1 Paragraph 2 of the Public Bodies (Admission to meetings) Act 1960, the press and public be excluded from the meeting for the next item of business due to the discussion of staffing matters.
- *To receive the Clerk's appraisal carried out by the Staffing Committee.*
The councillors received the Parish Council Clerk Appraisal Form, which summarised the clerk's performance over the last year and also set targets for the coming year.

22 **Business for future agendas (No actions can be taken on items not on the agenda)**

- To review the Green Infrastructure Plan
- To review action plan for projects and reserves
- To agree the installation of netting over the GDCH solar panels

Date of the next meeting: Monday 3rd June 2024, Great Denham Community Hall.