

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 18th October 2022 at 7.30pm in Biddenham Pavilion.

MINUTES

Present: Cllrs Stewart Briggs (Chairman), Krzys Osuch, Karen Cotton, Peter Chase.

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

Not in attendance: Borough Cllr Roger Rigby (Away).

1 Councillor Graham Bates OBE

To mark the passing of the esteemed parish councillor, Honorary Alderman Graham Bates OBE.

A minute's silence was held in respect for Graham at the opening of the meeting. Councillors then discussed how central he was to village life, his contribution to the parish council, and how much he would be missed. Councillors resolved to plant a tree at King's Corner in his memory with an appropriate base/plaque.

2 Apologies for Absence: Cllrs Harry Fowler (Away), Chris Gee (Childcare), Irina Madan Sau (Childcare), Francia Slade (Unwell).

3 Declarations of interest in items on the agenda: None.

4 To approve the minutes of the parish council meeting held on 12th July 2022. No meeting was held in September due to legal restrictions relating to the mourning period of HM Queen Elizabeth II.

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

5 Public Open Session

- Two representatives of Biddenham Tennis Club spoke to support their request for the use of CIL monies (from the Gold Lane development) towards the resurfacing of the courts and repair/replacement of the fencing. A lengthy, constructive discussion was held and the following further information was requested from the group before a decision could be made:
 - Number of Biddenham members versus those from outside of Biddenham
 - Number of Biddenham summer camp members versus those from outside of Biddenham
 - The days/hours that the courts are out of use due to the summer camps
 - A copy of the tennis club accounts
 - Three quotes for the work to the surfacing and the fencing
 - To know the exact amount being requested from the parish council

6 Correspondence (requiring council attention):

- a) *Email from resident of Duck End Lane with concerns about access issues when the open space at the Gold Lane development is opened. Clerk and borough councillor Jon Gambold met the resident, who wrote a summary of the concerns – sent to councillors. Councillors noted this and observed that no action was required at this point.*
- b) *Email from resident about the amount of dog fouling and the open-top bin at the Main Road bus shelter being used for dog waste bags. Noted that BBC were emptying this bin more regularly now.*
- c) *Request from Bedfordshire Rural Communities Charity (BRCC) coordinator for Good Neighbours to ascertain if Biddenham could use a group to support residents. Noted by councillors.*
- d) *Email from resident with concerns over the death of a Wellingtonia tree and hedge on Main Road. Referred to BBC Planning Enforcement who investigated and confirmed that there is no clear evidence that development has caused the decline of the tree. However, they do have powers to require a replacement tree if this one is lost. Councillor requested to know from Planning Enforcement if the hedge at the front was required to be replaced.*

- e) *Confirmation from BBC Highways that the Church End footpath has been added to the program for resurfacing.* Noted by councillors.
- f) *Emails with concerns from residents about the quality of works at Gold Lane by the developer.* Noted by councillors – any issues are believed to have been resolved.
- g) *Request from a resident to start a Speedwatch group and another email in relation to speeding along Main Road.* Councillors noted this request but did not wish to take it further.

7 Clerk's report on matters in progress

- **Complete:** The 20mph limit in the Deep Spinney area has now been installed.
- Still awaiting a proposal from BBC Highways for Double Yellow Lines along Gold Lane.
- Pavilion energy efficiency: An Energy Performance Certificate (EPC) evaluation was carried out on the Pavilion and showed a good level of energy efficiency. The report suggested the following potential improvements: an air source heat pump (determined not be viable by contractors), solar panels (investigating), presence detectors on internal lighting, and converting remaining internal lighting to LED (obtaining quotes). Clerk to investigate the possibility of a ground source heat pump (**Action Clerk**).

8 Licensing

To consider whether a response is required for the following licensing application:

*Application for the grant of a new premises licence at 6 Nevern Gardens. Application seeks the sale by retail of alcohol for the fulfilment of internet orders only: Monday to Friday 07:00 – 19:00
Saturday and Sunday 08:00 – 18:00*

Resolved not to raise any concerns with this application.

