

# BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 21<sup>st</sup> February 2023 at 7.30pm in Biddenham Pavilion.

## MINUTES

**Present:** Cllrs Stewart Briggs (Chairman), Karen Cotton, Peter Chase, Krzys Osuch, Chris Gee, Harry Fowler, Aaron Melvin.

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

- 1 **Apologies for Absence:** Cllrs Irina Madan Sau (Family), Francia Slade (Transport issues).
- 2 **Declarations of interest in items on the agenda:** Cllr Fowler declared a personal interest in item 16a as a friend of the applicant and did not speak during this item.
- 3 **To approve the minutes of the parish council meeting** held on 17<sup>th</sup> January 2023.  
**Resolved** to approve the minutes of the meeting as an accurate record.
- 4 **Cooption**  
*To consider coopting to fill the one councillor vacancy. One candidate has applied.*  
**Resolved** to coopt Aaron Melvin onto the council. Cllr Melvin signed the Acceptance of Office form and took part in the meeting, having already received the agenda and supporting documents.
- 5 **Public Open Session**  
Two members of the public were in attendance; one addressed the council in relation to the following items: To support the grant request for Biddenham Conservation Group, dogs off leads in the open space by Duck End Lane, the removal of dog fouling signs in Cowslip Meadow, Duck End Lane parking restrictions (due soon), the state of the hedge at the service road on Bromham Road (councillors agreed for the resident to spend up to £200 to rejuvenate the hedge), for the parish council to take on the lease on various areas in the parish (including the pond) and allow the Conservation Group to work on these areas (proposal from group to be sent to parish council for consideration), to discuss the planting of flowers on verges (Borough Councillor Jon Gambold is working on this already), and to notify the council of a future application for CIL Funding from the PCC.  
Borough Councillor Jon Gambold spoke in relation to cars driving over the verge near the pub on Main Road to circumvent queuing school traffic (Clerk to pass this to Bidwells for consideration of bollards/trees).
- 6 **Correspondence (new items requiring council attention):**  
No new items requiring council attention.
- 7 **Clerk's report on actions from previous meetings**
  - Gold Lane Speed Indication Device (SID): Awaiting Highways to install a new column capable of holding the SID and its solar panel. The SID has been delivered.
  - Pavilion heating: Quotes have been received for solar panels and are being analysed by the Clerk prior to presenting to councillors.
  - Graham Bates memorial tree: Tree and plaque are now in place at King's Corner.
  - CCLA savings account: This account has been opened and is now in use.
- 8 **Highways & Open Spaces**
  - *Request from BBC Street Numbering team to name the Phase 1 streets at the development north of Bromham Road. To ratify the decision to support the names put forward by the parishioner who named the streets at the Saxon Park development.*  
**Resolved** to support the names proposed by the resident who also named the Gold Lane/Saxon Park development streets: continue the use of the Scottish theme (requested by developer) by

using another of the Highland regiments and also the names of the towns that were the HQ of those Highland regiments. "Wick, Inverness, Aberdeen, Perth, Sterling, Gordon."

- *Proposal from Cllr Briggs: To consider placing a number of wooden bollards on the verge opposite the school on Biddenham Turn to protect the verge (picture of issue circulated). Bollards supplied and installed by BBC at £145 each.*

Councillors discussed the possibility of having a mix of bollards and trees. **Action:** Clerk to speak to the BBC Tree Officer to determine if the verges are wide enough for the planting of trees.

9 **Grant for Biddenham Conservation Group**

*To consider a grant request from Biddenham Conservation Group: £417 for tools (loppers, secateurs, pruning saw, trolley), £47 for seats, and £157 for annual insurance.*

**Resolved** to grant this request.

10 **The Loop distribution**

*Proposal from Cllr Briggs: To consider providing £485 towards a one-off, village-wide distribution of The Loop magazine (potentially the June edition). The aim is to assist in generating new subscriptions for the magazine and to disseminate information on the availability of CIL funding for the parish council.*

**Resolved** to grant this request. **Action:** Borough Councillor Gambold to inform The Loop editor.

11 **Annual Risk Assessment**

*To approve the annual risk assessment.*

**Resolved** to approve the Risk Assessment, subject to the following changes: to add an expected completion date against the Pavilion H&S Policies of June 2023, amend that the Clerk has now completed the CiLCA qualification, that the council meeting room is potentially non-DDA compliant, and that there is a risk in holding funds greater than the FSCS protection limit of £85k. Risk Assessment available on request.

