

# BIDDENHAM PARISH COUNCIL



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

## MINUTES

**Present:** Cllrs Stewart Briggs (Chairman), Karen Cotton, Peter Chase, Francia Slade, Harry Fowler.

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

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

1 **Apologies for Absence:** Cllrs Krzys Osuch (Away), Chris Gee (Away), Irina Madan Sau (Childcare).

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

3 **To approve the minutes of the parish council meeting** held on 18<sup>th</sup> October 2022.

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

### 4 **Public Open Session**

- Two representatives of Biddenham Tennis Club provided more information 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.
- Borough Cllr Jon Gambold requested the council to consider adding trees to the roundabout on the A6 near St Mary's. Also confirmed he was trying to have bins/dog bins placed at St Mary's and introduce a 20mph limit. Suggested using CIL money to improve the Pavilion playground.
- Parishioner spoke to request the Speed Indication Device be placed on Gold Lane.

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

- a) *Email from a resident relating to drainage and parking issues on Main Road. Clerk arranged a meeting with BBC Highways in relation to the drainage issue. Parking issue on agenda. Noted by councillors.*
- b) *Emails from residents in relation to the Gold Lane development, including hedge/tree screening. Noted by councillors – no support to approach Dandara to request to pay for screening.*

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

- BBC Highways have requested to install the Double Yellow Lines along Gold Lane when they carry out a similar action on Duck End Lane. No objection from councillors to this approach.
- Pavilion energy: Meetings with contractors are continuing for the investigation of air source/ground source heat pumps and solar panels for the Pavilion.
- Pavilion gate: Quotes are still being sought for an automatic gate at the Pavilion.

### 7 **Grant request – St James' Barn**

*To consider a grant request from St James' Barn for £1,864 (Inc VAT £311) for blinds.*

**Resolved** to approve this grant. Council to pay directly and reclaim the VAT.

### 8 **Highways & Open Spaces**

a) *To finalise the details of the memorial tree for the late Cllr Graham Bates.*

**Resolved** to purchase a 18-20cm girth Acer Freemanii "Autumn Blaze" for planting at King's Corner, planted and watered by BBC, with a bronze memorial plaque.

b) *To consider approaching St James' Primary School, with advice from BBC Highways, to attempt to resolve parking issues on Main Road.*

BBC Highways confirmed they had undertaken a site visit and not seen any parking issues. St James' Primary School headteacher disagrees and will approach Highways to meet. Clerk to approach Manor Hospital to request any staff using Main Road for parking to instead use the Pavilion car park.

- c) *Proposal from Cllr Cotton: To purchase 2 x Morelock Speed Indicator Devices with solar panels (c.£2,950 each) and 3 x columns (c.£250 each) using current savings or CIL (as required). The council already has one SID but it requires a standalone column to allow it to be used with the solar panel.*

**Resolved** to purchase 1 x Morelock SID to place on Gold Lane. The current SID will remain on Biddenham Turn with the expectation that average speed cameras will be placed on Bromham Road, negating the need for a SID there.

## 9 **Biddenham Pavilion**

*To review and consider three quotes for CCTV at the Pavilion.* Councillors reviewed three CCTV quotes and **resolved** to purchase the system from South East Security at £3750 (Ex VAT) to cover the car park area and one internal camera for the hall. This is for the personal safety of hirers and to combat drug dealing/ASB in the car park. Council to enter an annual maintenance contract at £99/year.

## 10 **Borough Councillors' Report**

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

## 11 **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 consider opening a savings account.*

**Resolved** to open a savings account with CCLA. Current account to be retained at ~£50k and the remainder moved to CCLA.

## 12 **CIL Spending**

- a) *Update from Capital Projects Working Group in relation to CIL spending (Cllrs Cotton & Osuch). Remit: To bring forward criteria for deciding on applications for projects using CIL funding. To bring forward potential projects to the council.*

Clerk and Cllrs Cotton and Briggs to prepare a CIL policy, including criteria for decision making.

