

BIDDENHAM PARISH COUNCIL



Minutes of the **Annual Meeting** of BIDDENHAM PARISH COUNCIL held on 18th May 2021 at 7.30pm in Biddenham Pavilion.

MINUTES

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

In attendance: Borough Councillors Roger Rigby and Jon Gambold, David Brough (Clerk), and two parishioners.

1 Election of Chairman

Resolved to elect Cllr Stewart Briggs as the Chairman for the coming year.
(Prop: Cllr Osuch, Sec: Cllr Fowler).

2 Election of Vice Chairman

Resolved to elect Cllr Peter Chase as the Vice Chairman for the coming year.
(Prop: Cllr Osuch, Sec: Cllr Slade).

3 Apologies for Absence: Cllr Joe Warren.

4 Declarations of interest in items on the agenda: None declared.

5 To approve the minutes of the parish council meeting held on 20th April 2021.

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

6 Public Open Session

- 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. Some improvement has been seen in the speed data. It was noted that a battery charge is lasting around 5 days due to the number of vehicles passing by; a request for a solar panel charger was therefore made (on agenda).

7 Correspondence (requiring council attention):

- *Parishioner emailed regarding a bees' nest on a neighbour's property. A link to the borough council's Neighbourhood Nuisance process was provided. Noted.*
- *Parishioner emailed requesting information on the "sale" of Biddenham Loop land. BBC confirmed this is a "licence to graze" that is being sold, not the land itself. Parishioner is also interested to know if this will affect public access (Oxbow lakes action). Meeting with BBC scheduled for 27th May.*
- *Parishioner emailed regarding weedkilling (gutters), blocked drains on Main Rd and road sweeping. Clerk and Borough Cllr Rigby are resolving. Weedkilling by the parish council to be carried out more often. Cllr Rigby's request for sweeping had been actioned.*
- *Parishioner emailed with a request for information about the Bromham Rd roundabout proposal. This topic is on this agenda.*
- *Parishioner requested tree works outside 2/3 Manor Rd. Clerk has reported to BBC. Council to follow outcome.*

6 Clerk's report on the Action List

Action list reviewed and is available on request.

7 Financial Matters:

- *To approve the end-of-year accounts and the Annual Governance & Accountability Return (AGAR) form to be sent for external audit.*

Resolved to approve the annual accounts.

- The following payments were approved and income noted:

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross
01/04/2021	Grass Cutting Income	Wingfield	Annual Grass Cutting Contribution	£ 2,000.00	
01/04/2021	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83
13/04/2021	Covid Grants BBC	Bedford BC	Pavilion Grant	£ 8,000.00	
15/04/2021	Precept Income	Bedford BC	Precept - 1st half	£23,750.00	
19/04/2021	Pavilion Utilities	Opus	Electric		£ 118.81
23/04/2021	Staff Costs		Salaries/Nl/Pensions		£ 1,448.31
23/04/2021	Pavilion Staff Costs		Salaries		£ 462.57
23/04/2021	General Administration	DIAL 9 COMMS LTD	Covid Phone		£ 5.99
23/04/2021	Website	TSO	Hosting costs		£ 3.59
04/05/2021	Christmas Tree & Illuminations s137	EON	Electrics on the green		£ 15.05
10/05/2021	SSSI (Beds Wildlife Trust)	Wildlife Trust	Biddenham Pit		£ 600.00
18/05/2021	Grass Cutting Income	BBC	Annual Grass Cutting grant	£ 2,239.36	
18/05/2021	Pavilion Improvements	Gemini	Smart door lock		£ 420.00
18/05/2021	Audit Fees	KJBetts	Internal Audit fee		£ 140.00
18/05/2021	Pavilion Utilities	BT	Broadband install & Monthly charge		£ 67.10

- To review the spend against budget

Report noted with no current concerns over spend – see Appendix 1.

- To review the allocation of Reserves

Reserve levels were noted – see Appendix 2.

- To note the CiL receipt for £6,124.34 for 12/12A Vicar's Close

Action Clerk: To confirm the current CiL levels and the dates by which it must be spent.

8 Committee membership and representatives

The following committee memberships and representatives were approved:

Finance Committee: To be considered once ToR has been created (**Action Clerk**).

Pavilion Committee: Cllrs Briggs, Gee, Bates

Personnel Committee: Cllrs Briggs, Fowler, Gee

Planning representatives for Golf Course land: Cllrs Chase, Fowler.

