

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 19th October 2021 at 7.30pm in Biddenham Pavilion.

MINUTES

Present: Cllrs Peter Chase (Vice Chairman chaired this meeting), Graham Bates, Francia Slade, Chris Gee, Karen Cotton, Irina Madan Sau.

In attendance: David Brough (Clerk), Borough Cllr Jon Gambold and two members of the public.

- 1 **Apologies for Absence:** Cllrs Harry Fowler (Unwell), Krzys Osuch (Clash of meetings), Stewart Briggs (Chairman) (Family reasons).
Borough Councillor Roger Rigby (Transport issue).
- 2 **Declarations of interest in items on the agenda** – None
- 3 **Cooption**
To consider coopting to fill the two Casual Vacancies.
Resolved to coopt Irina Madan Sau (Prop: Slade, Sec: Bates) and Karen Cotton (Prop: Gee, Sec: Chase) to the council. Third candidate voluntarily stepped aside to allow the two cooptions.
- 4 **To approve the Minutes of the Parish Council meeting** held on 21st September 2021.
- 5 **Public Open Session**
 - Two parishioners were present but did not address the council.
- 6 **Correspondence (requiring council attention):**
 - *Two parishioners emailed in relation to the timing of development works at the Gold Lane building site, and the use of the entrance on Gold Lane rather than Deep Spinney.* Clerk has assisted in raising this with the Planning Officer, who has approached the developer.
 - *Two parishioners emailed in relation to Darlow Drive potentially being used as a shortcut when traffic is at a standstill on Main Road – speeding also appears to be happening.* Clerk has spoken to BBC Highways who have confirmed a lack of potential solutions. Lack of solutions noted by the council.
 - *Parishioner emailed request consideration be given for a 20mph limit throughout Biddenham.* Email shared with councillors. Councillors did not wish to take forward a proposal from this request, but instead to pursue average speed cameras.
 - *Parishioner emailed enquiring if dogs should be kept on leads in Biddenham (one entered their house) and dog fouling (Duck End Lane).* There are five PSPOs in Biddenham but not in the area in question; also noted is the current lack of a NNC dog warden to provide enforcement.
- 7 **Clerk's report on matters in progress**
Council reviewed the Action Tracker – available upon request. Of note:
 - Tree pit and noticeboard installation at St Mary's is progressing. Awaiting permission from the developer.
 - Public consultation on moving of speed limit signs on Bromham Rd is in progress with BBC. The objective is to make them more visible to cars exiting the roundabout.
 - New box for Pavilion defibrillator has been installed.
- 8 **Remembrance Day**
To agree the details for the running of the Remembrance Day service. Road closure has been successfully requested (Cllrs Bates and Gambold to facilitate on the day), wreaths have been received, and a new bugler has been found.

9 Future meeting dates

To agree the dates for future council meetings. Meetings will remain on the third Tuesday of every month, with the exception of August and December 2022.

10 Highways & Open Spaces

- *Closed Churchyard - To consider taking on the maintenance responsibility of St James' churchyard following a request from the Churchwarden to the Ministry of Justice to close the churchyard (relates to changing responsibilities for maintenance rather than closure to the public)*
Resolved to not take on the maintenance of the closed churchyard and instead to allow BBC to, on the confirmation that no Special Charge will be levied on parishioners in this scenario.
- *Following a survey of identified locations to consider increasing the sum agreed for providing additional tree planting in the Parish by £6,000 to allow a further 20 trees to be planted*
Resolved to approve this spend to being the total trees for this project to 40.
- *Dessert Boss Street Trading Consent request - South side of Deep Spinney, between Gold Lane and Lavenham Drive junctions – 2nd Friday from 18:00 to 22:00, 3rd Monday from 17:00 to 21:00, 3rd Saturday from 18:00 to 22:00, 4th Monday from 17:00 to 21:00*
Resolved not to object to this application.

11 Borough Cllr Reports

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

12 Grant request from Bedfordshire Police Partnership Trust

To consider a grant request from Beds Police Partnership Trust for £500 towards video doorbells.

Resolved to approve this grant request on the basis that the £500 will be put towards Biddenham residents as per the application.

13 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
14/09/2021	Pavilion Hire fees	Multiple		£ 2,345.00	
16/09/2021	Staff Costs	HMRC	PAYE Payment		£ 2,588.93
20/09/2021	Pavilion Utilities	OPUS ENERGY LTD			£ 175.74
22/09/2021	Pavilion Maintenance/Servicing/Inspections	KTJ Services	Playground gate fix		£ 80.00
22/09/2021	Pavilion Other	VIKING 7476117	Stationery		£ 43.34
22/09/2021	Pavilion Other	VIKING 7375371	Stationery		£ 19.51
22/09/2021	Pavilion Other	VIKING 7327643	Stationery		£ 54.43
22/09/2021	Pavilion Cricket Club Fees			£ 1,285.00	
23/09/2021	General Administration	DIAL 9 COMMS LTD	Covid Phone		£ 5.99
23/09/2021	Website	TSO	Hosting costs		£ 8.39
24/09/2021	Affiliation Fees/Subscriptions	ICO			£ 35.00
27/09/2021	New Kitchen Equipment	DEBORAH SLADE	Kitchen equipment		£ 69.95
27/09/2021	New Kitchen Equipment	DEBORAH SLADE	Kitchen equipment		£ 688.98
27/09/2021	Pavilion Utilities	BT	Broadband install & Monthly charge		£ 27.00
29/09/2021	Pavilion Utilities	OPUS ENERGY GAS			£ 11.05
01/10/2021	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83
11/10/2021	Christmas Tree & Illuminations s137	EON	Electrics on the green		£ 9.31
15/10/2021	Pavilion Car Parking charge	BMI PAYMENTS		£ 525.00	

