

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 15th June 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.

In attendance: David Brough (Clerk) and one parishioner.

- 1 **Apologies for Absence:** Cllr Alan Jacobs. **Absent:** Cllr Joe Warren, Borough Cllrs Roger Rigby and Jon Gambold.
- 2 **Declarations of interest in items on the agenda** – None
- 3 **To approve the Minutes of the Annual Parish Council meeting** held on 18th May 2021.
Resolved to approve the minutes of the meeting as an accurate record.
- 4 **Public Open Session**
 - Parishioner requested assistance from the parish council on behalf of another parishioner to have the signs repaired/replaced for Hampden Court, which are no longer displaying that the road is a dead end – Clerk to investigate.
 - To receive and discuss speed data from the Speed Indication Device (SID). Parishioner presented the speed data, which is available upon request. Of note was the continued issue of “platooning”, which is the disruption to recorded data by cars travelling closely together and being treated as one.
- 5 **Correspondence (requiring council attention):**
 - *Parishioner emailed in relation to new bins in St Mary’s, which are apparently the parish council’s responsibility to select locations.* Neither BBC nor Vistry could confirm this. Clerk to revert to parishioner to investigate the issue.
- 6 **Clerk’s report on matters in progress**

To review the action list. Action Tracker is available upon request. Of note:

 - The replacement bench for King’s Corner has been ordered but not yet received.
 - Request for average speed cameras was provided to Bedford BC Highways – confirmed that Biddenham had been added to the waiting list.
 - Feasibility study by Highways for pedestrian refuges on Bromham Road was requested by the parish council and will be carried out shortly.
 - Clerk and parishioner met with Bedford BC in relation to access to the “Oxbow” lakes to the west of Biddenham. Discussions with the grazier are ongoing.
- 7 **Financial Matters:**
 - The following payments were approved and income noted. “Spend against budget” reports and “Reserves Analysis” can be found in the appendix:

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross
19/05/2021	Pavilion Utilities	Opus	Electric (VAT at 5%)		£ 98.18
19/05/2021	Pavilion Hire fees	Multiple	Multiple	£ 1,610.00	
21/05/2021	Staff Costs	Multiple	Salaries/PAYE/Pensions		£ 2,155.90
21/05/2021	Pavilion Car Parking charge	BMI	Monthly Pavilion parking	£ 575.00	
24/05/2021	CiL Receipts (Section 106)	Bedford BC	Vicars Close	£ 6,124.34	
25/05/2021	General Administration	DIAL 9 COMMS LTD	Covid Phone		£ 5.99
25/05/2021	Website	TSO	Hosting costs		£ 3.59
25/05/2021	Pavilion Utilities	BT	Broadband install & Monthly charge		£ 67.10
26/05/2021	Pavilion Utilities	Anglian Water			£ 16.54
01/06/2021	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83
01/06/2021	Pavilion Utilities	Opus	Electric		£ 47.33
03/06/2021	Christmas Tree & Illuminations s137	EON	Electrics on the green		£ 9.41
04/06/2021	Pavilion Car Parking charge	BMI	Monthly Pavilion parking	£ 500.00	
15/06/2021	Grass cutting	Chris Horne	April and May		£ 5,974.80
15/06/2021	Pavilion Maintenance/Service/Inspections	KTJ Services	Descaling		£ 105.00
15/06/2021	Play Area maintenance	KTJ Services	Gate fix		£ 130.00
15/06/2021	Pavilion Maintenance/Service/Inspections	KTJ Services	Vent repair		£ 55.00
15/06/2021	Payroll	Red Shoes	Quarterly Payroll		£ 118.80
15/06/2021	Street Furniture repairs	D Brough	New Bench and plaque		£ 649.90
15/06/2021	Play Area maintenance	Ash Gardening	Playground hedge trim		£ 350.00

8 Policies

To adopt Standing Orders and Financial Regulations.

Resolved to adopt the Standing Orders and Financial Regulations. To be added to website (**Action Clerk**).

9 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. Exact location of bus stop has now been confirmed by BBC and the bus company.

Action: The current bus stops are recorded on the council's mapping software as being directly opposite each other. If a hard standing was installed it would mean buses might block the whole road if stopping at the same time. Clerk to find out if the stop can be moved, and then bring this item back to the next meeting.

10 Highways

- To note the response from BBC Highways in relation to a parish council proposal for an improved layout on Gold Lane. BBC Highways will not support this financially. Clerk to request a site meeting with Highways (**Action Clerk**). Cllr Briggs to investigate funding options for the work (**Action Cllr Briggs**).*
- To note the attempted resolution of flooding on Biddenham Turn, caused by a combination of blocked AW pipes and a blocked ditch on the golf course land.*
The council is thankful for the work carried out by BBC Highways (Garry Gardner).

