

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 18th January 2022 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, Irina Madan Sau.

In attendance: David Brough (Clerk) and five members of the public.

Not present: Borough Cllrs Roger Rigby (BBC meeting clash) and Jon Gambold (Away).

1 **Apologies for Absence:** None.

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

3 **To approve the Minutes of the Parish Council meeting** held on 16th November 2021.

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

4 **Public Open Session**

- Parishioner spoke in relation to a 20mph limit throughout Biddenham, Speed Indication Devices and average speed cameras.
- Parishioner requested support in reporting pothole repair on Deep Spinney/Gold Lane – Clerk to provide support.
- Parishioner representing an events/catering company offered to provide assistance to run a Jubilee event (See item 7).

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

- *Biddenham Village Hall Management Committee emailed asking for a representative from BPC. Email shared with councillors. Cllr Cotton will be the representative.*
- *Parishioner email objecting to the Dessert Boss licensing approval and consequent attendance on Deep Spinney. Email shared with councillors. Emailed noted.*
- *Parishioner representing an events/catering company emailed asking whether BPC had plans for the Queen's Platinum Jubilee. Email shared with councillors. (See item 7).*

6 **Clerk's report on the Action Tracker**

- 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. Moving of signage is now on a list of work for BBC Highways – no date yet assigned.
- New trees for Biddenham: Following the parish council's approval to fund 40 new trees in Biddenham, BBC have reviewed and approved the sites and planting is expected in February.
- Replacing broken Perspex windows in the bus shelter on Main Road: This is now complete.
- Noticeboard for St Mary's has been ordered – expected in April.
- Feasibility study for pedestrian refuges on Bromham Road is being carried out by BBC Highways and is expected at the end of January.

7 **Platinum Jubilee - Queen Elizabeth II**

To consider any plans for marking the occasion of HM The Queen's Platinum Jubilee in 2022.

The Platinum Jubilee of Queen Elizabeth II will be marked in 2022 in the United Kingdom and the Commonwealth in recognition of the 70th anniversary of the accession of Queen Elizabeth II on 6 February 1952. The May Bank Holiday Weekend will be moved to Thursday 2 June and an additional Bank Holiday on Friday 3 June will see a four-day weekend to celebrate Her Majesty The Queen's Platinum Jubilee - the first time any British monarch has reached this historic milestone.

Actions: No plans for the parish council to run an event, but councillors were supportive of the parishioner in attendance and any other group who may wish to run an event, subject to details.

8 Highways & Open Spaces

- *Street naming: To consider a response to a proposal from the BBC Street Numbering team for the naming of streets in the Gold Lane development.*
Action: Clerk to respond to BBC with a request for: a single historical theme rather than a mixture and to use alliteration in the street names (eg Whitworth Walk rather than Whitworth Road). Failing that, to use the three names that don't follow the main theme as the building names instead of the road names. Finally, that the Dovecote name be used where the actual Dovecote was sited.
- *To review the responses to the public survey in relation to implementing a 20mph limit/s in Biddenham. BBC Highways not yet approached to agree viability.*
Resolved to initiate discussions with BBC Highways in relation to a possible 20mph proposal that includes 20mph on side streets and Gold Lane, a variable limit outside the school at drop off/pickup, but to retain Main Road and Biddenham Turn as 30mph. This follows a recent survey of residents, which showed a 68% support for a 20mph limit in Biddenham.
- *To consider what action to take in relation to the graffiti on the underpass. Suggestions from Paul Pace (BBC Chief Officer – Environment): BBC to run a tender for an artist to paint a mural, or work with an arts organisation to develop a project for a funding application (eg Arts Council).*
Resolved to take both approaches to increase the chances of success.
- *To decide how to rectify the vandalism of the bench at King's Corner.*
Resolved to approve a quote for £105 to sand down the graffiti and then to varnish the whole bench.
- *To consider a quote from Quercus Tree Specialists for £220 to deadwood/prune two trees on Main Road*
Resolved to approve this quote and accept the tree surgeon's advice that major works are not required and would be detrimental to the trees.
- *To agree to a quote for £245 for a clean of the war memorial stonework from Geyserclean using a low impact steam.*
Resolved to accept this quote.
- *To note the response from the BBC Senior Archaeological Officer in relation to information display boards at the new Gold Lane development: planned for the next 2-3 years following post-excavation analysis. Boards were requested by a parishioner.*
Response noted by the council.
- *Update from Planning Enforcement on the Gold Lane development: signage and access.*
BBC have requested Dandara take steps to ensure construction vehicles do not use Thorpe Close to turn around. Site manager phone number provided to residents to report concerns directly. BBC to work with Dandara to ensure better directional signage for the site entrance to stop the use of Gold Lane.

