

**APPENDIX E**  
**BIDDENHAM PARISH COUNCIL – MATTERS IN PROGRESS OCTOBER 2020**

This document is produced by the Parish Clerk and used to track the progress of matters requiring action raised at Parish Council Meetings.

Date Raised	Subject	Updates	Action by	Status
June 2015	Traffic Speeding and Surveys	<ul style="list-style-type: none"> <li>Traffic Calming proposals for Gold Lane.</li> <li>Traffic Survey completed for Bromham Road (Oct 2016).</li> <li>White lining agreed for both sides of Gold Lane (June 2017).</li> <li>Partial white lining completed (March 2018); monitor to see whether additional white lining is required.</li> <li>Two “SLOW” signs painted by the elbow but as there are no street lights in the vicinity, speed humps could not be installed. (Aug 2018).</li> <li>Further speed survey requested from Andy Prigmore, paid for by the Parish Council. Will take place w/c 15/10 or w/c 5/11 to avoid 2 weeks of half term.</li> <li>Gold Lane speeding: Cllr Gambold had information regarding a permanent speed indicator device (SID). (Dec 2018).</li> <li>Further investigation has taken place into the possible purchase of 3 SID’S at the basic price of £2,495 for the first one and 2 &amp; 3<sup>rd</sup> SID’s at the discounted of £150 each. These are to be ordered once information is passed to The Clerk.(June 2019).</li> <li>Agreed a unit should be purchased from the Ward Fund and quotes have been forwarded to B Cllrs Gambold &amp; Rigby.(Sept 19).</li> <li>Funding has been received and the order for one SID has been placed.(Oct 2019)</li> <li>The SID is in place and has been tested. Analysis of the tests are to be circulated to Cllrs.</li> <li>Speedwatch: Cllr Osuch to keep the PC updated on activities.</li> <li>BG to send email to RR and JG to request the temporary move of the device to Biddenham Turn and they will confirm with Borough (Sept 2020).</li> <li>BG to pass flyers to KC @ 3 Main Road Biddenham for circulation to GB and AJ (Sept2020).</li> <li>Flyers received, distributed and placed on noticeboards (Oct 2020).</li> <li>Following KO’s update at the meeting PC to speak to BG to ascertain whether we can re-start when the Borough vans have moved on from Biddenham Turn and Bromham Road West (Oct 2020 PC meeting )</li> </ul>	<p>Borough/JG</p> <p>Bryan Gasper/LL</p> <p>BC/KO</p> <p>KO</p> <p>BG</p> <p>BG</p> <p>PC</p>	ONGOING
May 2016	Coffin Path	<ul style="list-style-type: none"> <li>Would be nice to have it shingled but not sure Bidwells would allow this. They have rights over the land.</li> </ul>	PC/C Jones	Closed at PC Meeting Oct

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		<ul style="list-style-type: none"> <li>• This is still being followed up.(Feb 2019).</li> <li>• Still being followed up. (Jan 2020).</li> <li>• Still o/s with Jack Hawksworth (Sept 2020) .</li> <li>• JH has confirmed no plans to cultivate – agreement to close (Oct 2020)</li> </ul>	PC	2020
Feb 2020	Christmas Tree	<ul style="list-style-type: none"> <li>• It had been agreed to purchase a Christmas Tree for St Marys - the new housing estates on the opposite side of Bromham Road if Linden Homes would agree to a site. They did finally agree but when asked if they could agree a site where an electricity supply would be available, they did not come back in time to order the tree.</li> <li>• The Clerk suggested that maybe we should get all agreements in place this time so that there should be no issues next Christmas. It was agreed we should take this further for Christmas 2020.</li> <li>• A Christmas Tree for St Marys has been booked providing Linden Homes can agree a site with electricity (May 2020).</li> <li>• The Clerk has contacted Linden Homes twice and a response is awaited. (June 2020)</li> <li>• Linden Homes have been contacted yet again. A new contact email address was provided but still no response has been received (Aug 2020).</li> <li>• New Clerk to follow up (Sept 2020).</li> <li>• KC spoke and emailed Linden Homes on 17.9, Linden now part of Bovis (Oct 2020).</li> <li>• KC Chased Linden Homes 4/10 (Oct 2020).</li> <li>• KC has now made contact with the Technical Director at Linden Homes and is awaiting his reply (Oct 2020 PC meeting )</li> </ul>	LL LL LL LL LL KC KC KC	ONGOING
Feb 2020	Welcome to Biddenham Signs	<ul style="list-style-type: none"> <li>• Bromham Road is a long road and contains two identical numbering systems – one in Biddenham and one in Bedford. A resident living on Bromham Road, Biddenham was complaining about receiving post which wasn't his and asked if there could be better signage for Biddenham. A sign to say Biddenham Welcomes Careful Drivers or to commemorate VE day perhaps.</li> <li>• It was agreed 3 Biddenham Welcomes Careful Drivers should be purchased.(Apr 2020)</li> <li>• Sites for the signs were agreed providing they are acceptable with Borough.(May2020)</li> <li>• It was agreed that RR would review installed locations vs plans and ensure they are in the right places especially the one as you come off the bridge. ( Sept 2020 ).</li> <li>• RR met with Gary Gardener. Email sent to Cllrs 22/9 regarding relocation of sign by</li> </ul>	RR	ONGOING