9 Highways & Open Spaces

- a) *To consider a quote to cut back bushes on parish council land at Fleming Close following a resident request.* **Resolved** to approve this quote for £270 from Alex Ash.
- b) *To consider the planting of more trees under the Trees for Streets program. Clerk has collated a proposal of 40 potential locations from councillors and residents. A review of viability by the BBC Tree Officer reduced the locations to 30. Councillors then discussed the planting in each area and **resolved** to plant 25 trees. The final proposal can be found on the parish council website.*
- c) *To note that the 20mph limit for the Deep Spinney area was put to public consultation with a deadline for comments of 21st August.* Noted that the 20mph limit had now been installed.
- d) *To note that the Social Value Bid to place a hard surface on the right of way towards the golf course is likely to fail due to the landowner, Bidwells on behalf of Wingfield, refusing permission. Councillors discussed how disappointing this was for such a well-used footpath that suffers from deterioration during the winter months. **Action:** Jon Gambold will investigate with the BBC Legal team whether BBC Highways can continue to take forward this initiative using their statutory powers.*

10 Biddenham Pavilion

- a) *Proposal from Chris Gee: To consider whether to add CCTV and/or changes to the gates to prevent criminal behaviour in the Pavilion car park.*
Action: Clerk to seek quotes for an automatic gate (eg opening at 7am, closing at 10pm) and for CCTV for the car park.
- b) *Pavilion Committee membership: To consider any additions to this committee.* No changes were made to this committee.
- c) *To consider quotes for repairing and repainting the internal walls of the Pavilion, to create a foyer desk out of the redundant coat racks, and other smaller works to the fire doors.*
Resolved to approve the quote from Odd Jobs Handyman Services Ltd. **Action:** Quote for replacing the fire door push bars has been approved, subject to the Clerk obtaining another quote for materials as a comparison.
- d) *To ratify the Pavilion Committee decision to authorise works of £343 to replace the fire door "closers" and fixes to the toilets.*
Resolved to ratify this decision.
- e) *To consider whether an increase in hire costs is required for 2023.*
A review of competitor prices showed Biddenham Pavilion hire costs were relatively low. Councillors also discussed that the heating and lighting costs had already reached the budgeted

amount with 6 months left in the year. Therefore, it was **resolved** to increase hire costs from £15 to £16.50 for the discounted rate, and from £17.50 to £20 for the standard rate.

11 **Borough Councillors' Report**

Report circulated to councillors and placed on the parish council website.

12 **Financial Matters**

a) To approve payments and note receipts.

Resolved to approve the payments in the appendix and receipts were noted. Budget variance analyses are also available in the appendix.

b) To agree to adding signatories to the Unity Trust bank account.

Action: Clerk to approach Cllr Fowler to request he is added as a signatory.

c) To acknowledge the external audit response from Mazars for the 2021/22 accounts.

Councillors noted the positive external audit outcome with no recommendations for improvement.

13 **CIL Spending**

a) To agree an approach for deciding on projects to use the Gold Lane development CIL funding.

Resolved to create a working group for two purposes: 1. To define the criteria to be used for deciding between projects (eg Cost vs Residents benefitting). 2. To bring forward project ideas through engagement with local groups. **Action:** Clerk to email those councillors not present at the meeting requesting working group members to come forward. Currently Cllr Cotton will join.

b) Dependent on the decision above, to consider a request from Biddenham Tennis Club to assist financially in the resurfacing of the courts and repairs to the fencing. Total estimated cost for resurfacing is estimated to be c.£50k and fencing c.£10k.

Councillors discussed the tennis club's request favourably, but requested more information before a decision could be made. **Action:** Clerk to summarise the additional information required and send it to the tennis club (see item 5).

14 **Planning applications**

- To consider the following planning applications:

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

APPLICATION NO: 22/01664/LDE Cert of Lawful Use and Dev (existing) Application

PROPOSAL: Lawful continued construction of replacement two-storey dwelling with rooms in the roof and associated external works under reference 16/02141/FUL LOCATION : 11 Biddenham Turn

APPLICATION NO: 22/01676/FUL Full Planning Application

PROPOSAL: Single storey rear extension LOCATION : 7 Thorpe Close

APPLICATION NO: 22/01754/TPO Tree Preservation Order Application PROPOSAL: T1 - Sycamore - Heavy decline, signs of sooty bark disease. Pollard to first main union at approx 6m from ground level. LOCATION : 45 Church End

