

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 21st September 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, Chris Gee.

In attendance: David Brough (Clerk), Borough Cllr Jon Gambold.

1 **Apologies for Absence:** Cllr Krzys Osuch.

2 **Declarations of interest in items on the agenda** – None.

3 **Cooption**

To consider coopting to fill the Casual Vacancy. One applicant has come forward.

Councillors agreed to defer this item to the October meeting due to the applicant not being present.

4 **To approve the Minutes of the Parish Council meeting** held on 20th July 2021.

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

5 **Public Open Session**

- One parishioner was present but did not address the council.

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

- *Parishioner emailed in relation to a gate/barrier that has been removed from the footpath adjoining Main Road (Next to No.5). Clerk contacted BBC RoW team who have passed the request to Bidwells who own the land. Clerk followed up with Bidwells, who have this in hand.*
- *Parishioner emailed requesting new trees are planted on Deep Spinney. Already on agenda.*
- *Parishioner emailed about the early start for works (heavy machinery at 7.30am) on the Gold Lane development site. Clerk requested information from BBC Planning over what timings are allowed. 8am is the agreed earliest start date.*
- *Parishioner emailed requesting the council cut back a tree from the Pavilion car park that is touching their house. See agenda item 13.*

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

To review the Action Tracker – available upon request. Of note:

- Deep Spinney double yellow lines are complete
- Pavilion field successfully registered by BBC as Asset of Community Value
- Speed sign (SID) column installed on Bromham Rd and the solar panel has been added
- New box for Pavilion defibrillator has been ordered – awaiting install
- New item: Broken perspex window panels in bus shelter on Main Rd

8 **Bus stop on Main Road**

Original 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.

- *To review the outcomes/recommendations from the site visit by Cllrs Briggs and Slade.*

Recommendation from site visit was to plant shrubs at the location to mark the location of the bus stop, rather than installing a bus stop with paving slabs.

Resolved not to take this item further.

9 **Highways & Open Spaces**

- *To note two trees that the BBC Tree Officer has flagged for removal and to consider if a use can be found for the stump (Cllr Chase): 1. Dead tree next to bus shelter on Deep Spinner. 2. Tree opposite 9 Main Rd with root decay. Noted with no further actions.*

- To approve a quote for £760 from BBC for installing a Xmas Tree pit with electrics at St Mary's. **Resolved** to approve this quote.
- To choose a noticeboard for St Mary's: three quotes provided including Greenbarnes at £920. **Resolved** to approve the Greenbarnes quote, including installation up to a value of £280.
- Proposal by Cllr Briggs: Trees for Streets - request to approve expenditure of up to £6,000 to enable the planting and watering of additional trees in the Parish as part of the Trees for Streets (scheme details were circulated previously by email) prompted by the Borough Council. **Resolved** to approve the £6,000 budget for new trees. Cllr Briggs and the Clerk will find locations and inform the councillors.

10 Borough Cllr Reports

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

11 Financial Matters:

- The following payments were approved and income noted. Request from councillor to find comparative cost for Greenthumb. "Spend against budget" reports and "Reserves Analysis" can be found in the appendix:

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross
28/07/2021	Kingsfield Defib	AEDdonate			£ 1,499.00
28/07/2021	Pavilion Improvements	Nettonic	New Pavilion Website		£ 930.00
29/07/2021	Pavilion Hire fees	21 payments		£ 2,580.00	£ -
29/07/2021	New defib box	Community Heartbeat			£ 900.00
29/07/2021	Pavilion Utilities	Opus	Gas		£ 26.74
02/08/2021	Contingency (Morelock solar)	Morelock signs PI-3691			£ 768.00
02/08/2021	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83
06/08/2021	Pavilion Car Parking charge	BMI	Monthly Pavilion parking	£ 550.00	£ -
09/08/2021	Christmas Tree & Illuminations s137	EON	Electrics on the green		£ 9.22
19/08/2021	Pavilion Utilities	Opus	Electric		£ 184.54
21/08/2021	Staff Costs	Multiple			£ 2,373.75
21/08/2021	Pavilion Maintenance/Service/Inspections	Bedford Window Cleaning			£ 162.00
21/08/2021	Deposits returned	XX			£ 75.00
21/08/2021	Deposits returned	XX			£ 75.00
25/08/2021	General Administration	DIAL 9 COMMS LTD	Covid Phone		£ 5.99
25/08/2021	Website	TSO	Hosting costs		£ 3.59
25/08/2021	Pavilion Utilities	BT	Monthly broadband		£ 27.00
31/08/2021	Pavilion Utilities	Opus	Gas		£ 15.54
01/09/2021	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83
03/09/2021	Pavilion Car Parking charge	BMI	Monthly Pavilion parking	£ 550.00	£ -
05/09/2021	Pavilion Improvements	Nettonic	New Pavilion Website		£ 930.00
10/09/2021	Christmas Tree & Illuminations s137	EON	Electrics on the green		£ 9.62
13/09/2021	Deposits returned	XX			£ 75.00
13/09/2021	Deposits returned	XX			£ 75.00
13/09/2021	Deposits returned	XX			£ 75.00
13/09/2021	Precept Income	Bedford BC	Precept - 1st half	£23,750.00	£ -
21/09/2021	Pavilion Maintenance/Service/Inspections	Gemini Locks			£ 60.00
21/09/2021	Pavilion Other	Cornelia Zamfir	Cleaning holiday cover		£ 96.00
21/09/2021	New Pavilion Website	123 Reg c/o DBrough	Website Domain 5 years		£ 71.94
21/09/2021	Pavilion Maintenance/Service/Inspections	KTJ Services	Legionella Inspection		£ 90.00
21/09/2021	Pavilion Maintenance/Service/Inspections	Stephen Chilvers	PAT Testing		£ 63.50
21/09/2021	Payroll	Red Shoes	Quarterly Payroll		£ 118.80