12 **Parish council elections update**

The date of the local elections is 4<sup>th</sup> May 2023. Interested candidates need to return the application forms to the Clerk before the appointment with the borough council on 27<sup>th</sup> March. Any residents interested in standing in the elections need to contact the Clerk to ask for the forms.

13 **Borough Councillors' Report**

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

14 **Financial Matters**

*To approve payments, note receipts, and review the financial reports.*

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

15 **CIL Spending**

- *To review and, if satisfied, 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.* Following a lengthy discussion about the CIL policy and method of prioritising applications for CIL, it was **resolved** to adopt the CIL Policy. **Action:** CIL Policy and prioritised list to be added to parish council website and to be mentioned in the upcoming The Loop magazine.
- *To note a request for CIL funding from Biddenham Cricket Club (If received prior to meeting)* Request for Cricket Club CIL projects was received. **Action:** Clerk to request the group to provide a financial report and details of membership costs/numbers, along with the information required to score the projects in the newly adopted methodology.

16 **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: 23/00224/FUL Full Planning Application*  
*PROPOSAL: First floor front/side extension and new oriel bay to front*  
*LOCATION : Last House 8B The Paddock Biddenham Bedford Bedfordshire MK40 4RG*

*APPLICATION NO: 23/00291/TPO Tree Preservation Order Application*  
*PROPOSAL: Oak (ID# 1) - Reduce all lateral growth by 1.5, to 2.5m where possible and to reduce overhang over properties and balance crown where needed. Remove all deadwood. Silver Birch (ID# 2) - Reduce lateral growth by 0.75-1m as needed, to balance crown*  
*LOCATION : 49 Main Road Biddenham Bedford Bedfordshire MK40 4BD*

*APPLICATION NO: 22/02191/FUL Full Planning Application*  
*PROPOSAL: One and two storey front, side and rear extensions and garden outhouse.*  
*LOCATION : Ardleen 32 Day's Lane Biddenham Bedford Bedfordshire MK40 4AE*

- 17 **Business for future agendas (No actions can be taken on items not on the agenda)**  
Cllr Chase requested an item to consider the arrangements for the Annual Parish meeting in May.

**Date of next meeting:** 21<sup>st</sup> March 2023 – Biddenham Pavilion

**BPC - Payments Feb 2023**

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross	VAT
19/01/2023	Pavilion Utilities	Direct Debit (OPUS ENERGY LTD)			£ 389.98	
24/01/2023	Pavilion Utilities	Direct Debit (BT GROUP PLC)			£ 53.94	
24/01/2023	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)			£ 10.00	
30/01/2023	Pavilion Utilities	Direct Debit (OPUS ENERGY GAS SU)			£ 155.63	
01/02/2023	Pavilion Utilities	Direct Debit (E.ON NEXT)			£ 45.01	
01/02/2023	Pavilion Other	Direct Debit (BEDFORD BOR COUNCI)			£ 81.35	
14/02/2023	Pavilion Hire fees	Multiple 11th Jan to 14th Feb		£ 2,686.50		
30/01/2023	Transfer to CCLA Savings	CCLA (HSBC)			£ 150,000.00	
01/02/2023	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83	
14/02/2023	VAT Refund	HMRC VTR		£ 7,452.91		
15/02/2023	Staff Costs	HMRC CUMBERNAULD	HMRC Catchup		£ 785.82	
15/02/2023	Other works	D BROUGH	Ukraine Flag (Smaller)		£ 47.51	£ 7.92
15/02/2023	Pavilion Maintenance/Servicing/Inspections	Bedford Window Cleaning			£ 180.00	£ 30.00

