

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 17th January 2023 at 7.30pm in Biddenham Pavilion.

MINUTES

Present: Cllrs Stewart Briggs (Chairman), Karen Cotton, Peter Chase, Francia Slade, Krzys Osuch, Chris Gee, Irina Madan Sau.

In attendance: Borough Cllrs Jon Gambold and Roger Rigby, David Brough (Clerk).

1 **Apologies for Absence:** Cllr Harry Fowler (Away).

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

3 **To approve the minutes of the parish council meeting** held on 15th November 2022.

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

4 **Public Open Session**

- Borough Cllr Jon Gambold requested new trees at the junction of Day's Lane/Bromham Road.
- A representative of the Biddenham Conservation Group thanked the council for the previous funding for tools and for creating a history archive on the website. Also spoke in relation to access onto the golf course for the group, restricting dogs at the new open space near the Gold Lane development, and in relation to what CIL funding could be spent on.
- Parishioner spoke in relation to parking issues at St James School on Main Road, faded street markings at the school (Clerk will ask Highways to repaint), and about concerns with the cleaning of gullies (drains) and the profile of Main Road.

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

- a) Two emails requesting a change of flags at the memorial. Circulated – no councillor wished to propose changing the flag.
- b) Receipt of Biddenham Society AGM minutes with suggestions for CIL spending. Circulated to councillors and the intention is that suggestions will go through the CIL Project review process.
- c) Update from BBC Planning Enforcement informing that the light bollards at the Gold Lane development will be replaced by Dandara to a dimmable alternative.
- d) Bedford Park Rotary Club request to complete the "Toilet Twinning" at the Pavilion; a project to support 3rd world sanitation improvements. Clerk and Cllr Fowler met the group at the Pavilion and "Twinned" the toilet.
- e) Request from parishioner to use CIL monies to create a Neighbourhood Plan. CIL regulations restrict the use of CIL funds – it is not permissible to use CIL for this purpose. No councillor wished to propose the creation of a Neighbourhood Plan.

6 **Clerk's report on actions from previous meetings**

- Pavilion energy: A second contractor engaged in relation to an air/ground source heat pump has confirmed the Pavilion is not suitable for this. Separately, quotes are being sought for solar panels for the Pavilion roof.
- Gold Lane Speed Indication Device (SID): Clerk is working with Highways to arrange for a new column capable of holding the SID and its solar panel.

7 **Highways & Open Spaces**

Request from BBC Street Numbering team to name the Phase 2 streets at the Gold Lane/Saxon Park development. To ratify the decision to support the names put forward by the parishioner who was responsible for naming Phase 1.

Resolved to ratify this decision. Street names available upon request.

8 Biddenham Pavilion

- a) *To receive the Pavilion Report from the Pavilion Manager.* The Pavilion Manager's report was received. Of note: Completion of internal repainting, installation of CCTV for the car park and main hall, installation of a smart heating system, and acknowledgement of a strong level of hirer income.

- b) *To review and consider three quotes for automatic gates at the Pavilion.*

Action: With CCTV now in place, it was agreed to monitor for anti-social behaviour in the car park before deciding on whether to proceed with new automated gates.

9 Borough Councillors' Report

Report circulated to councillors and placed on the parish council website. Additional items: Confirmed that more BBC Highways' works are expected this year on the poor-condition pavement at Church End.

10 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 the draft budget previously circulated by the Finance Committee. Following this, to agree and set the budget and precept for 2023/24.*

After a lengthy discussion and walk-through of the budget, it was **resolved** to increase the precept to £56,092. The increase in the council tax for a Band D household will increase from £32.17 to £32.65, which is 1.49%. Full budget breakdown available on request and to be added to the website with the minutes.

11 CIL Spending

*To adopt the CIL Policy and process proposed by the Capital Projects Working Group (Cllrs Cotton, Briggs, Osuch). *Remit: To bring forward criteria for deciding on applications for projects using CIL funding. To bring forward potential projects to the council.*

The council received the proposed CIL Policy and ranking/decision mechanism for spending. The intention is to make the decision process as transparent as possible. **Action:** Cllr Chase suggested changes to the ranking mechanism, including the addition of a decision matrix, and will provide his suggestions after the meeting. The expectation is that a final version will be adopted at the February meeting.

12 Planning applications

- To consider the following planning applications and any received between the date of issuing the agenda and the meeting:*

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

APPLICATION NO: 22/02574/TPO Tree Preservation Order Application

PROPOSAL: T3 - Yew - Crown Reduction - Reducing the height and spread of the tree by up to 1 metre. G1 - 2x plum trees - Fell. T6 - Cypress - Crown Lift to provide 4 metres clearance from ground level. T7 - Yew - Crown Reduction - Reducing the height and spread of the tree by up to 2 metres LOCATION : 43 Day's Lane Biddenham Bedford Bedfordshire MK40 4AE

APPLICATION NO: 22/02564/TPO Tree Preservation Order Application

PROPOSAL: 1x Oak tree - remove lower lateral branch, tucking in upper lateral stems and sides by 1m back to growth points LOCATION : 59C Day's Lane Biddenham Bedford Bedfordshire MK40 4AE

APPLICATION NO: 22/02575/FUL Full Planning Application

PROPOSAL: Erection of annexe in rear garden

LOCATION : 34 Day's Lane Biddenham Bedford Bedfordshire MK40 4AE

APPLICATION NO: 22/02716/FUL Full Planning Application

PROPOSAL: Erection of a footbridge to span the Western Bypass linking the Biddenham development to the country park development.

