

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 16th March 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 Councillors Roger Rigby and Jon Gambold, David Brough (Clerk), and two parishioners.

1 **Apologies for Absence:** None

2 **Declarations of interest in items on the agenda:** None

3 **To approve the minutes of the parish council meeting** held on 16th February 2021.

Resolved to approve the minutes of the meeting as an accurate record.

4 **Public Open Session** (Two parishioners in attendance)

- One parishioner attended to request the small size of the letters on the new entrance signs were reviewed.
- To receive and discuss speed data from the Speed Indication Device (SID). Parishioner presented the speed data, which is available in full on request to the Clerk. The SID is currently on Bromham Road, where 45% of traffic has been recorded as speeding (sign turned off) over a two-week period. With the sign turned on this drops to 32%. Top speeds of 84mph and 86mph have been recorded. Cllrs Rigby/Gambold to approach Bedford BC Portfolio Holder Charles Royden to request assistance in being prioritised on the list for average speed cameras.

5 **Correspondence (requiring council attention):**

- No items for council attention that have already not been allocated items on the agenda.

6 **Clerk's report on matters in progress**

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

- Consideration of a live Christmas tree for the village green: there was limited support for this approach with the majority wishing to stick to a cut tree.
- Cllr Gambold to follow up with Bedford BC Highways to find a solution to the removal of the bus stop paving slabs on Main Road.
- Remaining items on the Action Tracker are still in progress with the clerk.

7 **Financial Matters:**

- The following payments were approved:

Payee	Description	Amount £	VAT
Bedford BC	Payroll - Feb 21	1504.05	4.28
Dial9 Comms	Mobile phone	5.99	1
TSO Host	Website hosting	3.59	0.6
Karen Cotton	Clerk's allowance/expenses	34.39	0
David Brough	Clerk's allowance	10.00	0
EON Next	Electricity (Green)	12.04	0
BWC	Window Cleaning	81.00	13.5
AMF Services	Lawnmower service	329.80	54.97
Opus Energy	Pavilion Elec to 3rd March 21	148.81	0
Bryan Glasper	SID Expenses	36.33	0

- To note the spend against budget for the Parish Council and the Pavilion

Council noted the spend against budget (Appendix A)

- To review quotes for a new payroll provider

After reviewing three quotes, the council **resolved** to appoint Red Shoes as the new payroll provider.

- To discuss changes to the banking setup, including the use of a Unity Trust bank account

On the basis that Lloyds were not presently opening new accounts for parish councils, the council **resolved** to open a Unity Trust bank account who are very familiar with this sector.

- To appoint an Internal Auditor: suggestion to use Julie Betts (Bromham PC Clerk)

Resolved to appoint Julie Betts as internal auditor.

- To recognise the efforts of the outgoing Clerk

Resolved to purchase flowers/chocolates/card using the Chairman's Allowance.

8 Grants

- To consider a request for a grant of £450 towards a metal shed and solid base next to Biddenham pond for tool storage for the Friends of Biddenham Pond group.

Resolved to provide this grant to the Friends of Biddenham Pond group.

9 Highways

- To consider an approach for a pedestrian refuge (traffic island) on Bromham Road

Clerk to request a meeting with Andrew Prigmore (Highways) to outline an approach on the basis that councillors are supportive of this safety measure for three pedestrian refuges; currently Highways have offered a feasibility study for £5k. Councillors believe there are precedents in Bedfordshire for refuges on a road of this width. Meeting will also be used to discuss: location of 30mph signs at the entrance to Bromham Road (deemed not visible enough), parking restrictions (yellow lines) for the roads outside the pavilion, and to discuss options for average speed cameras (**Action Clerk**).

- To consider an approach for dealing with a potential bin shortage by the Biddenham pond

Council to review this item if the issue occurs.

- To consider whether action is required to resolve verge parking on the junction of Manor Rd/Church End

Clerk request to seek quotes for low hedging and to approach Bidwells for financial assistance as this land is their responsibility (**Action Clerk**). Wooden bollards were deemed high maintenance and cost prohibitive and painted rocks are not street furniture supported by Highways.

- To consider whether to take action to remove/cover graffiti on the Great Ouse Underpass.

Cllr Rigby to try to obtain supplies to paint over the graffiti and then rally community support for painting.