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

**BIDDENHAM PARISH COUNCIL**



	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
<b>Precept Income</b>	51,439	51,439		
<b>Grass Cutting Income</b>	2,239	2,250		
<b>Bidwells Income</b>	2,000	2,000		
<b>VAT Refund</b>	0	0		
<b>CIL Receipts</b>	133,691	0		
BBC Climate change fund	120			
Mower sale	550			
<b>Other Income</b>	670	0		
<b>Bank Interest</b>	0	25		
<b>Total Income</b>	<b>190,040</b>	<b>55,714</b>		
<b>Employment Costs</b>				
Staff Costs	17,591	16,508		
Payroll	210	476		
<b>Admin</b>	1,776	2,353	2,069	293
Audit Fees	545	540		
General Administration	280	300		
Affiliation Fees/Subscriptions	80	813		
Website	841	500		
Cllr Training	0	200		
Clerk's Training	30	0		
<b>Insurance</b>	2,946	3,250	250	250
<b>Highways, Parks and Open spaces</b>				
Street Furniture repairs	0	1,150		
Minor Highways works	220	500		
Grass cutting	10,649	17,000		
Lawn Treatment (Greenthumb)	306	265		
Grass Equipment Maintenance	1,397	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	376	0		
Christmas Tree	4,200	4,400		
<b>Grants to community groups</b>				
St James Barn - Blinds	1,319			
Biddenham Conservation Group tools	931			
<b>Miscellaneous</b>				
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		
<b>Total Outgoings</b>	<b>52,593</b>	<b>56,502</b>	<b>47,083</b>	<b>-2,565</b>
<b>Year To Date Net P&amp;L</b>	<b>137,447</b>	<b>-788</b>		

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

BIDDENHAM PARISH COUNCIL



		YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
<b>Pavilion Car Parking charge</b>		5,825	6,360		
<b>Pavilion Hire fees</b>		21,899	16,200		
<b>Pavilion Cricket Club Fees</b>		1,412	1,300		
<b>Pavilion Other income</b>	Parish Council Reserves	0	0		
<b>Pavilion Grant income</b>	Covid Grants BBC	0	0		
<b>Total Income</b>		<b>29,136</b>	<b>23,860</b>		
<b>Deposits returned</b>	Deposits returned	3,475	0		
<b>Employment Costs</b>	Pavilion Staff Costs	8,348	11,172	9,825	1,477
	Pavilion Utilities	5,582	3,750		
	Licences	998	750		
	Pavilion Maintenance/Service/Inspections	4,977	6500		
	Pavilion Cleaning materials	389	900		
	Pavilion Other	393	0		
<b>Running costs</b>		<b>12,340</b>	<b>11,900</b>	<b>10,465</b>	<b>-1,874</b>
	Pavilion Induction Loop	1,295			
	Pavilion CCTV	3,750			
	Tado heating system	270			
	Commercial oven	2,010			
<b>Improvements</b>		<b>7,325</b>	<b>0</b>	<b>250</b>	<b>-7,075</b>
<b>Total Outgoings</b>		<b>31,488</b>	<b>23,072</b>	<b>20,541</b>	<b>-7,472</b>
<b>Year To Date Net P&amp;L</b>		<b>-2,352</b>	<b>788</b>		

**BPC - Balances 2022/23**

<b>Unity Trust</b>	Inc. payments not yet made	<b>£</b>
<b>CCLA Savings</b>		60,262
<b>Total funds held</b>		<b>150,000</b>
		<b>210,262</b>

**Allocation of Balance Sheet**

<b>CIL Monies</b>	126,396	Estimated £330k more by end of 2025
<b>VAT refund due</b>	0	
<b>General reserve</b>	83,866	Balancing figure
<b>Total allocation</b>	<b>210,262</b>	