LOCATION : Land North Of Bromham Road Biddenham Bedfordshire

APPLICATION NO: 22/02777/FUL Full Planning Application

PROPOSAL: Single storey rear extension following the demolition of existing conservatory and the addition of new side facing windows to ground floor.

LOCATION : 133 Deep Spinney Biddenham Bedford Bedfordshire MK40 4QJ

APPLICATION NO: 22/02738/FUL Full Planning Application

PROPOSAL: One and two storey front,side and rear extensions and detached single garage

LOCATION : 32 Church End Biddenham Bedford Bedfordshire MK40 4AR

APPLICATION NO: 22/02621/FUL Full Planning Application

PROPOSAL: Conversion of attached garage and alterations to form two storey annexe

LOCATION : Autumn House 1 Nodders Way Biddenham Bedford Bedfordshire MK40 4BJ

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

No items raised for the next agenda.

Date of next meeting: 21st February 2023 – Biddenham Pavilion

BPC - Payments Jan 2023

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross	VAT
17/11/2022	Contingency - Gold Lane Speed Sign	MORELOCK	Speed sign		£ 3,648.00	£ 608.00
17/11/2022	Pavilion Cleaning materials	D BROUGH	Viking Cleaning Supplies		£ 48.72	
17/11/2022	Deposits returned	Multiple			£ 375.00	
21/11/2022	St James Barn - Blinds	Concorde Blinds Di			£ 1,583.14	£ 263.86
30/11/2022	Minor Highways works	ALEX ASH	Hedge trimming		£ 40.00	
30/11/2022	Tado heating system	DEBORAH SLADE	Tado heating system		£ 269.97	
30/11/2022	Staff Costs	Multiple			£ 2,184.17	
30/11/2022	Trees For Streets	Deepdale Trees (D Brough)	GB Tree		£ 498.00	£ 83.00
30/11/2022	Pavilion Cleaning materials	D BROUGH	Viking Cleaning Supplies		£ 46.03	
01/12/2022	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83	
12/12/2022	Pavilion CCTV	South East Securit			£ 2,250.00	
12/12/2022	Christmas Tree	XMAS DECORATORS			£ 5,040.00	£ 840.00
12/12/2022	Pavilion Maintenance/Servicing/Inspections	Odd Jobs Handyman	Pavilion table/door fixes		£ 225.00	
13/12/2022	Trees For Streets	Trees for Cities	New trees for Biddenham		£ 7,500.00	
20/12/2022	Deposits returned	Multiple			£ 450.00	
30/12/2022	Staff Costs	Multiple			£ 2,957.44	
31/12/2022	General Administration	Unity Trust	Bank charges		£ 18.00	
03/01/2023	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83	
03/01/2023	Minor Highways works	C PRICE ELECTRICAL	Xmas tree electrics fix		£ 180.00	
03/01/2023	Grass cutting	Chris Home Garden	Oct/Nov grass cutting		£ 4,812.00	£ 802.00
04/11/2022	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 550.00		
21/11/2022	Pavilion Utilities	Direct Debit (OPUS ENERGY LTD)			£ 388.22	
23/11/2022	Pavilion Hire fees	Multiple		£ 1,297.50		
23/11/2022	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 10.00	
24/11/2022	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 53.94	
29/11/2022	Pavilion Utilities	Direct Debit (OPUS ENERGY GAS SU)	Gas		£ 86.68	
01/12/2022	Pavilion Other	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 81.35	
02/12/2022	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 550.00		
02/12/2022	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 12.23	
19/12/2022	Pavilion Utilities	Direct Debit (OPUS ENERGY LTD)			£ 558.97	
23/12/2022	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 10.00	
28/12/2022	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 53.94	
29/12/2022	Pavilion Utilities	Direct Debit (OPUS ENERGY GAS SU)	Gas		£ 187.81	
30/12/2022	Pavilion Hire fees	Multiple		£ 2,285.00		
31/12/2022	General Administration	Unity Trust	Bank charges		£ 18.00	
03/01/2023	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 19.38	
03/01/2023	Pavilion Other	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 65.08	
06/01/2023	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 550.00		
11/01/2023	Pavilion Hire fees	Multiple		£ 985.00		
Not yet paid	Grass Equipment Maintenance	AMF SERVICES	Dennis Mower		£ 374.74	£ 62.46
Not yet paid	Grass Equipment Maintenance	AMF SERVICES	Roller		£ 645.86	£ 107.64
Not yet paid	Pavilion Maintenance/Servicing/Inspections	K HORTON	Pavilion descale		£ 105.00	
Not yet paid	Trees For Streets	Falon Nameplates	GB Plaque		£ 211.80	£ 35.30
Not yet paid	Deposits returned	Multiple			£ 150.00	
Not yet paid	Pavilion Maintenance/Servicing/Inspections	H Petty	Emergency roof repairs		£ 295.00	
Not yet paid	Pavilion CCTV	South East Security	Final invoice		£ 2,250.00	£ 375.00
Not yet paid	Other works	D BROUGH	Ukraine Flag		£ 73.50	£ 12.25

