

GREAT DENHAM PARISH COUNCIL

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

MINUTES

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

1 **Apologies for Absence:** Helen Allen (prior commitment).

2 **Declarations of interest in items on the agenda**

3 **Public Open Session** – Three residents in attendance.

Two residents attended the meeting to express their concerns to the council regarding a residence changing its use without going through the appropriate planning processes. The house is currently being used to house 16–18-year-old women who need support. The police have visited the property a number of times in the past month.

The parish council have not received a notice of change of use application for the residence.

Action: Cllr Wier will speak with planning enforcement and children services to see if the organisation operating the care home have obtained the appropriate certification.

A resident attended the meeting to discuss the dangerous parking occurring on both sides of the road at the entrance to Great Portway. Cars are parking on the narrow bit of the road which limits visibility, making driving on this road dangerous at times. The resident felt the parking occurred more during office hours and the cars were likely owned by individuals working in nearby businesses.

4 **Co-option**

To consider coopting to fill the remaining position – the total number of positions on the council is nine.

Resolved to coopt Oliver Payne to the council. Proposed/seconded: Cllrs O'Meara/Szaub-Newton.

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

- A resident emailed to ask if the parish council had an update on the Open Space Management Charges. Borough Cllr Weir responded to the resident with the latest update. Further update provided in Cllr Weir's borough councillor report attached in the appendix.
- A few residents emailed to ask if there would be stalls at the Great Denham Fete on 21st of September. The parish council has informed those who enquired that there are no stalls at the event.
- A resident emailed to ask the parish council if we could assist with the pavilion alarm which is going off in the early hours of the night. The parish council have informed BBC, who own the building, they are looking into the matter.

6 **To confirm the minutes of the parish council meeting held on 1st July 2024**

Resolved to approve the minutes as an accurate record.

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

- *To produce a newsletter to be distributed to residents. **Complete.***
- *To contact BBC and DWH to request quote for structural testing of 8 lamppost columns along King Alfred Way and Queen Elenor Drive for possible Christmas light decorations. **Ongoing.***
- *To contact BBC Highways for an update on Greenkeepers crossing cost and consultation. **Complete.***
- *To complete Unity Trust account setup. **Complete.***

8 **Finance**

- *To approve payments and note income and balances.*

Resolved to approve payments as shown in the appendix.

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

- *To note the Spend versus Budget variance report.*
Report received and noted. See appendix.
- *To review the parish council financial controls.*
This item will be placed on October's agenda.
- *To note the first quarter financial checks.*
The council received feedback from Cllr O'Meara who completed the first quarter financial checks. There were no issues highlighted and the check was signed off.

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 application received.

10 Borough Councillors Report

Update from Borough Councillor Jim Weir.

See parish council website for full report.

11 Great Denham Summer Fete

To discuss the final preparations for the event taking place on 21st September.

Due to time constraints and issues with licensing the bar and stage have had to be removed from the event. The parish council will begin the application process much earlier next year and have a meeting with BBC to discuss the fee of £500 to sell alcohol at an event held on BBC owned land. Volunteers to run events and activities at the fete have been organised. The committee has received some donations from local businesses that will be used for prizes at the fete.

12 Speed Watch Village Signage

Proposal from Cllr Moran: To consider the purchase of permanent speed watch signs to be placed on the main roads within Great Denham.

Action: Cllr Moran to receive costs for signage and bring this information to October's council meeting.

Action: Clerk to redo the poster to go out to residents asking for volunteers to join the Speed Watch group.

13 Parking Barrier Anglia Way

Proposal from Cllr Moran: To consider requesting BBC highways place barriers on the opposite side of the road from where the existing barriers have been installed to prevent cars parking on the double yellow lines.

Resolved to request BBC Highways place barriers on Anglia Way running along side the bend in the road next to Sainsburys.

14 Biddenham Conservation Volunteers

To receive email request from volunteers to complete footpath maintenance work within Great Denham parish and consider funding request.

The council have no concerns with the Biddenham Conservation Volunteers completing maintenance works along the footpath which runs into Great Denham from Biddenham. At this time the council will not be providing the volunteer group with funding.

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

- Review parish council financial controls.
- To receive feedback from the Great Deham Fete
- Implementation of Speed Watch signage on main roads within the village.

Date of the next meeting: 7th October 2024, Great Denham Community Hall.

