

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 20th July 2021 at 7.30pm in Biddenham Pavilion.

MINUTES

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

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

- 1 **Apologies for Absence:** Cllr Chris Gee (Work), Krzys Osuch (Unwell).
Absent: Cllr Joe Warren has resigned.
- 2 **Declarations of interest in items on the agenda** – None
- 3 **To approve the Minutes of the Parish Council meeting** held on 15th June 2021.
Resolved to approve the minutes of the meeting as an accurate record.
- 4 **Public Open Session** – No parishioners present.
- 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. Action Tracker is available upon request. Of note:
 - Deep Spinney double yellows proposal is out for public consultation
 - King's Corner bench has been installed
 - BBC Highways have completed the repainting of the white lines on Gold Lane
 - White sign on Day's Lane has now been cleaned
 - The solar panel for the speed sign has been ordered – awaiting install of the new column
 - Faded Hampden Court entrance signs have now been replaced by BBC Highways
- 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
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	Contingency (Feasibility study)	Bedford BC	Feasibility study - Bromham Rd		£ 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/Service/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*
Resolved to adopt the Terms of Reference for both committees.
- *To appoint the members of the Finance Committee*
Resolved to appoint Cllrs Briggs, Slade and Fowler to the committee.
- *To appoint the Chairman of the Pavilion Committee (Members already agreed)*
Resolved that Cllr Briggs will be the Chairman of the committee

9 Risk Assessment

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

Resolved to approve the Risk Assessment.

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.

Action: Cllrs Briggs and Slade to carry out a site visit to provide recommendations to the council on whether the size and style of the hardstanding (example sent by BBC) is suitable for the location.

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.

Resolved to fund the defibrillator in full.

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.*
BBC Highways' initial feedback is that the road is not wide enough (Min. 6m needed) to have a kerb buildout to control traffic flow. However, they would support a proposal being taken for a Safety Audit (Stage 1) if BPC covered the cost est. £500-£1000.
Councillors agreed not to take this further.
- *To agree that the Clerk/Chairman can instruct the contractor to carry out footpath/highway weeding when it's necessary.*
Resolved that the Clerk/Chairman will instruct this work when it's needed.

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
Resolved not to object.
- APPLICATION NO: 21/01826/FUL Full Planning Application PROPOSAL: Garage conversion LOCATION : 5 Regents Mews Biddenham Bedford Bedfordshire MK40 4DL
Resolved to object to this application due to the perceived impact on the street scene. Full objection available on request.

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.*
Resolved to purchase a new outdoor heated and lockable defib box from Community Heartbeat at £550 + install costs.
- *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).*
Resolved to accept this quote and to allow the Pavilion Manager to lead the configuration.
- To ratify the emergency decision to replace the broken pavilion boiler with a new Ideal Max HE24 heat only boiler at £1050 + VAT.
Resolved to ratify this decision.

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)**

None.

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

BPC - Spend Against Budget 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					
Employment Costs	Staff Costs	4,535	15,000		
	Payroll	99	300		
		4,634	15,300	4,653	19
Admin	Audit Fees	140	500		
	General Administration	93	300		
	Affiliation Fees/Subscriptions	626	1000		
	Website	367	500		
	Cllr Training	0	400		
	Clerk's Training	0	100		
		1,226	2,800	852	-374
Insurance	Insurance	2,808	3,250	250	250
Parks and open spaces	Street Furniture repairs	740	1,150		
	Grass cutting	5,660	16,500		
	Lawn Treatment (Greenthumb)	87	265		
	Grass Equipment Maintenance	376	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		
		10,291	24,845	7,556	-2,735
Grants to community groups		0	0	0	0
Capital Expenditure		0	0	0	0
Miscellaneous	Christmas Tree & Illuminations s137	35	3580		
	Contingency	4,185	2000		
		4,220	5,580	1,697	-2,523
Total Outgoings		23,178	51,775	15,007	-5,363
Year To Date Net P&L		10,936	0		

BPC Pavilion - Spend Against Budget 2021/22

BIDDENHAM PARISH COUNCIL



		YTD (Actual) Gross	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
<u>Income</u>						
Pavilion Car Parking charge		1,575	1,575	6,700		
Pavilion Hire fees		4,089	4,089	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		5,664	14,959	22,560		
<u>Outgoings</u>						
Employment Costs	Pavilion Staff Costs	2,257	2,257	8,750	2,661	404
	Pavilion Utilities	593	567	4,750		
	PRS Licence	0	0	750		
	Pavilion Maintenance/Servicing/Inspections	346	333	6500		
	Pavilion Cleaning materials	39	39	1500		
	Pavilion Other	0	0	0		
Running costs		979	939	13,500	4,105	3,167
Improvements		420	350	0	250	-100
Deposits returned		0	0	0	0	0
Total Outgoings		3,656	3,546	22,250	7,016	3,471
Year To Date Net P&L		2,008	11,413	310		

BPC - Reserves Analysis 2021/22

		£
HSBC Current	Current Balance (Forecast)	59,288
HSBC Savings	Current Balance	40,418
Total bank balance		99,706

Allocation of Balance Sheet

Remainder of non-project budgeted expenditure	28,597	
Second half of precept still to arrive	-23,750	
Pavilion Improvements	5,800	
Pavilion Reserve	14,200	TBD
VAT refund due (Approximation)	-9,499	
General reserve	84,358	Balancing figure
TOTAL	99,706	