

GREAT DENHAM PARISH COUNCIL

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

MINUTES

Present: Cllrs Jon Hannah (Chair), Anna O'Meara, Janice Moran, Chris Staite, Oliver Payne, Joe Quinn, Adam Firth, Robbin Brough (Parish Council Clerk).

1 **Election of Chairman**

To elect the Chairman 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. (Proposer: Cllr Hannah. Seconder: Cllr Quinn.

2 **Election of Vice Chairman**

To elect the Vice Chairman for the coming year.

Resolved to elect Joanna Szaub-Newton as Vice Chair for the coming year. (Proposer: Cllr Staite. Seconder: Cllr O'Meara.

3 **Public Open Session**

No members of the public were in attendance.

4 **Apologies for Absence:** Cllr Szaub-Newton (work commitment), Jim Weir (also Borough councillor) (unwell).

Resolved to accept apologies.

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

None.

6 **Co-option**

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

Resolved to coopt Adam Firth to the council. (Proposer: Cllr Hannah. Seconder: Cllr Payne).

7 **Committee membership**

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

Resolved to add Cllr Quinn to the Human Resources Committee.

- *To elect the Chairman of each committee*

Resolved for the chair to be elected at the beginning of the first committee meeting.

8 **Meeting dates for 2025/26**

To agree meeting dates and locations for the coming year.

Resolved to hold full council meetings on the first Monday of each month except in April and May when they will be held on the first Tuesday of the month. There will be no council meeting in the month of August.

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

None needing council attention.

10 **To confirm the minutes of the parish council meeting held on 7th April 2025**

Resolved to approve the minutes as an accurate record.

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

- To request a cost from BBC Highways for no verge/footpath parking signs along Carnoustie Drive and St Mellion Drive. To request a second quote for the implantation of no verge/footpath parking in the remaining areas of Great Denham. **Awaiting a response.**
- *To obtain quotes for event insurance coverage for the Summer Fete. **Complete.***

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

- To request costs for a bus shelter and ensure a site visit has occurred to see if it is possible to have a bus shelter on Saxon Way. **Complete.**
- To obtain a quote for replacing the whole footpath and a portion of the footpath in the Country Park. **Ongoing.**

12 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 note the fourth quarter financial checks.
There were no issues highlighted, and the check was signed off by Cllr O'Meara.

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.

No planning applications were received prior to the council meeting.

14 Borough Councillors Report

Update from Borough Councillor Jim Weir.

See parish council website for full report.

15 Neighbourhood Plan Review Workshop

To inform councillors of the workshop being held on the 22nd May 2025 and note any councillors who would like to attend.

Action: Clerk to add Cllr Hannah to the workshop.

16 Great Denham Summer Fete

To receive an update from the working group for the Great Denham Summer Fete.

Clerk presented the council with quotes for event insurance which included cancellation coverage. The council decided Protectivity provided the best coverage for the cost. Cllr Moran reported she had booked St John's for first aid coverage on the day. The bouncy castle has also been booked.

17 Community Hall Lift Repair

To discuss the required lift repairs, who is liable to pay for the repairs and whether the parish council would make an insurance claim to cover the cost of the repairs.

Action: Clerk to obtain a further two quotes for the necessary repairs required to the Community Hall lift.

18 Community Hall Hard Wire Testing

To consider the quote received to complete the fixed wire test (EICR) on 79 circuits in the Community Hall.

Action: Clerk to obtain a further quote for the required fixed wire testing.

Action: Cllr Payne to provide the clerk with the name of a local electrician.

19 Highways Matters

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

Updates provided during previous agenda items.

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

- To consider changing the 30min parking bays on Kingswood Way next to the Medivet to disabled parking.

Date of the next meeting: Monday 2nd June 2025, Great Denham Community Hall.