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		<p>Bromham bridge (Oct 2020).</p> <ul style="list-style-type: none"> <li>• There was still some concern about the location of the sign on Deep Spinney and felt it should be moved back towards to roundabout. KC to follow up with Borough. (Oct 2020 PC Meeting)</li> </ul>	KC	
Mar 2020	Litter and Dog Bins	<ul style="list-style-type: none"> <li>• Position of litter/dog bins was discussed. There don't appear to be any in the vicinity of the school. Cllr Briggs agreed to draw up a plan of where bins would be appreciated. This is to include the new houses and the northern end of Biddenham Turn.</li> <li>• It was confirmed that there is a bin by the school. It was agreed to request 2 new litter bins – 1 As you head west out of Bedford on the southern side of Bromham Road by the pedestrian crossing that leads into Deep Spinney on the Deep Spinney estate. (May 2020 )</li> <li>• 2 in the turning head of the Bromham Road service road.</li> <li>• An email requesting the bins has been sent to Paul pace. ( May 2020 ).</li> <li>• Glenn Dynes (Bedford Borough) has been looking into the situation. The overflowing bin by Manor Hospital was due to someone having put a large bag of rubbish in it, it now appears to be OK. Rural bins are normally emptied fortnightly, Biddenhams bins are emptied weekly, there fore Borough are unable to empty the bins more frequently. Regarding the request for 2 more bins, it has been added to Borough system and the areas will be monitored by the national indicators N195 before a decision can be made. They will be monitored over a 6/8 week period. (July 2020).</li> <li>• It was agreed that SB would provide an update for the next meeting (Sept 2020).</li> <li>• SB agreed to chase a rubbish bin for the tennis courts. SB to follow up with Glen Dynes (Sept 2020).</li> <li>• SB has contacted Glen Dynes and is awaiting a reply (Oct 2020)</li> <li>• Glen Dynes has undertaken a litter/dog bin survey following our requests. <ul style="list-style-type: none"> <li>○ Location 1 – no issues found therefore request declined</li> <li>○ Location 2 – some issues so follow up survey planned in 3-5 weeks time</li> <li>○ Tennis Court – request not supported due to access issues</li> <li>○ Dog bins – emptied weekly unlike other rural villages who are emptied fortnightly. Situation may be compounded by current restrictions and members of the public walking dogs more often.</li> </ul> </li> <li>• KC to follow up Location 2 re-survey with GD (Oct 2020 PC Meeting )</li> </ul>	<p>SB</p> <p>LL/Paul Pace</p> <p>LL/Paul Pace</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>KC</p>	ONGOING

