

BIDDENHAM PARISH COUNCIL



Councillors, I hereby summon you to attend the Meeting of Biddenham Parish Council on Tuesday, 20th July 2021 commencing at 7.30pm at **Biddenham Pavilion (Upstairs meeting room)** to consider the following items of business.

AGENDA

- 1 **Apologies for Absence**
- 2 **Declarations of interest in items on the agenda**
- 3 **To approve the Minutes of the Parish Council meeting** held on 15th June 2021.
- 4 **Public Open Session**
 - This council is committed to community engagement and therefore warmly invites members of the public to contribute during this part of the meeting.
- 5 **Correspondence (requiring council attention):**
 - *Parishioner emailed in relation to overgrown footpaths south of Biddenham.* Clerk carried out a site visit and requested assistance from Great Denham PC.
 - *Parishioner requested to know if the archaeology finds in Biddenham would be displayed.* Clerk has asked Bidwells to confirm, who in turn are asking the archaeologist.
 - *Parishioner called about the trees on Darlow Drive, which she feels require more trimming than was carried out recently.* Clerk is meeting the parishioner on site to view the issue.
 - *Parishioner wrote requesting assistance clearing weeds on the pathway at Elger Close, which she can no longer carry out herself.* Clerk/Chairman agreed to instruct the work. Item is on this agenda to discuss this process going forwards.
- 6 **Clerk's report on matters in progress**
 - To review the action list.
- 7 **Financial Matters:**
 - To approve the following payments and note receipts:

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross
21/06/2021	Staff Costs	Multiple			£ 1,601.69
21/06/2021	Pavilion Staff Costs	Multiple			£ 1,123.62
21/06/2021	Pavilion Utilities	Opus	Electric		£ 163.83
24/06/2021	Covid Grants BBC	Bedford BC	Pavilion Grant		£ 4,000.00
24/06/2021	General Administration	DIAL 9 COMMS LTD	Covid Phone		£ 5.99
24/06/2021	Website	TSO	Hosting costs		£ 3.59
25/06/2021	Pavilion Hire fees	Multiple		£ 1,620.00	
25/06/2021	Pavilion Utilities	BT	Monthly broadband		£ 27.00
29/06/2021	Pavilion Utilities	Opus	Gas		£ 46.04
30/06/2021	Play Area maintenance	Ash Gardening	Playground hedge trim		£ 350.00
01/07/2021	Staff Costs	Bedford BC	Final Payroll		£ 73.95
01/07/2021	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83
02/07/2021	Street Furniture repairs	Odd Jobs Handyman	Bench install		£ 90.00
12/07/2021	Website	TSO	Hosting costs		£ 45.00
12/07/2021	Christmas Tree & Illuminations s137	EON	Electrics on the green		£ 10.85
20/07/2021	Contingency	Community Heartbeat	Defib battery		£ 222.00
20/07/2021	Grass Equipment Maintenance	Whites ES	Strimmer fix		£ 291.50
20/07/2021	Website	NetWise	Support/Maintenance		£ 360.00
20/07/2021	Affiliation Fees/Subscriptions	Open Spaces Soc	Annual membership		£ 45.00
20/07/2021	Pavilion Maintenance/Servicing/Inspections	Bedford Window Cleaning			£ 81.00

8 Finance and Pavilion Committees

- To adopt the Terms of Reference for the Finance Committee and the Pavilion Committee
- To appoint the members of the Finance Committee
- To appoint the Chairman of the Pavilion Committee (Members already agreed)

9 Risk Assessment

To approve the council's Financial Risk Assessment. Reviewed by councillors in advance.

10 Bus stop on Main Road

Proposal from Cllr Bates: To install a bus stop on the south side of Main Road on the grass verge owned by Wingfield for passengers waiting for and alighting buses.

Update: Exact location of bus stop has now been confirmed by BBC and the bus company. It can be moved if the parish council decides to progress with a hardstanding. Bidwells/Wingfield will review any design before approval, but in principle are accepting of a hardstanding. Highways have been requested to quote.

11 Defibrillator funding request

To consider funding of a defibrillator at £1500 for the Kingsfield Sports Facility. To be maintained going forward by the Bedford Town FC Youth Liaison and Facilities Management group.

12 Highways & Open Spaces

- To note the outcome of meeting between the parish council and BBC Highways in relation to a parish council proposal for an improved layout on Gold Lane.
- To agree that the Clerk/Chairman can instruct the contractor to carry out footpath/highway weeding when it's necessary

13 Planning applications

- APPLICATION NO: 21/01724/TPO Tree Preservation Order Application PROPOSAL: T1 Ash, reduce by approx 3m T2, 3, 4 Ash, fell to ground level LOCATION : 105 Deep Spinney Biddenham Bedford Bedfordshire MK40 4QJ
- APPLICATION NO: 21/01826/FUL Full Planning Application PROPOSAL: Garage conversion LOCATION : 5 Regents Mews Biddenham Bedford Bedfordshire MK40 4DL

14 Borough Cllr Reports

Borough Councillor report to be circulated to councillors and placed on the parish council website.

15 Biddenham Pavilion

- Defibrillator box: To consider what approach to take for the Pavilion defibrillator box, which is difficult to use.
- New website: To approve the change in the provider of the new Pavilion website to Nettonic. Quote is £1550 (Ex VAT) with £186 for annual support and £150 annually for site monitoring (option).
- To ratify the emergency decision to replace the broken pavilion boiler with a new Ideal Max HE24 heat only boiler at £1050 + VAT.

16 Coronavirus update

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

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

18 Date of next meeting: 21st September 2021 starting at 7.30pm – Biddenham Pavilion