

## Minutes of Parish Council Meeting held on Wednesday 11 April 2018 at St James Primary School, Main Road, Biddenham.

**Present:** Peter Chase - Chairman, Graham Bates, Jon Gambold, Alan Jacobs, Krzys Osuch, Terry Platt, Joe Warren, Francia Slade and the Acting Clerk (Mrs Lyn Lyman). In addition, there were 5 members of the public.

**In Attendance:** Borough Cllr Roger Rigby.

The Head teacher showed and explained all the new IT equipment they have purchased to help the children with learning IT, using donations from the Parish Council and Bedford BC. She thanked everyone for the donations.

### 1. Apologies for Absence:

Apologies were received from Alison Southern.

### 2. Declarations of interest:

No declarations were made.

### 3. To approve the minutes of the meeting held on Wednesday 14 March 2018

The Minutes of the meeting held on 14<sup>th</sup> March 2018 were accepted and duly signed.

### 4. Matters Arising from Minutes

The written report which had been circulated by email was discussed.

### 5. Public Open Session

a) It was thought that there were still some wreaths and crosses on the War Memorial. Cllr Slade said she had removed them but that she would check in case she had missed any.

FS

b) It was noted that the War Memorial was going green.

c) At the Bromham Road/Biddenham Road, (Biddenham Turn), there is a lump of blue carpet and some bags of rubbish. The verges are in a poor state. A car was parked on the seeded part by the station. The area is a disgrace. Affects the first 4/5 houses. The Clerk will write to Bidwells.

AS

### 6. Planning

#### NEW APPLICATIONS

18/00620/FUL - 41 Darlow Drive – single storey rear extension – **deadline 9th April**. An objection is to be submitted as Cllrs were unable to view the plans.

AS

**Land & trees by war memorial:** No planning application has been received as yet. But a TPO needs to be put on the trees. Graham wanted them preserved. TPO's are needed. Cllr Rigby said he would take this up.

RR

#### PENDING DECISION by Bedford Borough Council

18/00467/FUL 6 Elger Close – one and two storey side extension and demolition of existing chimney.

Ref. No: 18/00140/MAO Land off Deep Spinney - Outline planning application for up to 250 dwellings including vehicular access from Gold Lane, emergency only access from the A4280, pedestrian and cycle links, public open space, car parking, drainage,

landscaping and other associated works. All matters are reserved except for access.

17/02432/REM Reserved Matters – road access to community facilities on new development pursuant to outline approval 01/02199/EIA

17/01553/TPO 6 Thorpe Close – Fell 2 oak trees

#### **GRANTED**

17/02402/FULL The Three Tuns 57 Main Road – Removal of existing raised decking & fencing and provision of new level access patio area consisting of timber pergolas, open boarded fencing, rope & post perimeter, balustrading and low level fixed seating and planter unit

18/00389/FUL Westering, 13 Church End – single storey rear extension

18/00462/TPO 25-27 Malcote Close – Sycamore reduce back to achieve a 2m clearance of property

### **7. Clerk's report**

**Asset Register valuation** – Terry asked whether we should value the cost of the Pavilion for a nominal sum as this was a gift to the PC. Graham provided an email which outlined that the PC received the land from the developers and also monies from the developers to build the Pavilion. Therefore, the amount in the asset register should remain as it is currently recorded. This is not the amount that the Pavilion is insured for which is a different amount (following the valuation schedule provided by Kirby Diamond surveyors.) I attended the March SLCC branch meeting and the new external auditors Mazaars provided a training session on completion of the new AGAR (formerly known as the annual return.) Their advice is that any equipment/property/land gifted to the parish council should be recorded on the annual return for a nominal sum of £1.00. Amounts on the asset register do not increase or decrease unless new assets are added or original assets are disposed of.

#### **Data Protection/GDPR** – deadline 25<sup>th</sup> May 2018

You will have received my email regarding this. SLCC have published model policies and templates which I shall revise and email to you in advance of the May meeting for approval. NALC have now produced a tool kit and the SLCC are due to publish model policies and templates asap. Whilst I agree with Graham this does all seem OTT all parish councils large and small must comply and given that expertise in Data Protection law is essential and there must not be a conflict of interest I would recommend that the role of the DPO is outsourced as I do not have the expertise to deal with this. This can be reviewed after the first year as there may be an alternative more cost-effective solution going forward. I recommend Biddenham PC register their interest with the DPO Centre Ltd who provided the training and advice for Louise Ashmore at BATPC. Graham has attended a course on DGPR. It was felt that BBC should be providing a DPO.

**Bulk waste collection** dates 12<sup>th</sup> and 13<sup>th</sup> May – full details on website.

#### **Pavilion management**

New heating pumps have been installed and this has resolved the heating issues in the main hall. One of the heaters is still not producing heat at the correct temperature and this could be due to a blockage, so I have asked PJB heating to look at this when they install the new control panel. Hirers have reported they were much warmer in the main hall and the building in general is warmer now the new pumps have been installed.

The Biddenham Show Committee are considering moving the event to the Pavilion playing field with use of the Pavilion building. The cricket club had no objections as

cricket would have finished but they did ask that the show committee is particularly vigilant to ensure all tent pegs are removed from the field as in years gone by a few pegs had been missed and this caused damage to the mower used by the cricket club. I have also asked the committee about PL insurance, what vehicle movement would take place on the field (particularly if there is wet weather), number of marquees, first aid cover etc. If anyone has any other comments please let me know. We also need to consider how much we would charge per day as the field and building would be in use all weekend.

The Village Show is going to stay at the school. Had they moved to the Pavilion field there would have been no charge.

#### **Debtor**

In January a new hirer started at the Pavilion – she gave notice at beginning of February as the classes were not proving popular. So far she has not paid either her January or February invoices despite repeated emails and voice mails requesting payment. Total amount due £297.00. The PC can submit a claim online via the [www.gov.uk](http://www.gov.uk) website for the amount owed the cost incurred by the PC would be £25.00. Would the PC be happy for me to proceed with this course of action? All my regular hirers always pay each month before the next invoices arrives and BMI pay within 1 month of an invoice being issued. It was agreed to submit a claim as above. If the £297 is not received after this, it would not be followed up again.

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There are no other matters for consideration.

### **8. Financial Matters**

#### **Accounts for approval –**

(i) **It was resolved** to approve the accounts for payment which had been circulated previously. Undesignated reserves had been used to balance the payments against the receipts

(ii) To note the spend against budget for the Pavilion

The report was noted.

(iii) Cllr Gambold asked if the Parish Council would consider a request for funding towards print costs for new residents' welcome packs. After discussion, it was **Resolved** that a grant of £250 be made. This could be circulated with the June issue of The Loop.

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(iv) To consider and approve the revised risk assessment – The Clerk has made some alterations to this document to reflect new responsibilities regarding GDPR. The Risk Assessment was **unanimously Approved**.

### **9. Matters in progress**

Written report has been sent by email.

One Cllr thought that there was an issue with the new white lines painted down the sides of Gold Lane. She felt these were causing problems, but others felt they were making drivers more careful. It was agreed everything should be left as they are at the moment.

### **10. Parish Concerns:**

FP1 the fence is falling down and the gate is going. As this belongs to Wingfield Estates it was resolved that the Clerk should write to them to arrange repairs.

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**11. Date of Next meeting:**

Wednesday 9<sup>th</sup> May 2018 Annual Meeting of Parish Council

Meeting closed 9.30pm.

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Approved by Chairman 9<sup>th</sup> May 2018