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July 2020	Sun Dial	<ul style="list-style-type: none"> <li>The sundial base had not been weeded and repaired, a job that Gary Creek was to have completed.</li> <li>The clerk has contacted Gary Creek and requested this work be completed (Sept 2020).</li> <li>Chased 23.9 and work now completed (Oct 2020).</li> </ul>	KC	Closed at PC Meeting Oct 2020
July 2020	Vicars Close Footpath Sign	<ul style="list-style-type: none"> <li>The footpath sign had been removed in Vicars close and JG agreed that he would chase to have it repaired.</li> </ul>	JG	Closed at PC Meeting Oct 2020
July 2020	Tommy	<ul style="list-style-type: none"> <li>Concerns that Tommy is fluttering in the wind and being bent. JG to arrange repairs.</li> <li>JG advised Tommy is being welded together and aim is to have in back in place by November 11th (Sept 2020).</li> <li>JG advised Tommy repairs are ongoing and target still to have him back by November 11<sup>th</sup>.(Oct 2020 PC Meeting)</li> </ul>	JG JG JG	ONGOING
July 2020	Graffiti	<ul style="list-style-type: none"> <li>GB asked Borough to clean the graffiti under the A428 bridge in the country park.</li> <li>GB advised that the Graffiti is back. RR already reported and will chase Gary Gardener (Sept 2020).</li> <li>GB chased Borough on 19/9 and 6/10 (Oct 2020)</li> <li>Paul Pace at Borough advised that they will only remove offensive graffiti as it is time consuming and costly(Oct 2020).</li> <li>General agreement that any graffiti should be removed immediately by Borough(Oct 2020 PC Meeting).</li> <li>GB to ask PP to remove as soon as possible (Oct 2020 PC Meeting).</li> </ul>	GB RR GB  GB	ONGOING
Sept 2020	Trees	<ul style="list-style-type: none"> <li>The following tree work was agreed to be looked at <ul style="list-style-type: none"> <li>3 Cherry trees overgrown across pavement ( by 9 Deep Spinney ) and also touching top of sub station - Parish</li> <li>Hedge at the side of the ditch in same location - Parish</li> <li>Crown lifting Kings Corner – Borough</li> <li>Letter from resident regarding trees on Elger Close - Post meeting note: This in fact was for weeding the alleyway and Chris Horne was asked on 14/9 to action.</li> <li>Overhanging Trees Darlow Drive 16,18,20,22 – Post meeting note: The trees are actually outside 28-32.</li> <li>Manor Hospital Cherry Trees - Parish</li> </ul> </li> </ul>		ONGOING

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		<ul style="list-style-type: none"> <li>• JG to confirm responsibility for those not identified. JG to follow up Borough trees and KC to contact Greg Lawrence for Parish.</li> <li>• JG to contact Gary/Alison Ivat cc Graham Court ( Borough tree man ) to ask for a copy of the tree mapping for Biddenham which will help with future decision making processes.</li> <li>• JG confirmed Elger Close, Manor Hospital, Deep Spinney are responsibility of Parish.</li> <li>• KC contacted Greg Lawrence 22/9 and met with him on 6/10 to review work required He will provide a quote for our next meeting(Oct 2020).</li> <li>• JG confirmed crown lifting at Kings Corner is on the Boroughs schedule of work (Oct 2020).</li> <li>• Quotes received for works as follows(Oct 2020): <ul style="list-style-type: none"> <li>○ 3 Cherry trees overgrown across pavement ( by 9 Deep Spinney ) and also touching top of sub station and hawthorn hedge at the side of the ditch in same location - £250</li> <li>○ Overhanging Trees Darlow Drive outside 28-32 - £900</li> <li>○ Manor Hospital Ash Trees – £700</li> <li>○ Pavilion car park, play area and playing fields – add to 2021/22 budgeting</li> <li>○ SSI hedge – check to see what contribution wildlife trust get to maintain</li> <li>○ Tall Lime Trees Main Road by Sun Dial – Agreed should be every few years not yearly</li> </ul> </li> <li>• Due to value of quotes KC to obtain a second quote for comparison purposes. A1 tree and garden services were suggested (Oct 2020 PC Meeting).</li> </ul>	JG/KC  JG  KC         KC	
Sept 2020	Great Denham Golf Course	<ul style="list-style-type: none"> <li>• KC to set up a meeting with Phil Simpkins and John Shortland at Borough to discuss expected planning application from Bidwells for a change of use of the golf course clubhouse.</li> <li>• Zoom meeting scheduled for 12<sup>th</sup> October @ 3pm (Oct 2020).</li> <li>• Meeting held and minutes distributed (Oct 2020)</li> </ul>	KC	Closed at PC Meeting Oct 2020
Sept 2020	Coronavirus	<ul style="list-style-type: none"> <li>• It was agreed that existing Zoom account to be transferred to new Clerk.</li> <li>• PC to add KC as a participant to the street Whats App group and then KC to ask for a volunteer</li> <li>• All actions completed (Oct 2020).</li> <li>• Lisa Fisher volunteered as the Covid health champion volunteer(Oct 2020).</li> </ul>	PC/KC  KC/PC	Closed at PC Meeting Oct 2020
Sept 2020	Play area	<ul style="list-style-type: none"> <li>• Clerk to notify insurer to add play equipment to policy</li> </ul>	KC	Closed at PC