Great Denham Parish Council - Receipts & Payments - May 2025

Bank reconciliation

Account	Date	Category	Payee	Description	Transfers	Receipts	Payments Gross	Cashbook Balance	Bank Balance
Unity Trust - Current	Opening							26,971.47	26,971.47
	14 April 2025	Precept	BBC			20,950.50			
	23 April 2025	CIL Income	BBC	21/01582/MAF Land adjacent to Mercia Road		82,033.81			
	30 April 2025	Staff costs	Multiple	April			1,320.56		
	30 April 2025	GDCH Tea & Talk	GDCH	GDCH - Tea and Talk room hire from grant - 0036			75.00		
	30 April 2025	Hall hire	GDCH	GDCH - Room hire - 0035			24.00		
	30 April 2025	Banking charges	Unity Trust	Service Charge			6.00		
	06 May 2025	Transfer	GDPC (Unity Savings)	Transfer to 20508951	- 100,000.00				28,530.22
	Not Yet paid	GDCH Tea & Talk	GDCH	GDCH - Tea and Talk room hire from grant - 0036			60.00		
	Not Yet paid	Hall hire	GDCH	GDCH - Room hire - 0120			24.00	28,446.22	
	Closing								
Unity Trust - Savings	Opening							134,279.22	134,279.22
	06 May 2025	Transfer	GDPC (Unity Current)	Transfer from 20508948	100,000.00				
	Closing							234,279.22	234,279.22
Redwood Savings	Opening							87,930.40	87,930.40
	No transactions								
	Closing							87,930.40	87,930.40
Hinckley & Rugby Savings	Opening							85,001.00	85,001.00
	No transactions								
	Closing							85,001.00	85,001.00
HSBC Current	Opening							0.00	0.00
	Account Closed								
	Closing							0.00	0.00
HSBC Savings	Opening							0.00	0.00
	Account Closed								
	Closing							0.00	0.00
					0.00	102,984.31	1,509.56		

GREAT DENHAM PARISH COUNCIL

May-25

Income	YTD (Actual) Net	Annual Budget 2025/26	Full year (Forecast)	Variance
Precept	20,951	42,054	42,054	0
CIL Income	82,034	0		0
Bank Interest	0	3,000	3,000	0
Other income	0	0		0
Total Income	102,984	45,054	45,054	0
Outgoings				
Staff costs	2,585	16,055		
Staff costs	2,585	16,055	16,055	0
Christmas lights	6,631	2,500		
GDCH expenditure	890	3,600		
Community defib	0	200		
Open spaces & community facilities	7,521	6,300	10,431	4,131
Audit	0	420		
ICO Annual Fee	0	40		
Insurance	0	4,581		
Payroll	0	230		
Hall hire	72	220		
Banking charges	12	96		
Information Technology	0	400		
Stationery	0	150		
Membership/Affiliations	0	1,031		
Training	0	500		
Admin - other	0	100		
Admin	84	7,768	7,768	0
Newsletter	0	1,931		
Youth Club	0	6,250		
Community Events	0	5,000		
Other	0	13,181	13,181	0
GDCH Tea & Talk	195	750		
Junior Park Run	0	1,000		
Grants	195	1,750	1,750	0
Sub total	10,385	45,054	49,185	4,131

GDPC - Balances - May 2025

	£
Redwood Savings 3.93%	87,930
Unity Trust Current 0%	28,446
Unity Trust Savings 2.6%	234,279
Hinckley & Rugby Savings	85,001
Total funds held	435,657

Allocation of Balance Sheet

Christmas lights (inc Retail centre)		
Double yellow lines		
Pedestrian barrier	4,500	
Give way markings		
Pedestrian crossing points	90,000	
20mph speed limit signs		
GD Community Hall landlord responsibilities	10,872	
Defibrillator supplies	1,140	
Election costs	1,960	
Great Denham Youth Club	6,500	
GD History Memorial (School Project)	8,000	
Upgrade to paths in Country Park	30,000	
Interpretation boards	3,300	
VAT refund due	0	
General reserve	279,385	Balancing figure
Total allocation	435,657	

GREAT DENHAM PARISH COUNCIL

CIL Tracker

Date	Description	Received	Spending	Balance
31/10/2019	Receipt of CIL monies from BBC ref Planning application 17/02446/MAF	£ 79,383		
04/02/2020	DJT Surfacing - INV 55534. Part payment towards pathway.		£ 10,408	
31/03/2020	Balance remaining			£ 68,975
31/03/2021	Balance remaining			£ 68,975
05/10/2021	Purchase of 2 noticeboards and installation costs		£ 3,121	
05/10/2021	Installation of noticeboard at Retail Centre		£ 420	
02/11/2021	Xmas lights for Tree		£ 741	
14/11/2021	Purchase of defibrillator, cabinet and post for Carnoustie Drive		£ 2,435	
12/01/2022	Purchase of 2 benches for Country Park		£ 1,209	
14/01/2022	Installation of 2 benches in Country Park (DJT)		£ 866	
	Installation of defibrillator post		£ 113	
25/03/2022	Purchase of defibrillator and cabinet for Sports Pavilion		£ 1,740	
31/03/2022	Balance remaining			£ 58,330
31/03/2023	Balance remaining			£ 58,330
15/04/2024	Christmas lights		£ 1,586	
07/06/2023	Installation of Pedestrian Crossing, Anglia Way - BBC		£ 40,000	
12/07/2023	2 benches for Country Park - Glasdon UK Ltd		£ 1,631	
16/08/2023	Bench install		£ 867	
15/12/2023	Gateway sign		£ 825	
17/06/2024	Village Hall - Replace heating pumps/thermostats		£ 972	
03/10/2024	Pedestrian barrier		£ 4,502	
22/08/2024	Community defib - pads		£ 58	
27/08/2024	Community defib - pads		£ 64	
31/10/2024	Christmas lights		£ 4,258	
	Balance remaining			£ 3,568
12/12/2024	CIL received: 21/01582/MAF Land adjacent to Mercia Road, Great Denham. 2 x £82,033.81		£ 164,068	
				£ 167,635
07/04/2025	GDCH expenditure		£ 890	
30/04/2025	Christmas lights		£ 1,656	
30/04/2025	Christmas lights		£ 3,653	
30/04/2025	Christmas lights		£ 1,322	
				£ -
				£ 163,682
23/04/2025	CIL received: 21/01582/MAF Land adjacent to Mercia Road			£ 82,034

