

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 16th November 2021 at 7.30pm in Biddenham Pavilion.

MINUTES

Present: Cllrs Stewart Briggs (Chairman), Peter Chase (Vice Chairman), Graham Bates, Francia Slade, Chris Gee, Karen Cotton, Harry Fowler, Krzys Osuch.

In attendance: David Brough (Clerk), Borough Cllrs Roger Rigby and Jon Gambold, and four members of the public.

1 **Apologies for Absence:** Irina Madan Sau (Unwell).

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

3 **To approve the Minutes of the Parish Council meeting** held on 19th October 2021.

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

4 **Public Open Session**

- Parishioner raised the issue of Darlow Drive being used as a cut through, with vehicles perceived to be speeding. **Actions:** 1. Clerk to request the police to enforce the "Except for access 8.00-9.00" signs. 2. Cllr Briggs requested an online survey of residents in relation to the installation of a 20mph limit.
- Borough Councillor Jon Gambold requested works to two trees on Main Road. **Action:** Clerk to bring quotes to the council.

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

- *Parishioner emailed again in relation to Darlow Drive potentially being used as a shortcut when traffic is at a standstill on Main Road – requests banning vehicles entering from Biddenham Turn and the erection of signs.* Clerk has circulated to councillors. Also covered above in the Public Open Session.
- *Parishioner emailed again enquiring whether the Biddenham Pavilion field should have a PSPO for excluding dogs rather than Dogs On Leads. Also requested new signage.* **Action:** Clerk to replace faded signage.
- *Parishioner emailed requesting Biddenham be included in Bedford's Smoke Control Area.* Email circulated to councillors. Council noted the request but there was no interest from councillors to take this forward.
- *Parishioner emailed with suggested street names for the new Gold Lane development.* Circulated to councillors. **Action:** Clerk to add this as an agenda item for January to review the names. Paper on street names to be added to the council website.
- *Parishioner emailed in relation to a potential parking problem on Church End/The Old Barns.* Circulated to councillors. **Action:** Clerk to contact The Manor Hospital to resolve, mentioning the Planning Condition relating to access from The Old Barns.

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

Council reviewed the Action Tracker – available upon request. Of note:

- Tree pit at St Mary's has been approved by Scanlans and is shortly to be installed by BBC.
- Public consultation on moving of speed limit signs on Bromham Rd is complete. The objective is to make them more visible to cars exiting the roundabout. Changes to signage expected soon.
- New trees for Biddenham: Following the parish council's approval to fund 40 new trees in Biddenham, BBC are reviewing the chosen sites and will then move forward the planting.
- Replacing broken Perspex windows in the bus shelter on Main Road: Clerk has requested quote from handyman.

7 General Power of Competence

To confirm that the council now meets the eligibility criteria to hold the General Power of Competence (two thirds of councillors elected/clerk holds CiLCA qualification).

Resolved that the parish council meets the eligibility criteria and now holds the General Power of Competence.

8 Grant request

Request for £157 towards annual insurance for Biddenham Conservation Volunteers group. Application circulated to councillors.

Resolved to approve this grant application.

9 Highways & Open Spaces

- To acknowledge the Enforcement investigation in relation to the use of Gold Lane as an access point for development works rather than Deep Spinney, which is not in line with the Construction Management Plan agreed with the borough council.

Acknowledged and noted that BBC have written to Dandara requesting the use of Deep Spinney for access, and to improve the directional signage. Borough Councillor Roger Rigby has been escalating this at BBC.

- To ratify the decision to appoint The Christmas Decorators Ltd to provide the Christmas trees at Main Road and St Mary's for a 3-year period at £2,200 per tree per year.

Resolved to ratify this decision.

- To consider a location for a large native tree (eg Oak/Hornbeam) funded by the borough council for the Queen's Green Canopy project for Her Majesty's Platinum Jubilee.

Requested for the diseased King's Corner tree to be replaced by this one.