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		<ul style="list-style-type: none"> <li>In view of recent government changes to numbers of people able to meet it was agreed to check with Borough if these would impact play areas. RR agreed to follow up and advise KC.</li> <li>RR confirmed no changes as far as Borough was concerned (Oct 2020).</li> <li>As last meeting Cllrs agreed to mirror Borough, a decision was made to reopen play area on 15/9 following a post lockdown inspection, which was all clear (Oct 2020).</li> </ul>	RR	Meeting Oct 2020
Sept 2020	Flag Pole	<ul style="list-style-type: none"> <li>JG requested a new flag pole, that could be stored in case the existing one broke or was vandalised, especially prior to Remembrance Sunday. KC to look into costs with House of Flags.</li> <li>Cost for 6m show pole ( as per previous order in 2004) is £97 plus vat and £34 delivery (Oct 2020).</li> <li>PC to agree expenditure – delivery address TBC (Oct 2020).</li> <li>JG advised that this was no longer needed (Oct 2020 PC meeting)</li> </ul>	KC  ALL	Closed at PC Meeting Oct 2020
Sept 2020	Parish Signs	<ul style="list-style-type: none"> <li>JG commented that the Festival of Britain sign coming out of Bedford is looking very tired and needs to be bent back into shape and the colour enhanced. The one by the bridge should also be looked at. SB to find his contact at Borough and pass it to KC to follow up.</li> <li>SB has contacted colleagues at Borough to provide appropriate contact details (Oct 2020).</li> </ul>	SB/KC  SB	ONGOING
Sept 2020	Drug Dealing	<ul style="list-style-type: none"> <li>CG raised concerns about the increase in potential drug dealing in Darlow Drive and avenue to Elger Close and also the litter produced from these cars which CG is regularly having to clear up. It was agreed that this should be reported to the police every time it is noticed.</li> <li>Added to police priority list and email sent to Louise Bates new inspector for our area. KC to keep Cllrs updated (Oct 2020).</li> </ul>	ALL  KC	ONGOING
Sept 2020	Internal Audit Report	<ul style="list-style-type: none"> <li>PC and KC to sign the AGAR and submit to Mazars.</li> <li>JW to provide some training to KC so she can post to the website going forward and also undertake a check to ensure it meets the Transparency requirements.</li> <li>KC to submit VAT claim.</li> <li>JW Provided training 23/9/2020 AGAR and Audit Report posted on website (Oct 2020)</li> <li>AGAR signed and submitted on 14/9 (Oct 2020).</li> <li>VAT claim submitted on 14/9 (Oct 2020).</li> <li>VAT refund received on 22/9/2020 (Oct 2020).</li> </ul>	PC/KC JW/KC  KC	ONGOING