12 Planning applications

- To note the response from the BBC Senior Archaeological Officer in relation to archaeological investigations on the Gold Lane development site: the "henge" that has been found is a circular ditch rather than a stone structure... sections have already been archaeologically excavated across the ditch and recorded, finds retrieved and soil samples taken for environmental analysis. It is these paper and digital records, finds and samples that will form part of the archive that will be deposited with the museum." Council noted.

The following planning applications were acknowledged, unless noted otherwise:

- APP NO: 21/02102/TPO PROPOSAL: Beech - crown reduce by 15% (previous points) LOC: Bart House 8 Vicars Close
- APP NO: 21/02119/FUL PROPOSAL: One and two storey front, side and rear extensions and roof alterations to remodel existing dwelling LOCATION : 13 Darlow Drive
- APP NO: 21/01866/FUL PROPOSAL: First floor side extension LOC: The Elms 23 Church End
- APP NO: 21/02178/FUL PROPOSAL: Single storey rear extension LOCATION : 7 Thorpe Close
- APP NO: 21/02272/S73 PROPOSAL: Erection of two dwellings, including variation of approved plans condition 1 attached to 21/00422/FUL to allow for the addition of a phasing plan LOCATION : Land Adjacent 16 Vicars Close
- APP NO: 21/02276/TPO PROPOSAL: G4 - Silver Birch – Fell LOC: 16 Day's Lane

- APP NO: 21/02322/FUL PROPOSAL: Single storey rear extension LOC : 24 Franklyn Gardens
- APP NO: 21/02312/PIP PROPOSAL: Permission in Principle for the erection of an additional dwelling LOCATION: Winteringham 15 Day's Lane
Resolved to object to the above planning application on the grounds that this is over development of the site.
- APP NO: 21/02225/FUL PROPOSAL: Conversion and single storey extension of existing detached garage to provide additional living accommodation and erection of a new replacement detached garage LOC: Westrise 20 Bromham Road
- APP NO: 21/02243/PIP PROPOSAL: Application for permission in principle for the erection of between 3 and 5 dwellings LOC: 110 Bromham Road
- APP No 21/00450/FUL PROPOSAL: One and two storey side and rear extension and loft conversion with front and rear dormers. LOC: Wayside 92 Bromham Road
- APP NO: 21/02494/TPO PROPOSAL: T1 Cypress - Fell . T2 Cypress - Fell & replant LOCATION : 43 Day's Lane

13 **Biddenham Pavilion**

- *To receive the Pavilion manager's report.* Report noted and available in the appendix.
- *Pavilion upgrades: To consider the purchase of the following items, as reviewed by the Pavilion Committee: 60cm ceramic cooker £480 inc. install and removal of existing, Freezer at £170, Microwave at £80, Cutlery up to a value of £50.*
Resolved to purchase the above items for the Pavilion.
- *To discuss the inspection of the electrics at the Pavilion, including a quote for £3200 for a full inspection (EICR) of all circuits.*
Resolved to approve this quote. Three quotes not sought due to importance of completing this inspection promptly on health and safety grounds.
- *Winter grass cutting: To consider a quote from BBC for the maintenance of the Pavilion field during the winter months: £52 per playing field cut (Est 5 cuts) and £112 for a Shockwave Treatment (Est 2 treatments). Also, to consider hire costs during this period for Oakley FC.*
Resolved to accept the maintenance quote and to charge Oakley FC £20 a week for Pavilion and field use.
- *To consider a quote from Heritage Arb for £540 for reducing the Hazel tree that is touching 43 Deep Spinney, hedge cutting and various items of shrub and tree maintenance at the front of the Pavilion.*
Resolved to approve this quote.

