

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 16th February 2021 at 7.30pm using Zoom.us video conferencing.

MINUTES

Present: Cllrs Peter Chase (Chairman), Graham Bates, Chris Gee, Stewart Briggs, Harry Fowler, Francia Slade, Krzys Osuch, Joe Warren (Vice Chairman), Alan Jacobs.

In attendance: Borough Councillor Roger Rigby, David Brough (Clerk), nine parishioners.

- 1 **Apologies for Absence:** Borough Councillor Jonathan Gambold
- 2 **Declarations of interest in items on the agenda** – Cllr Fowler declared a personal interest in planning application 21/00116/M73 due to consulting in the past to the company responsible for the application.
- 3 **To approve the Minutes of the parish council meeting** held on 13th January 2021 and the EGM on 26th January 2021.
Resolved to approve the minutes of both meetings as an accurate record.
- 4 **Public Open Session** [Standing Orders were suspended for the duration of the item]
 - Chairman of Bedford Town FC Youth Development attended to advise that he has secured the lease for the Biddenham Country Park Sports Centre (Kings Field). An explanatory letter is to be placed on the parish council website and is available from the Clerk.
 - Representatives from Bidwells and Dandara attended to answer questions from the parish council and the public on planning application 21/00236/MAR – Reserved Matters phase 1 of 18/00140/MAO comprising 119 dwellings... Land At Deep Spinney Gold Lane And Duck End Lane
 - One parishioner attended to share speed data from the parish council's speed sign (SID). Councillors did not object to the possibility of the sign being relocated within Biddenham. Speed data is available on request from the Clerk.
- 5 **To Receive a Report on the Golf Course land between Biddenham and Great Denham**
 - 20/02846/FUL Full Planning App The Bedford Golf Clubhouse Drive Great Denham
This planning application has now been withdrawn by the applicant.
- 6 **Planning applications**
 - 21/00115/TPO The Old Vicarage 67 Main Road
Resolved not to object.
 - 21/00088/FUL Erection of new boundary wall.. Hill House 22 Bromham Road
Resolved not to object.
 - 21/00116/M73 Formation of two fishing lakes... Land North Of Great Spur
Resolved not to object.
 - 21/00198/FUL Single storey rear extensions... 2 Elger Close
Resolved not to object.
 - 21/00253/FUL Erection of two storey side extension... The Spinney 42 Day's Lane
Resolved not to object.
 - 21/00236/MAR Reserved Matters phase 1 of 18/00140/MAO comprising 119 dwellings... Land At Deep Spinney Gold Lane And Duck End Lane
Resolved to comment on this application. Cllrs Chase and Fowler are to create a commentary based on the following agreed comments: a) The preferred access point off Deep Spinney not Gold Lane, b) that construction traffic does not enter from Gold Lane, c) That the maintenance of the open space is carried out by Bedford BC rather than a private contractor and that it is a dog free area due it being an important ecological site, d) That Duck End Lane is closed to all traffic except access to dwellings.

- 21/00256/OUT ...erection of 2 dwellings... Land Adjacent 16 Vicars Close
Resolved not to object.
- 21/00309/FUL Two storey rear extension... 4 Gardener Place
Resolved not to object.
- 21/00320/TPO Redcot 33 Day's Lane
Resolved not to object.
- 21/00335/FUL & 336/LBC Demolition... Erection of single storey side and rear extension... 35 Main Road
Resolved not to object.

7 **Financial Matters:**

- To approve accounts for payment and approval of expenditure
Resolved to approve all payments (Appendix A).
- To note the spend against budget for the Parish Council and the Pavilion
Council noted the spend against budget (Appendix B)
- To note CiL report submitted to Bedford BC
Council noted that this should only be brought to a meeting if the amounts change.
- To discuss outstanding debtors
Resolved to accept a reduced payment of £257 from the outstanding debtor, but to tighten debtor controls to avoid this in future.
- To review quotes for a new payroll provider
Quotes were not provided in time by the payroll provider. Item to be rolled to the next meeting.
- To discuss changes to the banking setup, including the use of a Lloyds Treasury Account
Clerk is to investigate whether Lloyds are accepting new customers (**Action Clerk**). Councillors Chase, Briggs and Gee are to be signatories.

8 **Tree cutting**

To consider quotes for tree maintenance on Darlow Drive.

Resolved to accept a quote for £1400 (Exc VAT) for maintenance of five trees on Darlow Drive from Heritage Arboriculture, to replace £780 from a previously approved quote for just two trees on Darlow Drive.

9 **Annual Parish Meeting**

To discuss dates for the Annual Parish Meeting.

Resolved to have the Annual Parish meeting on 20th April 2021, prior to the parish council meeting. Clerk and Chairman to invite speakers to the meeting (**Action Clerk/Chairman**).

10 **Clerk, Borough Cllr and Pavilion Manager Reports**

- Clerk's report can be found in Appendix C.
- Borough Councillor report is available on the parish council website.
- There was no Pavilion Manager report created due to the Lockdown closure.