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		<ul style="list-style-type: none"> <li>No update from Mazars on submission (Oct 2020 PC Meeting)</li> </ul>		
Sept 2020	Risk/Assets/Insurance	<ul style="list-style-type: none"> <li>KC to review asset register and align the asset register, insurance policy and parish risk assessment document.</li> </ul>	KC	ONGOING
Sept 2020	Planning	<ul style="list-style-type: none"> <li>Borough planning applications be directed to KC rather than GB.KC to contact Borough planning and request change.</li> <li>Change requested via email, actioned and KC now receiving planning emails from Borough(Oct 2020).</li> </ul>	KC	Closed at PC Meeting Oct 2020
Sept 2020	Peg Rake	<ul style="list-style-type: none"> <li>PC had received a request from Chris Jones regarding the purchase of a peg rake for cowslip meadow. Agreement to the purchase of the rake which will become a Biddenham Parish asset and PC will contact CJ to confirm.</li> <li>Chris Jones has purchased and will send KC receipt for reimbursement (Oct 2020).</li> <li>Invoice received and Chris Jones reimbursed (Oct 2020).</li> </ul>	PC	Closed at PC Meeting Oct 2020
Oct 2020	Deep Spinney Parking	<ul style="list-style-type: none"> <li>That the parking situation would be monitored over the coming weeks.</li> <li>KC to confirm the date Manor Hospital will cease parking at the Pavilion.</li> <li>KC to follow up discussions Oakley FC are having with the Three Tuns to see if an agreement has been reached.</li> <li>HF and AJ agreed to visit the Pavilion next weekend and assess the situation and report back to the Cllr's.</li> </ul>	KC KC HF/AJ	NEW
Oct 2020	Remembrance Sunday	<ul style="list-style-type: none"> <li>In view of Coronavirus restrictions the service will look very different this year. There will be a small socially distanced service and in accordance with Government and Borough advice the public will be asked to stay away. In addition to this government advice also means that our bugler Joe Mummery is not allowed to play.</li> <li>KC to contact JM and advise that his services are not needed this year</li> <li>It was agreed that John Daniels, retired Merchant Navy, be invited to lay a wreath. JG to invite JD</li> </ul>	KC JG	NEW
Oct 2020	Time in Lieu	<ul style="list-style-type: none"> <li>The Pavilion Manager had requested that consideration be made to pay time in lieu for the Pavilion caretaker and cleaner of £260 as they had been unable to take annual leave due to Covid restrictions. In principal Cllr's agreed but JG suggested that the Clerk contacted Borough to confirm their policy on this.</li> <li>Clerk to contact Borough</li> </ul>	KC	NEW
Oct 2020	Pavilion	<ul style="list-style-type: none"> <li>Advise DS that the following has been approved: <ul style="list-style-type: none"> <li>Installation of broadband £70.00 (refunded if broadband contract with BT)</li> <li>Broadband monthly cost £28 per month (BT)(£336 per year)</li> </ul> </li> </ul>	KC	NEW

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		<ul style="list-style-type: none"> <li>○ New 'Smart' Lock £260.00</li> <li>• The expenditure on a new side door and CCTV was felt to be too high to consider at the moment. CG wondered whether once broadband was installed whether some cheaper CCTV cameras could be installed. CG to speak to DS to explore alternative options</li> </ul>	CG/DS	
Oct 2020	Main Road Parking	<ul style="list-style-type: none"> <li>• Parking along Main Road - Concerns were raised about parking along Main Road especially at school pick up/drop off. GB confirmed that the school had recently written to parents reminding them to be considerate when parking. It was hoped that now Manor Hospital staff are not parking at the Pavilion that they wouldn't start to park along Main Road. It was agreed to monitor the situation and feedback any ongoing issues to the next meeting.</li> </ul>	ALL	NEW
Oct 2020	Yellow Lines – outside old hairdressers	<ul style="list-style-type: none"> <li>• Extension of yellow lines outside of the old hairdressers, Deep Spinney – Following discussion it was generally agreed that the yellow lines should be extended for access and safety reasons. It was unclear whether they were the correct length vs the original order.</li> <li>• That a request to extend the lines be made and KC will contact Andy Prigmore.</li> </ul>	KC	NEW
Oct 2020	Weeds Nodders Way	<ul style="list-style-type: none"> <li>• GB raised a concern of a local resident of the weeds at the bottom end of Nodders way where it joins Main Road.</li> <li>• KC to review and follow up as required.</li> </ul>	KC	NEW
Oct 2020	Main Road /Gold Lane Bend	<ul style="list-style-type: none"> <li>• FS expressed concern about the corner bend Main Road to Gold Lane.</li> <li>• A request to refresh the slow signs and middle white line be made and KC will contact Andy Prigmore.</li> </ul>	KC	NEW
Oct 2020	New Mower	<ul style="list-style-type: none"> <li>• JG Advised that £4420 Rural Grant and just shy of £5600 from the Borough Cllr's would be being paid into the Parish bank account shortly and would need to be passed to Dave Watson to purchase a new second hand mower for the cricket club.</li> <li>• KC to notify DW when received</li> </ul>	KC	NEW
Oct 2020	Speed Limit Signs Bromham Road	<ul style="list-style-type: none"> <li>• PC requested that Borough be contacted to move the 30mph speed limit sign and provide better signage along this stretch of road. (Oct 2020).</li> <li>• KC to draft letter to Andy Prigmore, in conjunction with PC (Oct 2020).</li> </ul>	KC/PC	NEW