- b) *Following a request for further information at the October meeting: to review any additional information from Biddenham Tennis Club to support their application for financial assistance for resurfacing of the courts and repairs to the fencing. Total estimated cost for resurfacing is estimated to be c.£50k and fencing c.£10k.*

Following receipt of the information requested from the tennis club at the last council meeting, including their full accounts, the councillors confirmed they now have sufficient detail. More application requests for CIL funding will be gathered and then the new CIL policy criteria applied to each application.

## 13 **Planning applications**

- To consider the following planning applications:

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

*APPLICATION NO: 22/02358/FUL Full Planning Application*

*PROPOSAL: Erection of replacement dwelling and integral garage.*

*LOCATION : 43 Day's Lane Biddenham Bedford Bedfordshire MK40 4AE*

*APPLICATION NO: 22/02440/FUL Full Planning Application*

*PROPOSAL: Alterations to existing pitched roof to create terrace at rear, alterations to front dormer windows and new rear dormer window*

*LOCATION : 6 Hampden Court Biddenham Bedford Bedfordshire MK40 4HX*

*APPLICATION NO: 22/02486/FUL Full Planning Application*

*PROPOSAL: One and two storey side extension*

*LOCATION : 2 Bream Close Biddenham Bedford Bedfordshire MK40 4UX*

**Resolved** to object to the above planning application on the following grounds: The proposed extension is considered to have a dominant flank wall and a bulky, incongruous design that would appear prominent within the street scene and overshadowing for the neighbouring property.

14 **Annual NJC pay scale adjustment**

- It was **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.

<Borough Cllr Gambold left the meeting at this point. The Clerk left due to the conflict of interest>

- *To agree the implementation of the new pay scales as agreed by the National Joint Council for Local Government Services (NJC) for 2022-23 to be implemented (backdated) from 1 April 2022. Clerk and Pavilion staff pay is tied to this salary scale.*

**Resolved** to implement the new pay scales and related backpay.

15 **December meeting**

*Proposal from Cllr Chase: To consider if a meeting in December is required.*

It was **resolved** that no December meeting was required, but that a CIL meeting would be held in the new year.

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

None

17 **Date of next meeting:** 17<sup>th</sup> January 2023 – Biddenham Pavilion

**BPC - Payments Nov 2022**

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross	VAT
19/10/2022	Pavilion Utilities	Direct Debit (OPUS ENERGY LTD)			£ 294.20	£ 14.71
25/10/2022	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 53.94	
25/10/2022	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 10.00	
31/10/2022	Pavilion Utilities	Direct Debit (OPUS ENERGY GAS SU)			£ 42.51	£ 2.13
01/11/2022	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 11.24	
01/11/2022	Pavilion Other	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 65.08	
02/11/2022	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 0.39	
04/11/2022	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 550.00		
09/11/2022	Pavilion Hire fees	Multiple		£ 1,435.00		
14/10/2022	Pavilion Cricket Club Fees	BIDDENHAM CRKT CLB		£ 1,412.00		
28/10/2022	Pavilion Maintenance/Servicing/Inspections	Smiths Fire	Fire alarm/lighting service & emergency light fix		£ 252.00	£ 42.00
28/10/2022	Pavilion Cleaning materials	Viking	Viking Cleaning Supplies		£ 45.17	
28/10/2022	Grass cutting	Chris Home Garden	Aug/Sept grass cutting		£ 4,104.00	£ 684.00
28/10/2022	Pavilion Maintenance/Servicing/Inspections	K HORTON	Descale		£ 105.00	
31/10/2022	Staff Costs	Multiple			£ 2,365.55	
01/11/2022	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83	
03/11/2022	CIL Receipts	Bedford BC	Gold Lane £62594, LL42 Main Rd £10570	£ 73,164.63		
Not yet paid	St James Defibrillator	Odd Jobs Handyman	Defib install		£ 60.00	
Not yet paid	Painting/fire doors/curtain rail	Odd Jobs Handyman	Pavilion works		£ 1,550.00	
Not yet paid	Pavilion Cleaning materials	D BROUGH	Viking Cleaning Supplies		£ 46.03	£ 7.67
Not yet paid	Pavilion Maintenance/Servicing/Inspections	Bedford Window Cleaning			£ 162.00	£ 27.00