14 Planning applications

The following planning applications were acknowledged, unless noted otherwise:

- APP NO: 21/02430/FUL PROPOSAL: Demolition of existing single storey rear/side extensions and erection of single storey side extensions and 2.5 storey rear extension. LOC: The Firs 21 Church End
Resolved to object to this application: the proposed scale of the development is excessive and will adversely detract to the street scene
- APP: 21/02608/FUL PROPOSAL: Erection of 2 five-bedroomed dwellings and double garages. LOCATION: Land Adjacent 16 Vicars Close Biddenham Bedfordshire
- APP: 21/02641/TPO PROPOSAL: Silver Birch - Fell. Yew (2) - Trim one lower branch. LOCATION : Tettenhall 36 Day's Lane
- APP: 21/02656/FUL PROPOSAL: Single storey side extension and modified parking layout LOCATION : 5 Skater Walk
- APP: 21/00641/FUL (Amended) Proposal : Erection of a 2.5 storey detached dwelling with integral garage, external works and a front boundary wall with gates. Location : Land Between 60 And 64 Bromham Road
- APP: 21/02671/TPO PROPOSAL: Lime (T1) - fell. Extensive crown die-back. Large areas of dead bark near ground level and evidence of basal decay. LOCATION : 27 Day's Lane

15 **Biddenham Pavilion**

- *To receive the Pavilion manager's report.* Report noted and available on request.

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

17 **Date of next meeting:** 16th November 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		
<u>Outgoings</u>					
Employment Costs	Staff Costs	9,263	15,000		
	Payroll	198	300		
		9,461	15,300	8,342	-1,120
Admin	Audit Fees	140	500		
	General Administration	109	300		
	Affiliation Fees/Subscriptions	616	1000		
	Website	394	500		
	CLlr Training	0	400		
	Clerk's Training	0	100		
		1,259	2,800	1,527	267
Insurance	Insurance	2,808	3,250	250	250
Parks and open spaces	Street Furniture repairs	925	1,150		
	Grass cutting	5,660	16,500		
	Lawn Treatment (Greenthumb)	153	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		
		10,541	24,845	13,546	3,005
Grants to community groups	Kingsfield Defib	1,499	0	0	-1,499
Capital Expenditure		0	0	0	0
Miscellaneous	Christmas Tree & Illuminations s137	63	3580		
	Contingency (Morelock solar)	768	0		
	Contingency (Feasibility study)	4,000	2000		
		4,831	5,580	3,042	-1,789
Total Outgoings		30,400	51,775	26,706	-886
Year To Date Net P&L		27,464	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		3,700	3,700	6,700		
Pavilion Hire fees		8,824	8,824	10,000		
Pavilion Cricket Club Fees		1,285	1,285	1,360		
Pavilion Other income	Parish Council Reserves	0	0	4,500		
Pavilion Grant income	Covid Grants BBC	0	9,295	0		
Total Income		13,809	23,104	22,560		
<u>Outgoings</u>						
Employment Costs	Pavilion Staff Costs	5,133	5,133	8,750	4,771	-363
	Pavilion Utilities	1,236	1,191	4,750		
	PRS Licence	0	0	750		
	Pavilion Maintenance/Servicing/Inspections	2,704	2,337	6500		
	Pavilion Cleaning materials	39	39	1500		
	Pavilion Other	213	213	0		
Running costs		4,193	3,780	13,500	7,360	3,580
	Smart door lock	420				
	New Kitchen Equipment	759				
	New Pavilion Website	1,860				
	New defib box	900				
Improvements		3,939	1,900	0	250	-1,650
Deposits returned	Deposits returned	450	450	0	0	-450
Total Outgoings		13,715	11,263	22,250	12,381	1,117
Year To Date Net P&L		94	11,840	310		

BPC - Reserves Analysis 2021/22

HSBC Current	Current Balance (Forecast)	£
		73,808
HSBC Savings	Current Balance	40,418
Total bank balance		114,227

Allocation of Balance Sheet

Remainder of non-project budgeted expenditure	21,375	
Pavilion Reserve	20,000	
VAT refund due (Approximation)	-10,354	
General reserve	83,205	Balancing figure
TOTAL	114,227	