Planning area representatives: No change (Matrix of roads vs Councillors available on request)

Planning central coordinator: No longer required

Website representative: Cllr Warren

Data Protection Officer: Not required for parish councils

Borough Highways representative: No longer required

Street Furniture: No longer required

Play Area inspections: No longer required

Town & Parish network: No longer required

9 Policies

To adopt Standing Orders and Financial Regulations.

Action Clerk: Roll to next meeting due to time constraints.

10 Meeting dates

To agree dates of council meetings and the Annual Parish meeting for the coming year.

Resolved to keep the meetings on the third Tuesday of every month – no meetings in August or December. Annual Parish meeting in April and Annual Parish Council meeting in May.

11 Bus stop on Main Road

Proposal from Cllr Slade: To purchase and install paving slabs on the south side of Main Road on the grass verge owned by Wingfield for passengers waiting for and alighting buses.

Action Clerk: To determine exact location of the bus stop by contacting BBC/bus company and bring the item back to the next meeting following the receipt of that information.

12 Insurance

To choose the insurance provider for the coming year: three quotes circulated to councillors, ranging from £2,902 to £3443 for a single year – reductions for 3 year agreements.

Resolved to accept the 3 year Long Term Agreement with Hiscox at £2,953 per annum.

13 **Kings Corner bench**

To approve the purchase of a replacement timber bench for Kings Corner at a cost of £500 plus delivery, fittings and install.

Resolved to approve the purchase of a bench for up to £600, with up to £100 for install. Cllr Chase to assist with choice of bench.

14 **Highways**

- *To update the council on a meeting with BBC Highways to review the proposal for a roundabout on Bromham Road close to the junction with Day's Lane. Also to consider if a pedestrian crossing is required to be funded by the parish council in relation to the proposal.*

Summary of parish council feedback on the new roundabout can be found in Appendix 3.

Resolved to request a feasibility study for three "refuges/crossing points" along Bromham Road at a cost of £4k for the study, to include the possibility of a pedestrian crossing (Eastern refuge).

- *To review the proposal from BBC Highways for yellow line parking restrictions on Deep Spinney outside the Pavilion*

Resolved to approve the proposal from BBC Highways (**Action Clerk**).

- *To consider the conversion of the Speed Indication Device (SID) to solar charging at £595 (plus carriage) and the requirement for a standalone column (Est £200).*

Resolved to approve the purchase of the solar charging equipment and associated column, up to a total value of £1,000. Clerk to request column from BBC Highways initially.

15 **Planning applications**

- *APPLICATION NO: 21/01041/FUL Full Planning Application*
PROPOSAL: Erection of new boundary wall, gates and detached garage
LOCATION : Windmill Hill House 22 Bromham Road
Resolved not to object.
- *APPLICATION NO: 21/01099/FUL Full Planning Application*
PROPOSAL: Single storey link extension between existing dwelling and converted garage.
LOCATION : 4 Johnson Close
Resolved not to object.
- *APPLICATION No 20/02761/FUL TYPE: Full Planning Application*
PROPOSAL: Development of new roundabout on Bromham Road, to replace the approved right hand turn lane and ghost island approved under 01/02199/EIA
LOCATION : Land At Former Ouse Valley Golf Club
See Appendix 3 for a summary of parish council feedback.
- *APPLICATION NO: 21/01250/S73 Variation of Condition Application*
PROPOSAL: Two storey front, side and rear extensions, including variation of approved plans condition 2 attached to 18/02289/FUL, to allow for revised internal layout and elevation treatment.
LOCATION : The Woodlands 7 Bromham Road
Resolved not to object.
- **Noted:** Withdrawn: Ref No: 21/00256/OUT
Proposal : Outline application with all matters reserved except access, for the erection of 2 dwellings.
Location : Land Adjacent 16 Vicars Close Biddenham Bedfordshire

16 **Borough Cllr Reports**

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

17 **Biddenham Pavilion**

- Full report noted and is available upon request.
- **Resolved** to proceed with new standalone website design.
- Two more quotes requested for replacement of the six pavilion convection heaters.

18 **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).

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

Request from Cllr Gee to obtain a quote for cleaning the white sign at the end of Day's Lane (**Action Clerk**).