**BPC - Spend Against Budget 2022/23**

BIDDENHAM PARISH COUNCIL



	YTD (Actual) Gross	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
<b>Precept Income</b>	51,439	51,439	51,439		
<b>Grass Cutting Income</b>	2,239	2,239	2,250		
<b>Bidwells Income</b>	2,000	2,000	2,000		
<b>VAT Refund</b>	7,441	7,441	0		
<b>CIL Receipts</b>	133,691	133,691	0		
BBC Climate change fund	120	120			
Mower sale	550	550			
<b>Other Income</b>	670	670	0		
<b>Bank Interest</b>	0	0	25		
<b>Total Income</b>	<b>197,480</b>	<b>197,480</b>	<b>55,714</b>		
Staff Costs	11,579	11,579	16,508		
Payroll	252	210	476		
<b>Employment Costs</b>	<b>11,831</b>	<b>11,789</b>	<b>16,984</b>	<b>10,563</b>	<b>-1,226</b>
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		
<b>Admin</b>	<b>1,898</b>	<b>1,740</b>	<b>2,353</b>	<b>1,463</b>	<b>-277</b>
<b>Insurance</b>	<b>2,946</b>	<b>2,946</b>	<b>3,250</b>	<b>250</b>	<b>250</b>
Street Furniture repairs	0	0	1,150		
Minor Highways works	0	0	500		
Grass cutting	7,967	6,639	17,000		
Lawn Treatment (Greenthumb)	240	240	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		
<b>Highways, Parks and Open spaces</b>	<b>9,455</b>	<b>8,055</b>	<b>30,415</b>	<b>18,916</b>	<b>10,861</b>
0	0	0			
0	0	0			
Biddenham Conservation Group tools	1,117	931			
<b>Grants to community groups</b>	<b>1,117</b>	<b>931</b>	<b>1,500</b>	<b>933</b>	<b>2</b>
St Mary's noticeboard	1,220	1,016	0		
St James Defibrillator	2,730	2,285	0		
Contingency	0	0	2000		
<b>Miscellaneous</b>	<b>3,950</b>	<b>3,301</b>	<b>2,000</b>	<b>1,244</b>	<b>-2,058</b>
<b>Total Outgoings</b>	<b>31,196</b>	<b>28,762</b>	<b>56,502</b>	<b>33,368</b>	<b>7,552</b>
<b>Year To Date Net P&amp;L</b>	<b>166,285</b>	<b>168,719</b>	<b>-788</b>		

**BPC Pavilion - Spend Against Budget 2022/23**

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		YTD (Actual) Gross	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Pavilion Car Parking charge		4,725	4,725	6,360		
Pavilion Hire fees		15,345	15,345	16,200		
Pavilion Cricket Club Fees		1,412	1,412	1,300		
Pavilion Other income	Parish Council Reserves	0	0	0		
Pavilion Grant income	Covid Grants BBC	0	0	0		
<b>Total Income</b>		<b>21,482</b>	<b>21,482</b>	<b>23,860</b>		
Deposits returned	Deposits returned	2,500	2,500	0		
<b>Employment Costs</b>	Pavilion Staff Costs	<b>5,190</b>	<b>5,190</b>	<b>11,172</b>	<b>6,948</b>	<b>1,758</b>
	Pavilion Utilities	3,842	3,676	3,750		
	Licences	1,162	998	750		
	Pavilion Maintenance/Service/Inspections	2,946	2,652	6,500		
	Pavilion Cleaning materials	317	287	900		
	Pavilion Other	471	393	0		
<b>Running costs</b>		<b>8,738</b>	<b>8,006</b>	<b>11,900</b>	<b>7,401</b>	<b>-605</b>
	Pavilion Induction Loop	1,554	1,295			
	Painting/fire doors/curtain rail	1,550	1,550			
	Commercial oven	2,412	2,010			
<b>Improvements</b>		<b>5,516</b>	<b>4,855</b>	<b>0</b>	<b>250</b>	<b>-4,605</b>
<b>Total Outgoings</b>		<b>21,944</b>	<b>20,551</b>	<b>23,072</b>	<b>14,599</b>	<b>-3,452</b>
<b>Year To Date Net P&amp;L</b>		<b>-462</b>	<b>931</b>	<b>788</b>		