9 Biddenham Pavilion

- *To receive the Pavilion report from the Pavilion Manager.* Report received and is available upon request.
- *To note the progress of the EICR electrical testing.* Testing is almost complete and only minor issues have been identified so far.
- *To consider whether to apply for the latest BBC Omicron/Covid grant.*
Resolved to apply for this grant.

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 receipts noted. "Spend against budget" reports and "Reserves Analysis" can be found in the appendix:

Date Paid	Category	Payee/Payer	Desc	Hire fees	Receipts	Payments Gross
14/11/2021	Pavilion Hire fees	Multiple		£ 755.00		
23/11/2021	Staff Costs	Multiple	November		£ 1,144.96	
23/11/2021	Pavilion Maintenance/Servicing/Inspections	Smiths Fire	Lighting inspection		£ 180.00	
23/11/2021	Pavilion Maintenance/Servicing/Inspections	Bedford Window Cleaning			£ 81.00	
03/12/2021	Pavilion Hire fees	Multiple		£ 1,545.00		
10/12/2021	Deposits returned	Multiple			£ 500.00	
20/12/2021	Staff Costs	Multiple	Catchup Pension/Clerk salary		£ 4,618.61	
20/12/2021	Pavilion licences	PPL PRS	PRS Music licence		£ 618.84	
21/12/2021	Pavilion Maintenance/Servicing/Inspections	LEN WORRALL	Interim: EICR Electrics		£ 750.00	
21/12/2021	General Administration	RBL 9 (D Brough expense)	RBL Wreath		£ 17.99	
21/12/2021	Cllr Training	Norfolk PTC			£ 50.00	
21/12/2021	Payroll	Red Shoes	Quarterly Payroll		£ 118.80	
21/12/2021	Christmas Tree & Illuminations s137	XMAS DECORATORS			£ 5,040.00	
21/12/2021	Pavilion Other	Heritage Arboricul	Tree works at Pavilion		£ 648.00	
21/12/2021	Police - Ring doorbells	Bedfordshire Polic	Grant for Ring doorbells		£ 500.00	
21/12/2021	Deposits returned	Multiple			£ 300.00	
24/12/2021	Street Furniture repairs	Odd Jobs Handyman	Window fixing in bus shelter		£ 360.00	
31/12/2021	General Administration	Service Charge	Unity Trust		£ 18.00	
07/01/2022	Grass Equipment Maintenance	AMF SERVICES	March invoice		£ 908.74	
11/01/2022	Pavilion Utilities	OPUS ENERGY LTD			£ 621.01	
11/01/2022	Grass cutting	Chris Horne	June/July grass		£ 4,762.20	
11/01/2022	Grass cutting	Chris Horne	Aug/Sep grass		£ 3,901.80	
11/01/2022	Grass cutting	Chris Horne	Oct grass		£ 3,466.80	
14/01/2022	Pavilion Hire fees	Multiple		£ 1,892.00		
14/01/2022	Pavilion Utilities	OPUS GAS			£ 231.34	
	Not paid Pavilion licences	BBC (D Brough expense)	Premises licence		£ 180.00	
	Not paid Pavilion Maintenance/Servicing/Inspections	P Bartram	New rads at Pavilion		£ 5,466.00	
	Not paid Audit Fees	Mazars	External audit		£ 480.00	
	Not paid Pavilion Other	VIKING (D Brough expense)	Cleaning products		£ 141.43	
	Not paid Pavilion Staff Costs	Cornelia Zamfir	Cover for cleaning - December		£ 90.00	
	Not paid Website	TSO (D Brough expense)	Hosting costs		£ 8.39	