20 **Date of next meeting:** 15th June 2021 at Biddenham Pavilion starting at 7.30pm

APPENDICES

BPC Income Statement 2021/22

BIDDENHAM PARISH COUNCIL



		YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Income					
Precept Income		23,750	47,500		
Grass Cutting Income		4,239	2,250		
Bidwells Income		0	2,000		
VAT Refund		0	0		
CiL Receipts (Section 106)		0	0		
Bank Interest		0	25		
Total Income		27,989	51,775		
Outgoings					
	Staff Costs	1,448	15,000		
	Payroll	0	300		
Employment Costs		1,448	15,300	1,593	145
	Audit Fees	140	500		
	General Administration	82	300		
	Affiliation Fees/Subscriptions	581	1000		
	Website	3	500		
	Cllr Training	0	400		
	Clerk's Training	0	100		
Admin		806	2,800	292	-514
Insurance	Insurance	0	3,250	250	250
	Street Furniture repairs	0	1,150		
	Grass cutting	681	16,500		
	Lawn Treatment (Greenthumb)	44	265		
	Grass Equipment Maintenance	133	1,500		
	Tree surgery	2,300	4,000		
	SSSI (Beds Wildlife Trust)	500	600		
	Play Area Safety Inspection	0	130		
	Play Area maintenance	32	700		
Parks and open spaces		3,690	24,845	2,587	-1,103
Grants to community groups		0	0	0	0
Capital Expenditure		0	0	0	0
	Christmas Tree & Illuminations s137	15	3580		
	Contingency	0	2000		
Miscellaneous		15	5,580	581	566
Total Outgoings		5,959	51,775	5,302	-657
Year To Date Net P&L		22,030	0		

BPC Pavilion - Income Statement 2021/22

BIDDENHAM PARISH COUNCIL



		YTD (Actual) Gross	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
<u>Income</u>						
Pavilion Car Parking charge		500	500	6,700		
Pavilion Hire fees		859	859	10,000		
Pavilion Cricket Club Fees		0	0	1,360		
Deposits received		0	0	0		
Pavilion Other income	Parish Council Reserves	0	0	4,500		
Pavilion Grant income	Covid Grants BBC	0	0	0		
Total Income		1,359	1,359	22,560		
<u>Outgoings</u>						
Employment Costs	Pavilion Staff Costs	463	463	8,750	911	448
	Pavilion Utilities	194	183	4,750		
	PRS Licence	0	0	750		
	Pavilion Maintenance/Servicing/Inspections	105	105	6500		
	Pavilion Cleaning materials	0	0	1500		
	Pavilion Other	0	0	0		
Running costs		299	288	13,500	1,405	1,117
Improvements		420	350	0	250	-100
Deposits returned		0	0	0	0	0
Total Outgoings		1,182	1,101	22,250	2,566	1,466
Year To Date Net P&L		177	258	310		

BPC Balance Sheet 2021/22

HSBC Current	Current Balance (Forecast)	£ 68,588
HSBC Savings	Current Balance	40,418
Total bank balance		109,006

Allocation of Balance Sheet

Remainder of non-project budgeted expenditure	45,816	
Second half of precept still to arrive	-23,750	
Pavilion Improvements	5,800	
Pavilion Reserve	14,200	TBD
VAT refund due (Approximation)	-806	
General reserve	67,746	Balancing figure
TOTAL	109,006	

Appendix 3 - Summary of parish council feedback on the new Bromham Rd roundabout

- The western crossing moving further east would be much appreciated, to reduce nuisance for houses nearby and to be more proximate to the service road footpath
- We recognise that moving the western crossing even closer to the roundabout and the cycleway exit would impact on the safety of cyclists wishing to cross to the north side, and that the crossing should only be a zebra, not a parallel, one at the position now proposed.
- The southern cycleway isn't something we support, but recognise the context in which you, as planners, work and why it is a positive addition to the scheme for you.
- The entrance and exit from the cycleway should not just meet minimum standards but be carefully judged to maximise cyclist safety.
- Provision of the cycleway must minimize – indeed, hopefully avoid – removal of any existing roadside vegetation and the notable “Bedford|Biddenham” historic boundary marker.
- The exit offered to cyclists travelling eastwards onto the carriageway, in contrast to staying on the north side footpath/cycle track, is in our view unfortunate and will create risk for both cyclists and motorists. We would prefer it not to be provided. Such an exit should be moved as far away from the roundabout as possible.
- We believe an important route pedestrians and cyclists will want to take is to/from the new housing development to Biddenham Turn schools. In general, people will not go all the way to the King George Ave traffic lights to cross Bromham Road, and then double-back, in order to safely travel this route. If a crossing cannot be part of the roundabout scheme, we will seek Borough's support for a separate parallel zebra crossing between the Biddenham Turn junction and the new roundabout.