

GREAT DENHAM PARISH COUNCIL

Minutes of The Great Denham Parish Council Meeting held on 5th February 2024 at 7.30pm at Great Denham Community Hall.

MINUTES

Present: Cllrs Chris Staite (Chairman), Helen Allen, Anna O'Meara, Janice Moran, Joanna Szaub-Newton, Jon Hannah, Joe Quinn Jim Weir (also Borough Councillor).
Robbin Brough (Parish Council Clerk).

1 **Apologies for Absence:** None

2 **Declarations of interest in items on the agenda:** None

3 **Public Open Session**

No residents in attendance

4 **Correspondence received since the last meeting (requiring council attention)**

- A resident emailed regarding the streetlight on Wayland that was not operating properly. *Clerk has reported this to the management company.*
- Two residents emailed regarding the streetlight in the courtyard behind 13-21 Wayland not working which is leaving the area in complete darkness. *Clerk has contacted the management company to repair.*
- A resident emailed the council regarding fence panels that had fallen onto the pavement. *Clerk has written to the developer asking for it to be repaired swiftly.*
- A resident emailed the parish council to report a tree that had fallen and was now blocking a footpath. This tree was in Biddenham Parish council. *Clerk contacted Biddenham PC Clerk who has reported the tree to BBC.*

5 **To confirm the minutes of the parish council meeting held on 15th January 2023**

Resolved to approve the minutes of the meeting as an accurate record.

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

- *To contact the developers who still maintain ownership of the junctions that the parish council would like to install double yellow lines. The clerk will request the developer's permission to have double yellows placed at these junctions. **Ongoing** – Clerk has made contact with developers and is awaiting their response.*
- *To obtain three quotes for creating wildlife interpretation boards for the country park. **Complete** – Companies have been contacted and quotes are on this agenda.*
- *To chase Bedford Borough Council (BBC) Highways for the Green Keepers Feasibility Study. **Complete** – The feasibility study should be with the parish council by the end of May 2024.*
- *To create an annual appraisal document to be used during the clerk's annual performance review. **Complete** – The document has been drafted and sent to the staffing committee.*
- *To contact BBC Open Spaces Team to ask which dates the Country Park would be available in September 2024 for the parish council to hold a Community Fete. **Complete** – Council has confirmed the country park is available on all the weekends in September, however, they have said this coincides when the football season begins. **Action:** Clerk to contact Bromham Football league to see if they have a schedule for home matches in September.*

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.

Mrs R Brough, Clerk, Great Denham Parish Council
E-mail: clerk@greatdenhamparishcouncil.gov.uk

8 **Community Facilities:**

- *Update on installation of gateway sign on King Alfred Way.*
The gateway sign has been installed and the councillors are pleased with how it looks.
- *Update on standing water on the old golf course.*
BBC flood officers have been out to assess the issue of drainage on the site. They will have the ditch to the west of West Hill Close cleared out as the silt and debris appears to be holding back water. Once this has been completed, Bidwells will organise the jetting of the upstream pipe which will hopefully allow the standing water to run away.

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 applications received.

10 **Borough Councillors Report**

Update from Borough Councillor Jim Weir.

See parish council website for full report.

11 **Country Park Interpretation Boards**

To discuss the quotes received to design and create two interpretation boards to be placed in the Country Park.

The parish council would like to move forward with the project to create two interpretation boards. After viewing the quotes received, the council plans to use Bedford Borough Council Reproduction Team to design the boards and will then use an alternative company to provide the framed lectern for the boards to be displayed on.

Action: Cllr O'Meara and clerk to meet to begin designing the boards.

12 **Parish Council Risk Assessment**

Annual review of the parish council risk assessment.

Action: Clerk to place this agenda item on March's agenda.

13 **Mercia Road Development**

To agree an approach for communicating with David Wilson Homes during the development on Mercia Road.

The parish council agreed to organise regular meetings with David Wilson Homes to ensure the council was kept informed regarding the progress of the development.