29/10/2024

Deadline to spend

17/02446/MAF CIL now fully spent

11/12/2029

22/04/2030

GREAT DENHAM PARISH COUNCIL

31-Mar-25

<u>Income</u>	YTD (Actual) Net	Annual Budget 2024/25	Full year (Forecast)	Variance
Precept	41,415	41,415	41,415	0
VAT reclaim		1,500	1,419	-81
CIL Income	164,068	0	164,068	164,068
Bank Interest	3,469	1,000	3,469	2,469
Other income	0	0	0	0
Total Income	208,952	43,915	210,370	166,456
<u>Outgoings</u>				
Staff costs	14,819	15,497		
Staff costs	14,819	15,497	15,497	0
Christmas lights	5,844	2,500		
GDCH expenditure	1,228	3,600		
Community defib	122	200		
CCTV Monitoring	0	0		
CCTV Maintenance	0	0		
Electrics (Unmetered supply)	112	0		
Open spaces & community facilities	7,307	6,300	7,307	1,007
Audit	390	420		
ICO Annual Fee	0	40		
Insurance	4,581	4,000		
Payroll	135	230		
Travel - mileage	0	0		
Hall hire	248	220		
Banking charges	117	96		
Information Technology	100	400		
Stationery	0	150		
Membership/Affiliations	882	1,031		
Training	0	500		
Admin - other	1	100		
Admin	6,455	7,187	6,455	-732
Newsletter	833	1,931		
Youth Club	6,250	6,250		
Community Events	4,076	5,000		
Other	11,159	13,181	11,159	-2,022
GDCH Tea & Talk	739	750		
Junior Park Run	1,200	1,000		
Grants	1,939	1,750	1,939	189
Sub total	41,678	43,915	42,356	-1,559
Gateway sign install	266	0		
Pedestrian barrier	4,502	0		
Outside budget	4,768	0		
Total Outgoings	46,447	43,915		

Borough Monthly Report April 2025

- **Unsecured Golf Club House**

Following constant reports regarding damage and vandalism being carried out at the former club house and the slow or sometimes none response from the landowners agents I have asked Officers of the Council to ask the Community Regulation team to serve the owner with a formal notice to board up the property, and a Community Protection Warning asking that they undertake periodic checks on the building and respond appropriately if it is found to be unsecure again.

- **Asset of Community Value**

The 5-year period, which sets out that the golf course and its associated buildings cannot be offered for sale without first offering to the parish via the Parish Council, comes to an end early next year. The Parish Council, with my support, will make an application to renew the Community Value process.

- **Open Letter to the Chief Constable**

Dear Mr Rodenhurst

Whilst appreciating the funding difficulties faced in today's policing environment, Bedford Borough Council has now reached a crisis point in finding ways to mitigate the ASB, shoplifting, aggressive begging and the increasing danger created to pedestrian safety by e-scooters and bikes.

We have focused on our town centres, Bedford and Kempston, as the number of incidents is at an all-time high. Businesses have lost confidence in our Police Force, apparently by not investing in the deployment of sufficient Officers in the Town Centres. We have discussed and corresponded with various members of your force and with you and we know you are aware of the issues.

Whilst we have a good relationship and dialogue with the PCC, we know that operational deployment sits with you, so hence the direct approach. The concern of this Council transcends political spectrums, and every single elected member of this Council (all 46) is calling for a positive action from you to deploy more Officers in the Town Centres.

Not to do so will continue to show the slow erosion of people coming into the Centres and impact those businesses that we all rely on to pay their taxes and precepts for us to function.

As we outlined, we know that there are demand pressures, but please understand that we cannot continue with the level of theft, ASB, and all the other aspects that are impacting the Borough.

We call on you to increase the number of Officers in our Town Centres, and we as a Council will give every support in helping you in this endeavour.