APPLICATION NO: 22/01769/TPO Tree Preservation Order Application PROPOSAL: T1 Willow: Crown lift on west side to 3m, by removal of descending branch tips park LOCATION : St James VA Primary School Main Road

APPLICATION NO: 22/01698/FUL Full Planning Application

PROPOSAL: Dismantle external brick chimney by hand and rebuild together with associated specialist repair work to timber frame and daubing, including external decoration. LOCATION : 35 Main Road

APPLICATION No 22/01109/FUL TYPE: Full Planning Application

PROPOSAL: Installation of external lighting to Sales Arena. LOCATION : Land At Deep Spinney Gold Lane

APPLICATION No 22/00989/OUT TYPE: Outline Application

PROPOSAL: Outline application for the demolition of existing dwelling and erection of 3 new dwellings. All matters reserved except Access and Layout. LOCATION : 16 Vicars Close

APPLICATION NO: 22/01699/LBC Listed Building Consent Application

PROPOSAL: Dismantle external brick chimney by hand and rebuild together with associated specialist repair work to timber frame and daubing, including external decoration. LOCATION : 35 Main Road

APPLICATION NO: 22/01951/FUL Full Planning Application

PROPOSAL: Garage conversion, one and two storey front, side and rear extensions and associated alterations
LOCATION : 9 Darlow Drive

APPLICATION NO: 22/01967/FUL Full Planning Application PROPOSAL: Single storey rear extension. Demolition of existing flat roof garage and erection of a pitched roof garage. LOCATION : 16 Bromham Road

APPLICATION NO: 22/01999/FUL Full Planning Application & 22/02000/LBC Listed Building Consent Application PROPOSAL: Replacement windows LOCATION : 34 Day's Lane

APPLICATION NO: 22/01996/TPO Tree Preservation Order Application PROPOSAL: T2 Cypress: Fell to ground level, due to excessive one-sided dieback LOCATION : 43 Day's Lane

APPLICATION NO: 22/02036/TPO Tree Preservation Order Application PROPOSAL: G1 Sycamores x 2 to be felled and x2 crown reduce by 50% LOCATION : 23 Bromham Road

APPLICATION NO: 22/02154/FUL Full Planning Application PROPOSAL: Erection of a detached dwelling (adjacent to the existing two houses under construction pursuant to permission 22/00119/S73) LOCATION : 12 And 12A Vicars Close

APPLICATION NO: 22/02186/TPO Tree Preservation Order Application PROPOSAL: G1 - Group of Oaks - Remove major deadwood throughout whole crown area (Deadwood > 25mm in diameter). Crown lift over the roadside to a minimum of 5.2m. LOCATION : 1E Biddenham Turn

APPLICATION NO: 22/02009/S73 Variation of Condition Application PROPOSAL: Erection of 2 five-bedroomed dwellings and double garages, including variation of approved plans condition 1 attached to 21/02608/FUL to allow for Insertion of second floor (rooms in the roof space) incorporating roof lights and gable to rear elevation. LOCATION : 22 Vicars Close Biddenham Bedford Bedfordshire MK40 4BG

APPLICATION NO: 22/02199/FUL Full Planning Application PROPOSAL: Conversion of existing detached garage to provide additional living accommodation (Revised Scheme)
LOCATION : Westrise 20 Bromham Road Biddenham Bedford Bedfordshire MK40 4AF

- *To consider any changes required to the councillor responsibilities for reviewing planning applications.*

No changes were made to the planning responsibilities.