Action: Cllr O'Meara to arrange a meeting with the Construction Director assigned to the development of the Mercia Road site.

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

- To consider moving some funds from the savings account into a higher interest short-term investment account.
- Update from Summer Event working group.
- Feedback from the David Wilson Homes meeting from item 13.

Date of the next meeting: 4th March 2024, Great Denham Community Hall.

Great Denham Parish Council - Receipts & Payments - Feb 2024

Date	Category	Payee	Description	Income	Gross	VAT	Net	Cashbook Balance
								57,684.95
11 January 2024	Banking charges	HSBC	HSBC Account charge		8.00		8.00	
01 February 2024	Staff costs	Multiple	Jan Staff Costs		1,210.32		1,210.32	
01 February 2024	GDCH Tea & Talk	GDCH	GDCH - Tea and Talk room hire from grant £300 - £60 = £240 remaining.		60.00		60.00	
01 February 2024	Hall hire	GDCH	GDCH - Room hire		20.00		20.00	
05 February 2024	Community Events	Gusto Catering	Christmas event		190.20	31.70	158.50	56,196.43
				203.44				122,413.45
				203.44	1,488.52	31.70	1,456.82	

GREAT DENHAM PARISH COUNCIL

Financial Year 2023/24

<u>Income</u>	YTD (Actual) Gross	YTD (Actual) Net	Annual Budget 2023/24	Budget (Part year)	Variance
Precept	42,607	42,607	42,607		
VAT reclaim	1,959		1,174		
CIL Income	0	0	0		
Bank Interest	0	1,877	195		
Insurance claim					
GDCH income from DWH	3,655				
Other income		0	0		
Total Income	44,566	44,484	43,976		
<u>Outgoings</u>					
Staff costs	16,199	16,199	15,250		
Staff costs	16,199	16,199	15,250	12,952	-3,247
Christmas lights	0	0	2,500		
GDCH expenditure	6,751	6,637	3,600		
Community defib	140	117	200		
CCTV Monitoring	2,182	1,818	4,000		
CCTV Maintenance	567	473	473		
Electrics (Unmetered supply)	74	70	100		
Open spaces & community facilities	9,715	9,115	10,873	9,234	120
Audit	453	390	375		
ICO Annual Fee	58	40	40		
Insurance	3,807	3,807	3,700		
Payroll	148	148	180		
Travel - mileage	0	18	100		
Hall hire	200	200	300		
Banking charges	80	80	96		
Information Technology	252	232	400		
Stationery	0	0	100		
Membership/Affiliations	1,005	1,005	1,031		
Training	63	63	500		
Admin - other	124	124	100		
Admin	6,189	6,106	6,922	5,879	-227
Newsletter	1,015	846	1,931		
Youth Club	0	0	6,250		
Community Events	190	159	2,000		
Other	1,205	1,004	10,181	8,647	7,643
GDCH Tea & Talk	705	705	0		
Grants	705	705	750	637	-68
Total Outgoings	34,013	33,129	43,976	37,349	4,220
Return Groundworks	1,818	1,818	0		
BBC Pedestrian Crossing	40,000	40,000	0		

GDPC - Balances - Feb 2024

	£	
HSBC Current	56,196	
HSBC Savings	122,413	
Total funds held	178,610	
 <u>Allocation of Balance Sheet</u>		
Remaining budget spend (approx)	11,000	
CCTV Extension (Play areas)	9,241	
Christmas lights (inc Retail centre)	7,258	
Entry Feature King Alfred Way	4,450	
Traffic, road safety and parking		
- No verge/pavement parking		
- Double yellow lines	30,025	
- Pedestrian crossing points		
- 20mph speed limit signs		
- CPZ outside Community Hall		
GD Community Hall landlord responsibilities	10,872	
Defibrillator supplies	1,262	
Election costs	1,960	
Great Denham Youth Club	13,000	
GD History Memorial (School Project)	8,000	
Upgrade to paths in Country Park	30,000	
VAT refund due	-1,591	
General reserve	53,133	Balancing figure
Total allocation	178,610	