BPC - Spend Against Budget 2022/23

BIDDENHAM PARISH COUNCIL



	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Precept Income	51,439	51,439		
Grass Cutting Income	2,239	2,250		
Bidwells Income	2,000	2,000		
VAT Refund	7,441	0		
CIL Receipts	133,691	0		
	BBC Climate change fund	120		
	Mower sale	550		
Other Income	670	0		
Bank Interest	0	25		
Total Income	197,480	55,714		
	Staff Costs	15,054	16,508	
	Payroll	210	476	
Employment Costs	15,264	16,984	13,587	-1,677
	Audit Fees	545	540	
	General Administration	280	300	
	Affiliation Fees/Subscriptions	80	813	
	Website	841	500	
	Clr Training	0	200	
	Clerk's Training	30	0	
Admin	1,776	2,353	1,882	106
Insurance	2,946	3,250	250	250
	Street Furniture repairs	0	1,150	
	Minor Highways works	220	500	
	Grass cutting	10,649	17,000	
	Lawn Treatment (Greenthumb)	284	265	
	Grass Equipment Maintenance	1,211	1,500	
	Tree surgery	220	4,000	
	SSSI (Beds Wildlife Trust)	0	600	
	Play Area Safety Inspection	105	300	
	Play Area maintenance	490	700	
	Other works	336	0	
	Christmas Tree	4,200	4,400	
Highways, Parks and Open spaces	13,179	30,415	24,332	11,153
	0			
	St James Barn - Blinds	1,319		
	Biddenham Conservation Group tools	931		
Grants to community groups	2,250	1,500	1,200	-1,050
	St Mary's noticeboard	1,016	0	
	St James Defibrillator	2,285	0	
	Trees For Streets	8,092	0	
	Contingency - Gold Lane Speed Sign	3,040	2000	
Miscellaneous	14,433	2,000	1,600	-12,833
Total Outgoings	49,848	56,502	42,852	-4,051
Year To Date Net P&L	147,632	-788		

BPC Pavilion - Spend Against Budget 2022/23

BIDDENHAM PARISH COUNCIL



		YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Pavilion Car Parking charge		5,825	6,360		
Pavilion Hire fees		19,368	16,200		
Pavilion Cricket Club Fees		1,412	1,300		
Pavilion Other income	Parish Council Reserves	0	0		
Pavilion Grant income	Covid Grants BBC	0	0		
Total Income		26,605	23,860		
Deposits returned	Deposits returned	3,475	0		
Employment Costs	Pavilion Staff Costs	7,417	11,172	8,938	1,521
	Pavilion Utilities	5,057	3,750		
	Licences	998	750		
	Pavilion Maintenance/Service/Inspections	4,827	6500		
	Pavilion Cleaning materials	389	900		
	Pavilion Other	393	0		
Running costs		11,665	11,900	9,520	-2,145
	Pavilion Induction Loop	1,295			
	Pavilion CCTV	3,750			
	Tado heating system	270			
	Commercial oven	2,010			
Improvements		7,325	0	250	-7,075
Total Outgoings		29,881	23,072	18,708	-7,699
Year To Date Net P&L		-3,277	788		

Biddenham Pavilion Report January 2023

Happy New Year to everyone.

Since my last report the hall and front lobby have been refreshed with a lick of paint and the front 'cloakroom' area has been reconfigured to incorporate a desk for hirers to use for the clients to sign in and out.

Over the Christmas break CCTV has been installed whereby we have x4 external cameras covering the whole of the car park, an ANPR camera to capture registration numbers of vehicles coming in and out of the gate and one in the hall to cover us should there be any issues regarding damage. This can be viewed remotely on smart phones.

I am currently speaking to electricians regarding the changing of internal lights to more energy efficient ones and motion sensors put in place in 'public' areas so we no longer have the problem of people leaving lights on. I await their quotations for this work to be done.

I have now also installed a smart heating system whereby the controlling of the heating can be remotely monitored/changed via an app on my phone which should make the heating times more precise to requirements.

The Pavilion is going along well and all hirers plus a few new ones are back to their normal routines. Our current average monthly income is approx. £2,400.00 - this includes regular hirers for the year Jan – Dec 23, car park charges Jan – Dec 23 and party bookings up until the end of March 23. The current total predicted income for the period Jan 23 – Dec 23 is £29,535.00 however this does not include 'one offs' from April to Dec 23.

Thank you
Deborah Slade