10 Planning applications

- 21/00422/FUL Erection of two dwellings, Land Adjacent 16 Vicars Close. **Resolved** not to object.
- 21/00431/FUL One and two storey front, side and rear extensions, 7 Lavenham Drive. **Resolved** not to object.
- 21/00290/ADV Erection of non-illuminated V-stack sign to advertise housing development, Land At Deep Spinney Gold Lane And Duck End Lane. **Resolved** not to object.
- 21/00472/TPO Beach tree - Dead wood and reshape. 2 Yew trees - Dead wood and reshape, Lavender Lodge 42 Main Road. **Resolved** not to object.
- 21/00505/TPO Crown Lift 4no yew trees to 2.5m & reshape to 4m, Land Adjacent To Lavender Lodge 42 Main Road. **Resolved** not to object.
- 21/00590/FUL Replacement of existing wooden five bar gate with wall & pedest. gate, 15 Ison Close. **Resolved** not to object.
- APPEAL: 19/02538/FUL, Demolition of 21 Church End and erection of 5 detached dwellings, 21 And Land To The Rear Of 21A To 39 Church End. **Resolved** to object in line with objections put forward by the parish council for previous applications.
- 21/00450/FUL One and two storey side and rear extension and loft conversion with front and rear dormers, Wayside 92 Bromham Road. **Resolved** not to object.
- 21/00665/FUL Garage conversion, single storey rear extension, alterations to the roof to form partial loft conversion and rooflight to front roof slope, 6 Fleming Close. **Resolved** not to object.
- 21/00678/S73 Variation of Condition, Erection of two dwellings with detached garages Including removal of condition 9 and variation of condition 10 attached to 14/01607/FUL to remove the requirement for an Energy Audit, 29 Day's Lane. **Resolved** not to object.

11 **Grass cutting**

To consider the annual grass cutting quote from Chris Horne.

Resolved to approve this quote based on performance and knowledge of the nuances of Biddenham cuts.

12 **Deep Spinney affordable housing**

To consider a request from a parishioner to request Bedford BC to remove the restrictions on owners of affordable housing on Deep Spinney buying 100% of their homes.

Councillors requested confirmation of the reasons Bedford BC have previously turned down this request before making a decision. Confirmation is also needed if this is an issue the parish council can inform **(Action Clerk)**.

13 **Borough Councillor Reports**

Borough Councillor report circulated to councillors and is available on the parish council website.

14 **Biddenham Pavilion**

- *To note the Pavilion Manager report.*

Report not provided due to current closure of the pavilion for lockdown.

- *To review a request from the Tennis Club to use the pavilion toilets.*

Councillors were supportive of children's tennis, but under current Covid restrictions and with the use of the pavilion by the Cricket Club, it would mean that cleaning would need to be undertaken after every session. Cleaning of the toilets for the Easter break would therefore need to be charged to the Tennis Club. If Covid restrictions are eased for the Summer months then payment would not be required.

- *Update on internet access, a new door lock, defibrillator checks, and booking site.*

Provision of internet access is currently slowed down by the lack of a phone line – alternative approach being investigated. New door lock with a code that can be changed remotely is being actively investigated. Defibrillator checks are now being recorded by the Pavilion staff.

- *To decide how to respond to the quote of £4,435 received for installation of radiators in the main hall and removal of the fan heaters.*

Councillors are interested in modernising the hall and request that two additional quotes are sought to ensure value for money.

- *To consider creating a Pavilion committee to deal with urgent issues between meetings, and approve reimbursement of hirer deposits.*

Clerk to add this to the Annual Parish Council meeting agenda **(Action Clerk)**.

- *To decide an approach for cutting the hedge behind the cricket nets at the pavilion, as requested by the cricket club*

Cricket Club will provide quotes for cutting the hedge, which will be reviewed by the parish council for action following the end of the nesting season.

15 **Coronavirus update**

To consider the parish council's response to support of parishioners during the pandemic.

No changes to be made to the current approach (Dedicated phone line and whatsapp group).

16 **Any other business for future agendas (No actions can be taken on items not on the agenda)**

- Proposal from Cllr Chase to add an item to the next agenda for a more in-depth discussion on the proposal for average speed cameras.

17 **Date of next meeting:**

20th April 2021 – Annual Parish meeting at 7pm, followed by the parish council meeting via Zoom

Appendix A – 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	10709	11300	11300	Precept	43000	43000	43000
Payroll Charges to Beds BC	240	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	443	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	45886	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	6823	7500	8000	Car Parking	2250	3000	6700
Deposits refunded	389	0	0	Deposits received	0	0	0
Utilities & PRS License	2497	4225	4225	Hire Fees	4061	5000	14750
Maintenance/Service/Inspections	3890	5000	5000	Cricket Club Fees	550	550	1330
Improvements*	335	500	2000	Coronavirus grant	20178	20178	0
Other (cleaning materials/consumables)	2938	2938	1500			0	
						0	
TOTAL	16872	20163	20725	TOTAL	27039	28728	22780