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

16 **Date of next meeting:** 15th November 2022 – Biddenham Pavilion

BPC - Payments Oct 2022

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross	VAT
01/07/2022	Pavilion Other	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 65.08	
01/07/2022	Pavilion Hire fees	Multiple	July fees	£ 3,331.25		
15/07/2022	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 500.00		
15/07/2022	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 12.44	
19/07/2022	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 0.61	
19/07/2022	Pavilion Utilities	Direct Debit (OPUS ENERGY LTD)	Electrics		£ 385.73	
25/07/2022	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 53.94	
25/07/2022	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 10.00	
29/07/2022	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 550.00		
29/07/2022	Pavilion Utilities	Direct Debit (OPUS ENERGY GAS SU)	Gas		£ 13.91	
01/08/2022	Pavilion Other	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 65.08	
01/08/2022	Pavilion Hire fees	Multiple	August fees	£ 1,970.00		
19/08/2022	Pavilion Utilities	Direct Debit (OPUS ENERGY LTD)	Electrics		£ 326.02	
22/08/2022	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 11.37	
23/08/2022	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 10.00	
25/08/2022	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 53.94	
30/08/2022	Pavilion Utilities	Direct Debit (OPUS ENERGY GAS SU)	Gas		£ 12.08	
01/09/2022	Pavilion Hire fees	Multiple	September fees	£ 1,222.50		
01/09/2022	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 5.06	
01/09/2022	Pavilion Other	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 65.08	
09/09/2022	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 525.00		
20/09/2022	Pavilion Utilities	Direct Debit (OPUS ENERGY LTD)	Electrics		£ 414.70	
23/09/2022	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 10.00	
26/09/2022	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 53.94	
29/09/2022	Pavilion Utilities	Direct Debit (OPUS ENERGY GAS SU)	Gas		£ 12.08	
30/09/2022	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 550.00		
30/09/2022	General Administration	Unity Trust	Bank charges		£ 18.00	
03/10/2022	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 11.86	
03/10/2022	Pavilion Other	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 65.08	
03/10/2022	Pavilion Hire fees	Multiple	October fees	£ 1,415.00		
01/07/2022	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83	
14/07/2022	Staff Costs	Multiple	July		£ 2,413.55	
14/07/2022	Deposits returned	Multiple	July		£ 375.00	
14/07/2022	Play Area Safety Inspection	Playsafety Limited	Annual inspection		£ 105.00	
14/07/2022	Website	Netwise UK	Annual hosting & support		£ 360.00	£ 60.00
15/07/2022	Pavilion Maintenance/Service/Inspections	K HORTON	Pavilion descale		£ 105.00	
01/08/2022	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83	
15/08/2022	Biddenham Conservation Group tools	WHITES ES	Grant for tools		£ 997.16	£ 166.19
15/08/2022	Pavilion Cleaning materials	D BROUGH	Viking Cleaning Supplies		£ 135.72	£ 22.62
15/08/2022	Affiliation Fees/Subscriptions	THE OPEN SPACES SO	Open Spaces Soc Annual fee		£ 45.00	
15/08/2022	Pavilion Maintenance/Service/Inspections	HST Consultants Lt	EPC Report Pavilion		£ 288.00	£ 48.00
15/08/2022	Pavilion Maintenance/Service/Inspections	S J Chilvers	PAT Testing Pavilion		£ 74.00	
15/08/2022	General Administration	MORELOCK	Replacement SID battery		£ 69.60	£ 13.92
15/08/2022	Staff Costs	Multiple	August		£ 3,009.44	
15/08/2022	Pavilion Maintenance/Service/Inspections	Bedford Window Cleaning			£ 162.00	£ 27.00
18/08/2022	BBC Climate change fund	BBC	Grant for Pavilion EPC	£ 120.00		
18/08/2022	PRS Licence	PPL PRS	Music licence		£ 981.65	£ 163.61
18/08/2022	Deposits returned	Multiple	Aug		£ 225.00	
01/09/2022	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83	
02/09/2022	Deposits returned	Multiple	Sept		£ 325.00	
02/09/2022	Pavilion Cleaning materials	Viking			£ 90.18	
02/09/2022	Website	Nettonic Ltd	Pavilion website Hosting/Licence		£ 411.46	
15/09/2022	Precept Income	BBC	Second half	£ 25,719.50		
20/09/2022	Pavilion Other	Cardinus Risk Mana	Pavilion reinstatement assessment		£ 156.00	£ 26.00
20/09/2022	Payroll	Red Shoes	Quarterly Payroll		£ 126.00	£ 21.00
22/09/2022	Staff Costs	Multiple	September		£ 2,554.52	
26/09/2022	Affiliation Fees/Subscriptions	ICO			£ 35.00	
30/09/2022	Mower sale	AMF SERVICES (BEDF)	Sale of mower	£ 550.00		
30/09/2022	General Administration	Unity Trust	Bank charges		£ 18.00	
03/10/2022	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83	
04/10/2022	St James Defibrillator	Community Heartbeat Trust			£ 2,670.00	£ 445.00
04/10/2022	Biddenham Conservation Group tools	WHITES ES	Grant for tools		£ 119.99	£ 20.00
04/10/2022	General Administration	D BROUGH	Remembrance wreaths		£ 39.98	
04/10/2022	General Administration	D BROUGH	Noticeboard keys		£ 11.56	
04/10/2022	Audit Fees	MAZARS	External Audit		£ 480.00	£ 80.00
04/10/2022	Pavilion Maintenance/Service/Inspections	Odd Jobs Handyman	Door closers/Toilet fixes		£ 343.20	
04/10/2022	Pavilion Maintenance/Service/Inspections	ALEX ASH	Pavilion hedge/shrubs		£ 450.00	
04/10/2022	Pavilion licences	BBC (D Brough expense)	Premises licence		£ 180.00	
13/10/2022	Grass cutting	Chris Horne Garden	June/July grass cutting		£ 3,862.80	
13/10/2022	Deposits returned	Multiple	Oct		£ 225.00	

