

# BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 15<sup>th</sup> March 2022 at 7.30pm in Biddenham Pavilion.

## MINUTES

**Present:** Cllrs Stewart Briggs (Chairman), Graham Bates, Irina Madan Sau, Francia Slade, Krzys Osuch, Harry Fowler.

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

- 1 **Apologies for Absence:** Peter Chase VC (Unwell), Chris Gee (Unwell), Karen Cotton (Family engagement).  
**Not present:** Borough Cllrs Roger Rigby (Family engagement) and Jon Gambold (BBC Meeting clash).
- 2 **Declarations of interest in items on the agenda:** Cllr Bates declared an interest in item 14 – planning application 22/00386/FUL.
- 3 **To approve the Minutes of the Parish Council meeting** held on 15<sup>th</sup> February 2022.  
**Resolved** to approve the minutes of the meeting as an accurate record.
- 4 **Public Open Session**
  - A resident spoke in relation to the location of new trees for the Trees For Streets project with a request to consider more locations. Clerk to perform reconciliation of trees to the plan once planting is complete. Planting is complete for this year, but will restart in the autumn and will be open for the parish council to consider funding more trees.
  - A resident spoke in relation to parking on the verge at Manor Road. Following checks after the meeting, this verge appears to be unregistered land.
- 5 **Correspondence (requiring council attention):**
  - *Parishioner emailed multiple times in relation to construction vehicles still missing the Deep Spinney entrance to the development site and having to turn around in Gold Lane/Thorpe Close. Also questioned BBC about the works on the hedge on Gold Lane. BBC have approved Dandara's request to place new signs on the BBC-owned verge. BBC Enforcement have requested the tree officer to inspect the hedge.*
  - *Parishioner emailed with concern about the trees at the Biddenham Pit (SSSI) during the storm. Wildlife Trust, who maintain the land, have confirmed they undertake tree inspections and have no current concerns following a recent site visit.*
  - *Two parishioners emailed with concern over the standard of the coffin path (Footpaths 10 & 13), which has now been ploughed. Clerk has discussed this with the BBC Rights of Way officer – restoring the footpath has been carried out to a legal standard.*
  - *Parishioner emailed about the state of the verge on Manor Road. Resident attended the meeting – see item 4.*
  - *Parishioner emailed in relation to the new tree locations – requesting an additional one opposite Nevern Gardens. Three trees remain to be planted and no more are being ordered this year by BBC. Resident attended the meeting – see item 4.*
  - *Parishioner emailed requesting the parish council to fly the Ukrainian flag at the flagpole on Main Road. Clerk has ordered a flag.*
- 6 **Clerk's report on matters in progress**

Key actions below – full tracker available on request.

  - New trees for Biddenham: BBC have almost completed planting the 40 new trees for Biddenham, funded by the parish council – 3 trees remain, which are expected within a few days from this meeting date.
  - War memorial cleaning is now complete.

- Underpass graffiti: BBC have confirmed there will still be a substantial cost to have a mural painted in the underpass. Clerk will contact Bedford Creative Arts, as suggested by councillors.
- Moving of speed limit signs on Bromham Rd needs to be chased with BBC Highways again – on waiting list for works. The objective is to make them more visible to cars exiting the roundabout.
- Feasibility study for pedestrian refuges on Bromham Road: Feedback from councillors provided to BBC (Refuge missing from the study, cost breakdown request and other comments).

## 7 Annual Parish meeting

To discuss the approach for this year's Annual Parish meeting – in 2021 this was held in April.

19<sup>th</sup> May Annual Parish meeting to be held at 7pm and the Parish Council meeting to follow directly afterwards. Cllr Briggs will place a note in The Loop magazine and on noticeboards for any group or individual wanting to speak at the meeting.

## 8 June 2022 meeting

To agree whether to move the 21<sup>st</sup> June council meeting, which the Chairman cannot currently attend.

**Resolved** to move the meeting to 14<sup>th</sup> June 2022.

## 9 Grant Request

To consider a grant request from Friends of Biddenham Village Pond for £530 for a new mower.

**Resolved** to approve this grant. Clerk to request that the parish council pays for the mower directly for VAT purposes.

## 10 Highways & Open Spaces

To consider the annual grass cutting quote from Chris Horne Gardens Ltd.

**Resolved** to accept the annual quote. **Action:** Clerk to request the cost for cutting Bromham Road (Service road) for an extra 7 cuts a year (ie 19 instead of 12) and bring the quote to the next meeting.