- **Universal Developments/Wixams Station**

Bedford Borough has successfully secured a major international investment: Universal Destinations & Experiences will build Europe's first Universal Studios theme park and resort at Kempston Hardwick. This multi-billion-pound development will create approximately 20,000 jobs during the construction phase and 8,000 permanent roles in tourism, hospitality, and the creative industries. Alongside the resort, the area will benefit from significant infrastructure improvements, including plans for a larger Wixams train station.

The project is the result of close collaboration between Bedford Borough Council, Universal's global team, and various Government departments.

The development has received formal recognition from central Government. The Prime Minister has sent a letter of thanks to the Mayor and Council, highlighting Bedford's critical role in securing this investment and encouraging continued partnership as the project progresses. Additionally, the Department of Culture, Media and Sport has confirmed plans, in principle, to expand the Wixams station to four platforms, significantly enhancing transport links for the area.

Looking ahead, Bedford Borough Council is working to ensure that local people can benefit directly from the opportunities this project will create. Meetings are being arranged between Universal and local education providers, including sixth forms and Bedford College, to align training and courses with the skills Universal will require. Further business engagement sessions will also take place to help local enterprises prepare for growth alongside this development.

The Universal Studios resort is scheduled to open in 2031.

- **Paddington Pub**

Bedford Borough Council has formally agreed to surrender its leasehold interest in the Paddington property, located at 157 Midland Road, Bedford. The building, which had been leased in April 2022 prior to the local elections, was intended to reduce the cost of temporary accommodation for the Borough. However, subsequent detailed assessments revealed significant structural and fire safety issues that made the property unsuitable for occupation.

Initial surveys and fire risk assessments commissioned at the outset identified some required improvements, but further, more detailed inspections carried out in 2022 and 2024 exposed major safety concerns. These included serious issues with fire compartmentalisation, means of escape, ventilation, and drainage. As a result, the property was deemed unfit for use, and residents were relocated by early 2023. An intrusive survey later confirmed that parts of the building had not been constructed according to approved standards, necessitating extensive remedial works estimated at between £750,000 and £860,000.

Faced with high repair costs and ongoing financial liabilities associated with holding a vacant and unsafe property that would have cost an estimated £614,000, the Council negotiated lease surrender at a cost of £313,333 - approved on 4th April 2025 to minimise further financial exposure.

The surrender of the lease is funded through existing Council revenue budgets and removes a significant financial risk.

- **Stability Plan 2025/26**

Bedford Borough Council has launched a new Stability Plan 2025–2030 to address the financial pressures facing the Borough and a sustainable future. The Council is facing a projected £33 million funding gap over the next five years with significant increases in service demand,

particularly in Adult and Children's Social Care, inflation, rising contractual costs, and the upcoming Government-mandated Business Rates Reset in 2026, which alone is expected to reduce the Borough's income by £10 million annually.

The Stability Plan sets out five main areas of focus: modernising service delivery to make services more efficient and resident-focused; ensuring value for money through comprehensive service reviews; maximising income and commercial potential; strengthening financial governance around projects and reserves; and investing in prevention and workforce development to reduce long-term costs. Key steps include reviewing non-statutory service charges, reassessing procurement and commissioning practices, and investing in technology to drive efficiencies.

The MTFS outlines the financial forecast through to 2030, confirming that while the situation is serious, it is manageable with disciplined action. Expert advice, including advice from Theresa Grant OBE, has helped to shape these plans to align with national best practices.

- **GPs**

Bedford Borough Council has approved plans to build a new, purpose-designed GP surgery in Great Barford to meet the needs of the growing local community and improve healthcare access in rural parts of the Borough. The new facility will be constructed on Silver Street, on the site of the former primary school, and will replace the existing surgery, which currently operates from a converted bungalow that is no longer fit for purpose.

The new GP surgery will be able to accommodate a larger patient list and offer modern, accessible facilities, including space specifically intended for training future GPs. The project is part of a wider programme aimed at upgrading primary care services across Bedford Borough, with similar developments progressing in Kempston, Wixams, and Wootton.

The estimated total cost of the Great Barford project is £3.43 million.

- **Commercial Services**

Bedford Borough Council has launched a new commercial food waste collection service to help local businesses comply with Simpler Recycling legislation. Starting in March 2025, the service enables businesses to separate food waste from general waste, supporting environmental sustainability.

Collected food waste will be processed at a local anaerobic digestion plant, generating green energy for the National Grid and producing organic fertiliser. This service helps reduce landfill use and carbon emissions, while offering businesses a more cost-effective waste solution.

- **Deichmann Opening**

A major investment has been secured for Bedford Town Centre, with Deichmann, Europe's largest shoe retailer, moving into the former Next building. This £750,000 investment marks another step forward in the ongoing regeneration of the Town Centre, supporting the vision of creating a vibrant and thriving Bedford for the future.