10 Biddenham Pavilion

- Noted the Pavilion Committee decision to fix the emergency lighting at the Pavilion (£605)
- Noted the Pavilion Committee decision to initiate the investigation of a boiler leak (£150)

11 Borough Cllr Reports

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

12 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
15/10/2021	Pavilion Car Parking charge	BMI PAYMENTS		£ 525.00	
19/10/2021	Pavilion Utilities	OPUS ENERGY LTD			£ 188.95
25/10/2021	General Administration	DIAL 9 COMMS LTD	Covid Phone		£ 5.99
25/10/2021	Website	TSO	Hosting costs		£ 8.39
25/10/2021	Pavilion Utilities	BT	Broadband install & Monthly charge		£ 27.00
28/10/2021	VAT Refund	HMRC VTR		£ 7,502.25	
29/10/2021	Pavilion Utilities	OPUS ENERGY GAS SU			£ 10.80
29/10/2021	Pavilion Car Parking charge	BMI PAYMENTS		£ 550.00	
01/11/2021	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83
01/11/2021	Pavilion Other	BBC	Confirm: Grass cutting or bin emptying		£ 216.75
11/11/2021	Christmas Tree & Illuminations s137	EON	Electrics on the green		£ 9.13
25/10/2021	Pavilion Staff Costs	Multiple			£ 829.15
25/10/2021	Staff Costs	Multiple			£ 262.63
01/11/2021	Pavilion Maintenance/Service/Inspections	KTJ Services	Pavilion Descaling		£ 120.00
05/11/2021	Deposits returned	Multiple			£ 675.00
14/11/2021	Pavilion Hire fees	Multiple		£ 1,710.00	
	Not paid Heating upgrade	P Bartram	New rads at Pavilion		£ 5,466.00
	Not paid Grass cutting	Chris Home	June/July grass		£ 4,762.20
	Not paid Grass cutting	Chris Home	Aug/Sep grass		£ 3,901.80
	Not paid Grass cutting	Chris Home	Oct grass		£ 3,466.80
	Not paid Pavilion licences	BBC	Premises licence		£ 180.00
	Not paid Pavilion licences	PPL PRS	PRS Music licence		£ 618.84
	Not paid General Administration	D Brough	RBL Wreath		£ 17.99
	Not paid Pavilion Maintenance/Service/Inspections	Smiths Fire	Lighting inspection		£ 180.00
	Not paid Pavilion Maintenance/Service/Inspections	Bedford Window Cleaning			£ 81.00

- To accept the external auditor's report for the financial year 2020/21.

Auditor's report noted and accepted.

13 **Planning applications**

The following planning applications were acknowledged, unless noted otherwise:

APPLICATION NO: 21/02783/TPO Tree Preservation Order Application PROPOSAL: T1 Scots Pine : Fell to ground level due to past structural failure - See appended report for full details LOCATION : 4 Observer Close Biddenham Bedford Bedfordshire MK40 4EU

APPLICATION NO: 21/02784/FUL Full Planning Application PROPOSAL: Single storey rear extension to replace existing conservatory LOCATION : 3 Queens Close Biddenham Bedford Bedfordshire MK40 4AB

APPLICATION NO: 21/02882/FUL Full Planning Application PROPOSAL: Two storey side extension, garden wall and new vehicular access LOCATION : 20A Bromham Road Biddenham Bedford Bedfordshire MK40 4AF

APPLICATION NO: 21/02901/LBC Listed Building Consent Application PROPOSAL: Replacement windows LOCATION : 34 Day's Lane Biddenham Bedford Bedfordshire MK40 4AE

APPLICATION NO: 21/02820/M73 Major S73 Variation of Condition Application
PROPOSAL: Reserved Matters (Appearance, Landscaping, Layout and Scale) for Phase 1 of Outline permission 18/00140/MAO comprising 119 dwellings and associated works, to include details required by Conditions 5 (Circulation Routes), 7 (Landscape and Ecological Mitigation) and 8 (Planting Plans) in respect of Phase 1 only. Variation of approved plans condition 1 attached to 21/00236/MAR to allow for amendments to the approved house type drawings and associated layout and landscaping plans.
LOCATION : Land At Deep Spinney Gold Lane And Duck End Lane Biddenham Bedfordshire