11 Planning applications

- APPLICATION NO: 21/01362/MAR Major Reserved Matters Application PROPOSAL: All reserved matters for the erection of 296 residential dwellings, along with garages, access roads, parking, landscaping, open space and associated works, pursuant to Outline permission 01/02199/EIA LOCATION : Land North Of Bromham Road
Resolved not to object.
- APPLICATION NO: 21/01540/FUL Full Planning Application PROPOSAL: Single storey rear/side extension following the removal of existing glass lean-to. LOCATION : 34 Biddenham Turn
Resolved not to object.
- APPLICATION NO: 21/01534/FUL Full Planning Application PROPOSAL: Roof alterations to create first floor accommodation and single storey front extension LOCATION : 9 The Paddock
Resolved not to object.
- APPLICATION NO: 21/01511/FUL Full Planning Application PROPOSAL: New pair of glazed doors and new kitchen window in the West Elevation LOCATION : 5 The Old Barns Biddenham
Resolved not to object.
- APPLICATION NO: 21/01504/FUL Full Planning Application PROPOSAL: Conversion of existing garage and erection of new linked garage with room above to front and new driveway LOCATION : Ashwell House 34 Bromham Road
Resolved not to object.
- APPLICATION NO: 21/01575/FUL Full Planning Application PROPOSAL: One and two storey rear extension and first floor side extension LOCATION : 5 Hampden Court Biddenham Bedford Bedfordshire MK40 4HX
Resolved not to object.

12 **Borough Cllr Reports**

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

13 **Biddenham Pavilion**

- *To consider three quotes for replacing the six convection heaters at the Pavilion.*
Resolved to approve the lowest quote (Peter Bartram), after confirming the cost of a full system flush, and that inhibitor liquid is included in the cost.
- *New Website: Councillors are concerned with paying for the new website in full in advance.*
Resolved to request putting forward £1000 in advance – if this is not accepted then the council will withdraw and find another provider (in this instance, quotes to be brought to the next meeting)

14 **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).

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

Request for assistance from Cllr Gee in resolving an issue of hedge overgrowing on to a public footpath.
Cllr Gee to provide location to Clerk.

16 **Date of next meeting:** 20th July 2021 starting at 7.30pm – Biddenham Pavilion

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)		6,124	0		
Bank Interest		0	25		
Total Income		34,114	51,775		
Outgoings					
	Staff Costs	2,933	15,000		
	Payroll	99	300		
Employment Costs		3,032	15,300	3,144	112
	Audit Fees	140	500		
	General Administration	88	300		
	Affiliation Fees/Subscriptions	581	1000		
	Website	7	500		
	Cllr Training	0	400		
	Clerk's Training	0	100		
Admin		816	2,800	575	-240
Insurance	Insurance	0	3,250	250	250
	Street Furniture repairs	0	1,150		
	Grass cutting	5,660	16,500		
	Lawn Treatment (Greenthumb)	65	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	627	700		
Parks and open spaces		9,286	24,845	5,105	-4,181
Grants to community groups		0	0	0	0
Capital Expenditure		0	0	0	0
	Christmas Tree & Illuminations s137	24	3580		
	Contingency	0	2000		
Miscellaneous		24	5,580	1,147	1,122
Total Outgoings		13,158	51,775	10,221	-2,937
Year To Date Net P&L		20,956	0		

BPC Pavilion - Income Statement 2021/22

BIDDENHAM PARISH COUNCIL



		YTD (Actual) Gross	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Income						
Pavilion Car Parking charge		1,575	1,575	6,700		
Pavilion Hire fees		2,469	2,469	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	9,295	0		
Total Income		4,044	13,339	22,560		
Outgoings						
Employment Costs	Pavilion Staff Costs	1,133	1,133	8,750	1,798	664
	Pavilion Utilities	356	341	4,750		
	PRS Licence	0	0	750		
	Pavilion Maintenance/Service/Inspections	265	265	6,500		
	Pavilion Cleaning materials	39	39	1,500		
	Pavilion Other	0	0	0		
Running costs		661	645	13,500	2,774	2,129
Improvements		420	350	0	250	-100
Deposits returned		0	0	0	0	0
Total Outgoings		2,214	2,128	22,250	4,822	2,694
Year To Date Net P&L		1,830	11,210	310		

BPC Balance Sheet 2021/22

		£
HSBC Current	Current Balance (Forecast)	68,700
HSBC Savings	Current Balance	40,418
Total bank balance		109,119

Allocation of Balance Sheet

Remainder of non-project budgeted expenditure	38,617	
Second half of precept still to arrive	-23,750	
Pavilion Improvements	5,800	
Pavilion Reserve	14,200	TBD
VAT refund due (Approximation)	-1,826	
General reserve	76,078	Balancing figure
TOTAL	109,119	