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

Great Denham Parish Council - Receipts & Payments - Sept 2024

Bank reconciliation

Account	Date	Category	Payee	Description	Trf	Receipts	Gross	VAT	Cashbook Balance	Bank Balance
HSBC Current	Opening								66,650.35	66,650.35
	12 July 2024	Banking charges	HSBC	HSBC Account charge			8.00			
	11 August 2024	Banking charges	HSBC	HSBC Account charge			10.00			
	18 August 2024	Community Events	White Hart Press	FETE POSTERS (Clerk expenses)			20.00			
	18 August 2024	Membership/Affiliations	BATPC				882.00			
	18 August 2024	Community Events	BBC	Event notice fee (Clerk expenses)			21.00			
	18 August 2024	Community Events	ID&C	PC Lanyards (Clerk expenses)			104.39	17.40		
	18 August 2024	Community Events	Protectivity	Fete Insurance (Clerk expenses)			260.42			
	18 August 2024	Community Events	Elite Industrial Supplies	Hi Vis (Clerk expenses)			244.80	40.80		
	18 August 2024	Community Events	EcoPrint	PC Flags (Clerk expenses)			185.39	28.40		
	18 August 2024	Payroll	Pam Anthony	Payroll Services - Quarterly			45.00			
	22 August 2024	Community defib	Community Heartbeat Trust	Defib pads			69.54	11.59		
	27 August 2024	GDCH Tea & Talk	GDCH	GDCH - Tea and Talk room hire from grant			75.00			
	27 August 2024	Community defib	Community Heartbeat Trust	Defib pads			76.74	12.79		
	27 August 2024	Staff costs	Multiple	July/August			2,498.39			62,149.68
	NotYetPaid	GDCH Tea & Talk	GDCH	GDCH - Tea and Talk room hire from grant			60.00			
	NotYetPaid	Hall hire	GDCH	GDCH - Room hire July			24.00		62,065.68	
HSBC Savings	Opening								38,301.00	38,301.00
	21 July 2024	Bank Interest	HSBC	Savings account interest		61.01				
	21 August 2024	Bank Interest	HSBC	Savings account interest		63.21				
	Closing								38,425.22	38,425.22
Redwood Savings	Opening								85,000.00	85,000.00
	Closing								85,000.00	85,000.00
Unity Trust - Current	Opening								500.00	500.00
	Closing								500.00	500.00
Unity Trust - Savings	Opening								500.00	500.00
	Closing								500.00	500.00
						0.00	124.22	4,584.67	110.98	

GREAT DENHAM PARISH COUNCIL

Financial Year 2024/25

<u>Income</u>	YTD (Actual) Gross	YTD (Actual) Net	Annual Budget 2024/25	Full year (Forecast)	Variance
Precept	20,708	20,708	41,415	41,415	
VAT reclaim	0		1,500	1,500	
CIL Income	0	0	0	0	
Bank Interest	617	617	1,000	1,000	
Other income	0	0	0	0	
Total Income	21,325	21,325	43,915	43,915	
<u>Outgoings</u>					
Staff costs	7,184	7,184	15,497		
Staff costs	7,184	7,184	15,497	15,497	0
Christmas lights	1,586	1,586	2,500		
GDCH expenditure	1,166	972	3,600		
Community defib	146	122	200		
CCTV Monitoring	0	0	0		
CCTV Maintenance	0	0	0		
Electrics (Unmetered supply)	118	112	0		
Open spaces & community facilities	3,016	2,792	6,300	6,300	0
Audit	75	75	420		
ICO Annual Fee	0	0	40		
Insurance	0	0	4,000		
Payroll	135	135	230		
Travel - mileage	0	0	0		
Hall hire	104	104	220		
Banking charges	42	42	96		
Information Technology	0	0	400		
Stationery	0	0	150		
Membership/Affiliations	882	882	1,031		
Training	0	0	500		
Admin - other	0	0	100		
Admin	1,238	1,238	7,187	7,187	0
Newsletter	0	0	1,931		
Youth Club	0	0	6,250		
Community Events	836	749	5,000		
Other	836	749	13,181	13,181	0
GDCH Tea & Talk	390	390	750		
Junior Park Run	1,200	1,200	1,000		
Grants	390	390	1,750	1,750	0
Sub total	12,665	12,354	43,915	43,915	0
Gateway sign install	266	266	0		
Outside budget	266	266	0		
Total Outgoings	12,931	12,620	43,915	43,915	0

GDPC - Balances - September 2024

	£
HSBC Current	62,066
HSBC Savings	38,425
Redwood Savings	85,000
Unity Trust Current	500
Unity Trust Savings	500
Total funds held	186,491

Allocation of Balance Sheet

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		
- Pedestrian crossing points	30,025	
- 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	0	
General reserve	70,423	Balancing figure
Total allocation	186,491	