APPLICATION NO: 21/02933/LBC Listed Building Consent Application
PROPOSAL: Installation of replacement externally, internally and non-illuminated signage to include two sets of sign-writing, two amenity boards, one door plaque, four lanterns, one 3D post-mounted pictorial, two amenity boards fitted below post pictorial and one set of wall-mounted barrels. LOCATION : The Three Tuns 57 Main Road Biddenham Bedford Bedfordshire MK40 4BD

Appeal to Planning Inspectorate:

PROPOSAL : Demolition of existing detached outbuilding, attached garage and kitchen and bathroom block. Erection of single storey side and rear extension and detached outbuilding. PLANNING NO: 21/00336/LBC Listed Building Consent
LOCATION : 35 Main Road Biddenham Bedford Bedfordshire MK40 4BD

14 **Business for future agendas (No actions can be taken on items not on the agenda)**

- Street names for the new Gold Lane development

15 **Date of next meeting: 18th January 2022 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	7,502	0		
CIL Receipts (Section 106)	6,124	0		
Bank Interest	0	25		
Total Income	65,366	51,775		
Outgoings				
	Staff Costs	9,526	15,000	
	Payroll	198	300	
Employment Costs	9,724	15,300	9,557	-167
	Audit Fees	140	500	
	General Administration	133	300	
	Affiliation Fees/Subscriptions	616	1000	
	Website	403	500	
	CLr Training	0	400	
	Clerk's Training	0	100	
Admin	1,291	2,800	1,749	458
Insurance	2,808	3,250	250	250
	Street Furniture repairs	925	1,150	
	Grass cutting	15,769	16,500	
	Lawn Treatment (Greenthumb)	175	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	20,672	24,845	15,520	-5,152
Grants to community groups	1,499	0	0	-1,499
Capital Expenditure	0	0	0	0
	Christmas Tree & Illuminations s137	73	3580	
	Contingency (Morelock solar)	768	0	
	Contingency (Feasibility study)	4,000	2000	
Miscellaneous	4,841	5,580	3,486	-1,355
Total Outgoings	40,835	51,775	30,562	-7,465
Year To Date Net P&L	24,531	0		

BPC Pavilion - Spend Against Budget 2021/22

BIDDENHAM PARISH COUNCIL



<u>Income</u>		YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Pavilion Car Parking charge		4,250	6,700		
Pavilion Hire fees		10,534	10,000		
Pavilion Cricket Club Fees		1,285	1,360		
Pavilion Other income	Parish Council Reserves	0	4,500		
Pavilion Grant income	Covid Grants BBC	9,295	0		
Total Income		25,364	22,560		
<u>Outgoings</u>					
Employment Costs	Pavilion Staff Costs	5,962	8,750	5,466	-497
	Pavilion Utilities	1,418	4,750		
	Pavilion licences	799	750		
	Pavilion Maintenance/Service/Inspections	7,229	6500		
	Pavilion Cleaning materials	39	1500		
	Pavilion Other	430	0		
Running costs		9,915	13,500	8,433	-1,482
	Smart door lock	350			
	New Kitchen Equipment	759			
	New Pavilion Website	1,622			
	New defib box	750			
Improvements		3,481	0	250	-3,231
Deposits returned	Deposits returned	1,125	0	0	-1,125
Total Outgoings		20,483	22,250	14,149	-6,335
Year To Date Net P&L		4,881	310		

BPC - Reserves Analysis 2021/22

HSBC Current	Current Balance (Forecast)	£ 62,520	
HSBC Savings	Current Balance	40,418	
Total bank balance		102,939	
 <u>Allocation of Balance Sheet</u>			
Remainder of non-project budgeted expenditure		10,940	
Pavilion Reserve		20,000	
VAT refund due (Approximation)		-13,330	
General reserve		85,328	Balancing figure
TOTAL		102,939	