- *To consider the creation of a Reserves Policy*

Action: Clerk to create a Reserves Policy containing a list of earmarked funds, including a review of all BPC assets and their potential replacement dates.

- *To discuss the process for determining how CIL receipts should be used.*

This is to be included in the Reserves Policy.

- To set the budget and precept for 2022/2023

Resolved to set the budget containing a precept of £51,439. This is an increase from £47,500 the previous year. With a tax base of 1,599 this equates to a total of £32.17 per year for a Band D household, up £1.43 a year, or 4.7%. The increase relates to: a recalculation on salaries, a budget for Rights of Way works, and grants to local groups. Full budget is available on request.

12 Planning applications

The following planning applications were acknowledged, unless noted otherwise:

APPLICATION NO: 21/03016/FUL PROPOSAL: Erection of detached garage LOCATION : Westrise 20 Bromham Road

APPLICATION NO: 21/02927/MAR PROPOSAL: All reserved matters except access for the provision of 54 dwellings, with associated landscaping and parking, SUDs, public open space, refuse and recycling and cycle storage, pursuant to Outline permission 19/01394/MAO LOCATION : Land At Bromham Road

APPLICATION NO: 21/02849/FUL Full Planning Application PROPOSAL: Demolition of existing dwelling and erection of replacement dwelling LOCATION : 44 Day's Lane Biddenham

Resolved to object to this planning application on the following grounds: The arrangement of the double garage (2 storey) positioned far forward of the main dwelling will make for a significantly less attractive street scene. Further, the garage proposal is not in-keeping with other properties on this street.

APPLICATION NO: 21/03104/FUL PROPOSAL: Erection of a 2 storey detached dwelling with integral garage, external works, new vehicular access and a front boundary wall with gates. LOCATION : Land Between 60 And 64 Bromham Road

APPLICATION NO: 21/03131/LBC PROPOSAL: Internal alterations including, removal of bar counter, provision of new bar counter, new hard flooring, new fixed seating, new screens, removal of stud wall, provision of new stud partition, new wall panelling, some new lighting points. Externally, two new posts with tensile sails and festoon lighting
LOCATION : The Three Tuns 57 Main Road

APPLICATION NO: 21/03130/FUL PROPOSAL: Two new posts with tensile sails and festoon lighting at rear.
LOCATION : The Three Tuns 57 Main Road

APPLICATION NO: 21/03132/FUL PROPOSAL: Erection of a replacement single storey dwelling with associated access and Parking LOCATION : 24 Bromham Road

Amendment to: APPLICATION No 20/02930/FUL PROPOSAL: Erection of double car port, porches, swimming pool with pump house and covered external kitchen area, entrance gates and stone walling. Conversion of garage to annexe

LOCATION : Lavender Lodge 42 Main Road

Resolved to object to this planning application on the following grounds: The parish council views this proposal as over development of the site. The frontage, which will appear as one long building will be detrimental to the street scene and the Conservation Area.

APPLICATION NO: 21/03212/FUL PROPOSAL: One and two storey side and rear extension and loft conversion with front and rear dormers. LOCATION : Wayside 92 Bromham Road

APPLICATION NO: 21/03196/FUL PROPOSAL: Erection of detached two-storey Eco Dwelling and associated works

LOCATION : Sewage Pumping Station Bromham Road

Resolved to object to this planning application on the following grounds: That the issues raised at the Planning Inspectorate appeal still stand:

- o That the site is not appropriate for a new dwelling and is contrary to the Local Plan (Policy 7s)
- o The Highways safety issues with the visibility splay, which still remain despite the drop in speed limit to 20mph
- o The detrimental effect on the nearby Scheduled Monument (the historic bridge)
- o The effects of the proposal in relation to flooding. The site sits in Flood Zone 3 and is considered to have a high risk of flooding.