14 **Any other business for future agendas (No actions can be taken on items not on the agenda)** None.

15 **Date of next meeting:** 19th October 2021 starting at 7.30pm – Biddenham Pavilion

BPC - Spend Against Budget 2021/22

BIDDENHAM PARISH COUNCIL



<u>Income</u>	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Precept Income	47,500	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	57,864	51,775		
Outgoings				
	Staff Costs	7,459	15,000	
	Payroll	198	300	
Employment Costs	7,657	15,300	7,084	-573
	Audit Fees	140	500	
	General Administration	103	300	
	Affiliation Fees/Subscriptions	581	1000	
	Website	386	500	
	CLr Training	0	400	
	Clerk's Training	0	100	
Admin	1,210	2,800	1,296	87
Insurance	2,808	3,250	250	250
	Street Furniture repairs	925	1,150	
	Grass cutting	5,660	16,500	
	Lawn Treatment (Greenthumb)	131	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	
Parks and open spaces	10,519	24,845	11,504	984
Grants to community groups	1,499	0	0	-1,499
Capital Expenditure	0	0	0	0
	Christmas Tree & Illuminations s137	54	3580	
	Contingency (Morelock solar)	768	0	
	Contingency (Feasibility study)	4,000	2000	
Miscellaneous	4,822	5,580	2,584	-2,239
Total Outgoings	28,515	51,775	22,718	-2,989
Year To Date Net P&L	29,349	0		

BPC Pavilion - Spend Against Budget 2021/22

BIDDENHAM PARISH COUNCIL



		YTD (Actual) Gross	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Income						
Pavilion Car Parking charge		3,175	3,175	6,700		
Pavilion Hire fees		6,729	6,729	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		9,904	19,199	22,560		
Outgoings						
Employment Costs	Pavilion Staff Costs	4,349	4,349	8,750	4,051	-297
	Pavilion Utilities	1,023	977	4,750		
	PRS Licence	0	0	750		
	Pavilion Maintenance/Service/Inspections	2,612	2,245	6,500		
	Pavilion Cleaning materials	39	39	1,500		
	Pavilion Other	96	96	0		
Running costs		3,770	3,357	13,500	6,251	2,894
	Smart door lock	420				
	New Pavilion Website	1,860				
	New defib box	0				
Improvements		2,280	1,900	0	250	-1,650
Deposits returned	Deposits returned	450	450	0	0	-450
Total Outgoings		10,849	10,056	22,250	10,552	496
Year To Date Net P&L		-945	9,143	310		

BPC - Reserves Analysis 2021/22

HSBC Current	Current Balance (Forecast)	£ 73,755	
HSBC Savings	Current Balance	40,418	
Total bank balance		114,173	
 <u>Allocation of Balance Sheet</u>			
Remainder of non-project budgeted expenditure		23,260	
Pavilion Reserve		20,000	
VAT refund due (Approximation)		-10,354	
General reserve		81,266	Balancing figure
TOTAL		114,173	

Biddenham Pavilion Report September 2021

The Cricket season has now finished and Oakley Football has now started until the end of March next year. David has organised grounds maintenance throughout the winter months as Dave Watson (who used to volunteer) has now retired. The cricket club will need to source their own grounds person for the cricket season.

The hall is running as it did pre-covid and we have had some new clubs join our community to include Zumba, HIT Fitness and Brushstrokes which is an art-based rehabilitation club for people who have had strokes. We now only have Wednesday evening and Thursday afternoon available for new clubs.

Weekend events have picked up and we have had at least one event each weekend from mid July through to the end of the year.

Forum 71 re start their evenings in October once per month for the 6 months over winter.

Our current average monthly income for 2021 is approximately £1,800 per month since re-opening in April of this year which is very good considering April/May/June we were not at full capacity and some clubs did not run during the summer holidays.

Of this figure approx. £1,000 is from 'regular hirers', £500 Car Park and £300 from 'one offs'.

However as of October 2021 with the new clubs starting our average monthly income from 'regular hirers' will increase to £1,400 per month plus £500 per month from car park revenue this will bring our average monthly income to £1,900 per month without events. Please bear in mind though this figure will be less in December due to Christmas holidays.

The new smart door lock system is running smoothly and there seems to be no issues with clients using it. The previous code lock (situated on the wall) is still in operation but with a master code (now changed) that only myself and David have access to.

The new website is up and running and has been for approximately a month now and we are getting enquiries/bookings through this route which seems to be operating just great. Big Thanks to Chris Wright of Nettonic who has been very patient with me and continues to do so 😊 Please do have a look and pass on any feedback.

Confirmation has now been received from the plumber that the new radiators will be installed on 25/26/27 October 2021.