## 11 Biddenham Pavilion

- To note the Pavilion Committee decision to approve the cutting back of a tree/bush by the playground at the Pavilion, which is blocking the replacement of the netting – £150 including waste removal. Decision ratified.
- To approve a quote to replace the cricket safety netting protecting the Pavilion playground.  
**Resolved** to approve the quote of £725 for the replacement of the netting, and the netting cost of £179.
- To receive the Pavilion report from the Pavilion Manager  
Report received and shared and is available upon request. No concerns raised by councillors.

## 12 Borough Councillors' Report

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

## 13 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
18/02/2022	Pavilion Other	BBC (D Brough expense)	TRADEWASTE			£ 307.80
18/02/2022	Staff Costs	Multiple	Feb Payroll			£ 2,485.06
28/02/2022	Deposits returned		Pavilion Deposit Return			£ 75.00
28/02/2022	Deposits returned		Pavilion Deposit Return			£ 75.00
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28/02/2022	Deposits returned		Pavilion Deposit Return			£ 75.00
21/02/2022	Pavilion Utilities	Opus	Electric			£ 607.22
22/02/2022	Pavilion Utilities	Opus	Gas			£ 309.83
23/02/2022	Pavilion Utilities	Anglian Water	Water			£ 10.00
10/03/2022	Pavilion Hire fees	Multiple		£ 2,686.25		
Not yet paid	Payroll	Red Shoes	Quarterly Payroll			£ 118.80
Not yet paid	Website	TSO (Expense D Brough)	Hosting costs			£ 8.39
Not yet paid	Pavilion Cleaning materials	VIKING				£ 67.85
Not yet paid	Pavilion Cleaning materials	VIKING				£ 67.86
Not yet paid	Pavilion Cleaning materials	Amazon (Expense D Slade)				£ 90.18
Not yet paid	Pavilion Maintenance/Service/Insp	Peter Bartram	Boiler works			£ 540.00
Not yet paid	Trees For Streets	Trees For Streets	40 new trees			£ 12,000.00
Not yet paid	Memorial Cleaning	Geyserclean	Memorial Cleaning			£ 245.00
Not yet paid	Other works	R Fone	Cricket net			£ 179.00

#### 14 **Planning applications**

The following planning applications were acknowledged without comment or objection, unless noted otherwise:

APPLICATION NO: 22/00361/TPO Tree Preservation Order Application

PROPOSAL: T1 - Weeping Willow, crown reduce by 2-2.5 metres all round. T2 - Walnut, Reduce by 2-2.5 metres all round.

LOCATION : 11 Day's Lane

APPLICATION NO: 22/00295/FUL Full Planning Application PROPOSAL: Erection of attached carport/garage to side

LOCATION : Tettenhall 36 Day's Lane

APPLICATION NO: 22/00427/DC3 District Council Reg 3 Application PROPOSAL: Extension to the existing cafeteria building to provide additional dining space, expanded kitchen area and external seating area.

LOCATION : Biddenham International School And Sports College Biddenham Turn

APPLICATION NO: 22/00433/FUL Full Planning Application PROPOSAL: Demolition of existing conservatory at rear and erection of single storey rear and side extension, single storey front extensions including new bay, fenestration changes and associated external works LOCATION : 54 Bromham Road

APPLICATION NO: 22/00386/FUL Full Planning Application

PROPOSAL: Demolition of existing garage and erection of one and two storey front, side and rear extensions, new roof and external alterations to re-model existing dwelling. LOCATION : 55 Day's Lane

APPLICATION NO: 22/00304/FUL Full Planning Application

PROPOSAL: One and two storey front, side, rear extensions and alterations to remodel existing dwelling

LOCATION : 11 Biddenham Turn

APPLICATION NO: 21/03302/MAR Major Reserved Matters Application

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

#### Noted for further discussion:

None

#### 15 **Staffing matters**

- **Resolved** that, under Section 1 Paragraph 2 of the Public Bodies (Admission to meetings) Act 1960, the press and public be excluded from the meeting for the next item of business due to the confidential nature of staff matters.

<Members of the public left the meeting room for this Closed Session. The Clerk also left the room.>

- Annual staffing salary review  
**Resolved** to lift the Clerk salary to NJC SCP level 28 and to amend the contract to pin future pay awards to this level rather than to interest rates.

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

- Request from St James' church to fund a defibrillator. Cllr Osuch to provide an alternative supplier to Community Heartbeat, for comparison.
- Installation of a light (with night and day sensor) to the side door of the Pavilion.