11 **Matters in progress**

Detailed Action Tracker available on request. Specific actions from this meeting:

- Parking restrictions for outside pavilion/hairdressers: Site visit required by Chairman/Clerk to determine yellow line locations. To then be sent to Highways for costing. (**Action Cllr Chase/Clerk**).

12 **Coronavirus update**

Resolved that the Coronavirus Support Network would continue (email and phone line) and Parish Council meetings would continue via Zoom.

13 **Correspondence**

Prior correspondence with actions have been moved to the Action Tracker.

- Parishioner emailed requesting support for a safety mirror for Gold lane to Coffin Path for pedestrians crossing the road. No support from councillors to have one installed. These mirrors are not street furniture supported by Bedford BC Highways.

14 **Items for consideration** – None raised

15 **Parish Concerns**

Agreed that for future agendas, this item will read: “Items for next agenda”.

- Request for noticeboard at St Mary’s. Clerk to approach developer requesting a noticeboard **(Action Clerk)**.
- Sign at end of Day’s Lane is noted as being dirty.

16 **Date of next meeting:** 16th March 2021 starting at 7.30pm via Zoom

Appendix A – Financial Matters – Payments for approval

Description	Amount	VAT included
Mowing Services	38.40	6.40
Christmas Tree and War Memorial Cleaning	1428.00	238.00
Pavilion Maintenance - Descaling	105.00	
Utilities Christmas Tree Lights	9.47	0.45
Professional Audit Services	528.00	88.00
Gardening Services	65.50	10.91
Maintenace - new gate post	435	87.00
Works at Biddenham Pit	600.00	100.00

Appendix B – Financial Matters – Spend against budget

Parish Council - Spend against budget 2020/21

PLEASE NOTE ALL COSTS NET OF VAT

	PC Payments				PC Receipts		
	Actual Year to Date	Full Year Forecast	Original Budget		Actual Year to Date	Full Year Forecast	Original Budget
Clerk's Salary	9678	11300	11300	Precept	43000	43000	43000
Payroll Charges to Beds BC	214	260	260	Cil Levy	0	0	0
Audit Fees	515	500	500	Interest	20	30	100
General Administration	388	500	500	Bidwells	2000	2000	2000
Affiliation Fees/Subscriptions	560	700	600	Beds BC grass cutting	2229	2300	2300
Annual Insurance	2907	2907	2650	Ward funds	10016	10016	0
Christmas Tree & Illuminations s137	2277	2277	1750	Other	35	4455	0
Website	435	600	500				
War Memorial/Sun Dial/Remembrance Day s137	757	757	150				
Grasscutting Services: Playing Field, Parish verges, Pavlion lawn, village triangle including Bromham Road	13006	16000	16000				
Grasscutting Equipment	10275	14746	3500				
Lawn Treatment (Greenthumb)	214	210	210				
Weedkilling	0	0	500				
Tree surgery	1600	2200	1000				
SSSI (funding to Beds Wildlife Trust)	0	600	600				
Play Area Safety Inspection	0	0	130				
Play Area (repairs)	0	700	700				
Street Furniture repairs / Memorial / Sundial	1695	1695	1000				
CLlr Training - no line on cash book	0	400	400				
Clerk's Training	300	100	100				
Contingency	0	1000	2000				
Grants	0	0	0				
Reserves	0	0	0				
Local Print Costs	0	0	0				
TOTAL	44822	57452	44350	TOTAL	57300	61801	47400

Pavilion - Spend against budget 2020/21

PLEASE NOTE ALL COSTS NET OF VAT

	Pavilion Payments				Pavilion Receipts		
	Actual Year to Date	Full Year Forecast	Original Budget		Actual Year to Date	Full Year Forecast	Original Budget
Staff salaries	6376	7500	8000	Car Parking	2250	3000	6700
Deposits refunded	389	0	0	Deposits received	0	0	0
Utilities & PRS License	2320	4225	4225	Hire Fees	3949	5000	14750
Maintenance/Service/Inspections	3890	5000	5000	Cricket Club Fees	550	550	1330
Improvements*	335	500	2000	Coronavirus grant	18002	18002	0
Other (cleaning materials/consumables)	2938	2938	1500			0	
						0	
TOTAL	16248	20163	20725	TOTAL	24751	26552	22780

Appendix C – Clerk's Report

Biddenham Parish Council

February 2021 Clerk Report

Correspondence

Local residents raised a number of concerns over the month, from the archaeological digging at Gold Lane to concerns about trees in need of pruning.

Budget and Precept

The precept for the year was submitted to Bedford Borough by the deadline of 31st January and work is continuing to finalise the budget for 2021/22.

Defibrillator

The Defibrillator is once again in full working order.

Tree Works

The outstanding tree works have been scheduled for 17-19th March 2021.

Change in Clerk

Due to a change in circumstances the current clerk Karen Cotton has resigned and a period of handover with the new clerk David Brough is underway.

Karen Cotton and David Brough
8.2.2021