BPC Pavilion - Spend Against Budget 2022/23

BIDDENHAM PARISH COUNCIL



		YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Pavilion Car Parking charge		4,175	6,360		
Pavilion Hire fees		14,165	16,200		
Pavilion Cricket Club Fees		0	1,300		
Pavilion Other income	Parish Council Reserves	0	0		
Pavilion Grant income	Covid Grants BBC	0	0		
Total Income		18,340	23,860		
Deposits returned	Deposits returned	2,500	0		
Employment Costs	Pavilion Staff Costs	4,473	11,172	6,030	1,557
	Pavilion Utilities	3,429	3,750		
	Licences	998	750		
	Pavilion Maintenance/Service/Inspections	2,202	6500		
	Pavilion Cleaning materials	203	900		
	Pavilion Other	393	0		
Running costs		7,226	11,900	6,423	-803
	Pavilion Induction Loop	1,295			
	Commercial oven	2,010			
Improvements		3,305	0	250	-3,055
Total Outgoings		17,503	23,072	12,703	-2,301
Year To Date Net P&L		837	788		

BPC - Spend Against Budget 2022/23

BIDDENHAM PARISH COUNCIL



	YTD (Actual) Gross	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Precept Income	51,439	51,439	51,439		
Grass Cutting Income	2,239	2,239	2,250		
Bidwells Income	2,000	2,000	2,000		
VAT Refund	7,441	7,441	0		
CIL Receipts	60,527	60,527	0		
Other Income					
BBC Climate change fund	120	120			
Mower sale	550	550			
Other Income	670	670	0		
Bank Interest	0	0	25		
Total Income	124,316	124,316	55,714		
Employment Costs	10,182	10,140	16,984	9,167	-974
Staff Costs	9,930	9,930	16,508		
Payroll	252	210	476		
Admin	1,898	1,740	2,353	1,270	-470
Audit Fees	625	545	540		
General Administration	258	244	300		
Affiliation Fees/Subscriptions	80	80	813		
Website	905	841	500		
Cllr Training	0	0	200		
Clerk's Training	30	30	0		
Insurance	2,946	2,946	3,250	250	250
Street Furniture repairs	0	0	1,150		
Minor Highways works	0	0	500		
Grass cutting	3,863	3,863	17,000		
Lawn Treatment (Greenthumb)	218	218	265		
Grass Equipment Maintenance	433	361	1,500		
Tree surgery	220	220	4,000		
SSSI (Beds Wildlife Trust)	0	0	600		
Play Area Safety Inspection	105	105	300		
Play Area maintenance	490	490	700		
Other works	275	275	0		
Christmas Tree & Illuminations s137	0	0	4,400		
Highways, Parks and Open spaces	5,329	5,257	30,415	16,416	11,159
Grants to community groups	1,117	931	1,500	810	-121
Biddenham Conservation Group tools	1,117	931			
St Mary's noticeboard	1,220	1,016	0		
St James Defibrillator	2,670	2,225	0		
Contingency	0	0	2,000		
Miscellaneous	3,890	3,241	2,000	1,079	-2,162
Total Outgoings	25,362	24,255	56,502	28,991	7,682
Year To Date Net P&L	98,954	100,060	-788		