#### 17 **Date of next meeting:** 19<sup>th</sup> April 2022 – Biddenham Pavilion

- 7.00pm Annual Parish Meeting – meeting hosted by the parish council on behalf of residents
- Parish Council meeting to follow the APM

**BPC - Spend Against Budget 2021/22**

**BIDDENHAM PARISH COUNCIL**



<b>Income</b>	<b>YTD (Actual) Net</b>	<b>Annual Budget</b>	<b>Budget (Part year)</b>	<b>Variance</b>
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		
<b>Total Income</b>	<b>71,490</b>	<b>51,775</b>		
<b>Outgoings</b>				
Staff Costs	16,746	15,000		
Payroll	396	300		
<b>Employment Costs</b>	<b>17,142</b>	<b>15,300</b>	<b>14,629</b>	<b>-2,513</b>
Audit Fees	540	500		
General Administration	151	300		
Affiliation Fees/Subscriptions	1,232	1000		
Website	424	500		
Clr Training	50	400		
Clerk's Training	0	100		
<b>Admin</b>	<b>2,396</b>	<b>2,800</b>	<b>2,677</b>	<b>281</b>
<b>Insurance</b>	<b>2,808</b>	<b>3,250</b>	<b>250</b>	<b>250</b>
Street Furniture repairs	1,285	1,150		
Grass cutting	16,694	16,500		
Lawn Treatment (Greenthumb)	175	265		
Grass Equipment Maintenance	1,743	1,500		
Tree surgery	2,300	4,000		
SSSI (Beds Wildlife Trust)	1,000	600		
Play Area Safety Inspection	0	130		
Play Area maintenance	627	700		
<b>Parks and open spaces</b>	<b>23,823</b>	<b>24,845</b>	<b>23,756</b>	<b>-68</b>
Kingsfield Defib	1,499			
Conservation group insurance	157			
Police - Ring doorbells	500			
<b>Grants to community groups</b>	<b>2,156</b>	<b>0</b>	<b>0</b>	<b>-2,156</b>
<b>Capital Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Christmas Tree & Illuminations s137	4,273	3580		
Contingency (Morelock solar)	640	0		
Contingency (Feasibility study)	4,000	2000		
<b>Miscellaneous</b>	<b>8,913</b>	<b>5,580</b>	<b>5,335</b>	<b>-3,577</b>
<b>Total Outgoings</b>	<b>57,238</b>	<b>51,775</b>	<b>46,648</b>	<b>-7,783</b>
<b>Year To Date Net P&amp;L</b>	<b>14,252</b>	<b>0</b>		

**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		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		
<b>Total Income</b>		<b>23,999</b>	<b>22,560</b>		
<u>Outgoings</u>					
<b>Employment Costs</b>	Pavilion Staff Costs	8,835	8,750	8,366	-469
	Pavilion Utilities	2,792	4,750		
	Pavilion licences	799	750		
	Pavilion Maintenance/Servicing/Inspections	9,570	6500		
	Pavilion Cleaning materials	532	1500		
	Pavilion Other	1,173	0		
<b>Running costs</b>		<b>14,865</b>	<b>13,500</b>	<b>12,908</b>	<b>-1,956</b>
	Smart door lock	350			
	New Kitchen Equipment	759			
	New Pavilion Website	1,622			
	New defib box	750			
<b>Improvements</b>		<b>3,481</b>	<b>0</b>	<b>250</b>	<b>-3,231</b>
<b>Deposits returned</b>	Deposits returned	<b>2,780</b>	<b>0</b>		
<b>Total Outgoings</b>		<b>29,961</b>	<b>22,250</b>	<b>21,525</b>	<b>-5,656</b>
<b>Year To Date Net P&amp;L</b>		<b>-5,962</b>	<b>310</b>		

**BPC - Reserves Analysis 2021/22**

<b>Unity Trust</b>	Current Balance (Forecast)	£	
		<b>90,112</b>	
<hr/> <b>Total funds held</b> <hr/>		<hr/> <b>90,112</b> <hr/>	
 <b><u>Allocation of Balance Sheet</u></b>			
<b>Remainder of budget (est)</b>		5,000	
<b>Pavilion Reserve</b>		20,000	
<b>VAT refund due (Approximation)</b>		-6,848	
<b>General reserve</b>		71,960	Balancing figure
<hr/> <b>Total allocation</b> <hr/>		<hr/> <b>90,112</b> <hr/>	