APPLICATION NO: 21/03241/FUL PROPOSAL: Single storey rear extension following the removal of existing conservatory

LOCATION : 8 Deep Spinney

APPLICATION NO: 21/03251/FUL PROPOSAL: Garage conversion, one and two storey front, side and rear extensions & associated alterations LOCATION : 9 Darlow Drive

Resolved to object to this planning application on the following grounds: over development of the site and considers the potential development to be detrimental to the street scene

APPLICATION NO: 21/03301/FUL PROPOSAL: Single storey rear extension LOCATION : 8 Lavenham Drive

APPLICATION NO: 21/03302/MAR PROPOSAL: Reserved Matters (Appearance, Landscaping, Layout and Scale) for Phase 2 of Outline permission 18/00140/MAO comprising 130 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 2 only.

LOCATION : Land At Deep Spinney Gold Lane And Duck End Lane Biddenham Bedfordshire

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

To respond to a consultation from St James' Church of England VA Primary School in relation to the option to convert to academy status.

14 Date of next meeting: 15th February 2022 starting at 7.30pm – Upstairs room at 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)	12,249	0		
Bank Interest	0	25		
Total Income	71,490	51,775		
Outgoings				
Staff Costs	13,787	15,000		
Payroll	297	300		
Employment Costs	14,084	15,300	12,156	-1,928
Audit Fees	540	500		
General Administration	151	300		
Affiliation Fees/Subscriptions	616	1000		
Website	410	500		
Clr Training	50	400		
Clerk's Training	0	100		
Admin	1,766	2,800	2,225	458
Insurance	2,808	3,250	250	250
Street Furniture repairs	1,285	1,150		
Grass cutting	15,769	16,500		
Lawn Treatment (Greenthumb)	175	265		
Grass Equipment Maintenance	1,134	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	21,789	24,845	19,740	-2,049
Kingsfield Defib	1,499			
Police - Ring doorbells	500			
Grants to community groups	1,999	0	0	-1,999
Capital Expenditure	0	0	0	0
Christmas Tree & Illuminations s137	4,273	3580		
Contingency (Morelock solar)	768	0		
Contingency (Feasibility study)	4,000	2000		
Miscellaneous	9,041	5,580	4,433	-4,607
Total Outgoings	51,487	51,775	38,804	-9,875
Year To Date Net P&L	20,003	0		

BPC Pavilion - Spend Against Budget 2021/22

BIDDENHAM PARISH COUNCIL



		YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
<u>Income</u>					
Pavilion Car Parking charge		4,250	6,700		
Pavilion Hire fees		9,169	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		23,999	22,560		
<u>Outgoings</u>					
Employment Costs	Pavilion Staff Costs	7,555	8,750	6,952	-603
	Pavilion Utilities	2,394	4,750		
	Pavilion licences	799	750		
	Pavilion Maintenance/Servicing/Inspections	7,859	6500		
	Pavilion Cleaning materials	274	1500		
	Pavilion Other	853	0		
Running costs		12,179	13,500	10,726	-1,453
	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	2,045	0	0	-2,045
Total Outgoings		25,259	22,250	17,928	-7,331
Year To Date Net P&L		-1,260	310		

BPC - Reserves Analysis 2021/22

Unity Trust	Current Balance (Forecast)	£ 96,295	
Total funds held		96,295	
<u>Allocation of Balance Sheet</u>			
Remainder of budget (est)		5,000	
Pavilion Reserve		20,000	
VAT refund due (Approximation)		-6,381	
General reserve		77,677	Balancing figure
Total allocation		96,295	