

GREAT DENHAM PARISH COUNCIL

Minutes of The Great Denham Parish Council Meeting held on 2nd December 2024 at 7.30pm at Great Denham Community Hall.

MINUTES

Present: Cllrs Jon Hannah (Chair), Joanna Szaub-Newton, Anna O'Meara, Janice Moran, Chris Staite, Jim Weir (also borough councillor), Robbin Brough (Parish Council Clerk).

- 1 **Apologies for Absence accepted:** Cllr Oliver Payne (prior commitment), Joe Quinn (unwell).
Council acknowledged the receipt of Cllr Helen Allen's resignation from the parish council. The councillors wished to thank Cllr Allen for her many years of service on the council.
Resolved: Apologies accepted.
- 2 **Declarations of interest in items on the agenda –** None recorded.
- 3 **Public Open Session – 3 residents were in attendance.**
Three residents attended the council meeting to discuss their concerns with a residence on Great Portway which has been converted into a care home for youths 16 years of age or older. The residents have attended a previous council meeting to express their concerns, and they were hoping to receive an update from Cllr Weir. Cllr Weir has been looking into the matter, specifically if the care home has been registered with Ofsted and if the company running the care facility has applied for change of use for the residential property and the appropriate planning permission for the works completed to the property.
Cllr Weir was able to inform the residents that he has been discussing the matter with various agencies. His next step is to contact the owners of the property directly to discuss neighbouring residents' concerns. He also suggested residents write to the local MP Richard Fuller with their concerns.
- 4 **Correspondence received since the last meeting (requiring council attention)**
 - A resident contacted the council to ask if the council could support the issue of contractors parking on the footpath on Greenkeepers Road. *The clerk contacted DWH who investigated and confirmed it would not be a regular occurrence.*
 - A resident contacted the parish council to request permission to use a metal detector on the former golf course land. *The clerk directed the resident to Bidwells who manage the property.*
 - A resident contacted the council regarding concerns related to an interaction they had with another person in the Park and Ride. *The clerk advised the resident to report the incident to the police if they were concerned.*
- 5 **To confirm the minutes of the parish council meeting held on 4th November 2024**
Resolved to approve the minutes as an accurate record.
- 6 **Clerk's report on actions not covered by agenda items**
 - To arrange the purchase and install of the new Christmas lighting to be placed on King Alfred and Queen Eleanor Drive. **Complete.**
 - To contact the Bedford Borough Tree Officer and request a breakdown of costs for the quote provided to replace trees along Kingswood Way. **Complete.**
 - To prepare a draft budget for the 2024/2025 financial year. **Complete.**
 - To look for additional financial institutions who provide interest accounts for parish councils.
Ongoing – Clerk and Cllr Hannah will present options to the council during Item 8 of the agenda.
- 7 **Finance**
 - *To approve payments and note income and balances.*
Resolved to approve payments as shown in the appendix.
 - *To note the Spend versus Budget variance report.*
Report received and noted. See appendix.
 - *To approve the proposed changes to the parish councils Financial Regulations.*
Resolved to approve the amendments and agreed to make further amendments to sections 5.7,

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6.10 and 6.15.

- To review financial institution options for short term investment.

Resolved to open an account with Hinkley & Rugby Building Society and The Cambridge Building Society.

8 Parish Council 2024/2025 Budget

To review the draft 2024/2025 annual budget and make amendments where needed.

Action: Clerk to make the suggested amendments and resend draft budget to councillors via email once Bedford Borough Council has provided the Tax Base needed to complete the precept-setting process.

9 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.

No planning applications received.

10 Borough Councillors Report

Update from Borough Councillor Jim Weir.

See parish council website for full report.

11 Christmas Carols Event

Update from working group on the plans for the Caroling Event.

The Carol Event will be held on the green area opposite the Community Hall for approximately half an hour. Then the parish council will serve mulled wine, hot chocolate and mince pies to those who attended.

Action: Clerk to approach Sainsburys to see if they will sponsor the event by providing the mince pies and ask if we will be able to return any unopened bottles of mulled wine.

12 Google Drive

To discuss the use of a google drive to share documents within the council and ensure all councillors are familiar with using this storage system.

Resolved to use Dropbox to share documents as this is a system the clerk is familiar with using.

13 Highways Related Items

To update the council on any progress made relating to ongoing highways requests and projects.

- Green Keepers crossing is ready to move forward if the parish council give the go-ahead on the project. **Action:** Clerk to check if there will be a reduction in the installation cost if the proposed 20mph speed limit is implemented prior to the crossing installation.
- The proposal for the implementation of a section of double yellow lines on the northside of Great Portway should be ready to share with the parish council early January 2025.
- Pedestrian barriers on the Sainsburys side of Anglia Way have been approved and works to have those installed should take place early in the new year.
- Clerk has chased BBC Highways to fix the speed indication device next to the primary school.
- Clerk to request the double yellow lines along King Alfred Way are corrected to extend to Terrington Place.

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

- To discuss making improvements to the current parish council noticeboards.
- To invite BBC parks officer to attend January parish council meeting to discuss 2025 Summer Fete.

Date of the next meeting: 6th January 2025, Great Denham Community Hall.