

# BIDDENHAM PARISH COUNCIL



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

## MINUTES

**Present:** Cllrs Stewart Briggs (Chairman), Karen Cotton, Peter Chase, Chris Gee.

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

- 1 **Apologies for Absence:** Cllrs Irina Madan Sau (Family), Francia Slade (Unwell), Krzys Osuch (Away), Harry Fowler (Away), Aaron Melvin (Away).
- 2 **Declarations of interest in items on the agenda:** None.
- 3 **To approve the minutes of the parish council meeting** held on 21<sup>st</sup> February 2023.  
**Resolved** to approve the minutes of the meeting as an accurate record.
- 4 **Public Open Session:** One resident was present but did not address the council.
- 5 **Correspondence (new items relating to the parish council for attention):**
  - *Multiple emails with ideas for CIL spending to be incorporated into the CIL scoring process – some raised by Cllr Chase as separate agenda items.* **Action:** Suggestions to be incorporated into CIL process. Clerk to arrange a meeting of the “CIL Working Group” to score them.
  - *Email from resident sent to the borough council with concerns about the safety of the new Bromham Road roundabout.* No recorded/feasible actions for the parish council. It is expected that BBC Highways will carry out a safety audit of the new roundabout.
- 6 **Clerk’s report on matters in progress**
  - Gold Lane/Duck End Lane parking restrictions proposal expected from BBC Highways by the end of March.
  - Gold Lane SID: Awaiting BBC Highways to install a new column for the speed sign.
  - Biddenham Turn verge: Clerk waiting for confirmation from BBC Tree Officer that the verge by the school is wide enough for tree planting. Clerk to report issues with the current bollards, of which some are now at their end-of-life.
- 7 **Highways & Open Spaces**
  - *Proposal from Cllr Chase: To consider extending the Biddenham Heritage Trail, including the archaeological findings at the Saxon Park/Gold Lane development site.*  
**Resolved** to set aside £10k of reserves towards a project to extend the current Heritage Trail. Expected to include working with the Dandara archaeologist to create the layout of one or more of the Saxon houses that were discovered. **Action:** Cllr Chase to contact the Biddenham Society to see if they would like to run the project with financial support from the parish council.
  - *Proposal from Cllr Chase: To consider requesting a segregated/marked left-turn lane for the Deep Spinney/Bromham Road roundabout.*  
**Action:** Clerk to request BBC Highways to mark out a segregated/marked left-turn lane approaching the A6/A4290 roundabout from the north to ease congestion. Clerk to find out from Highways if Dandara are required to improve the entrance to that roundabout from the Deep Spinney direction.
  - *To consider a response to Borough Councillor Jon Gambold, in relation to introducing a 20mph speed limit on Darlow Drive, Ison Close, Elger Close.*  
**Resolved** to respond that there is no desire to support this 20mph introduction due to the increased amount of street furniture it will require.

8 **Annual Parish meeting**

*To agree an approach for hosting this year's Annual Parish meeting.*

**Action:** Cllr Briggs to add a section to his Loop magazine article requesting groups to attend the Annual Parish meeting. Also of note, is that groups are being requested by The Loop to add their "annual summary" articles to an upcoming edition.

9 **Grit bins**

*To agree potential locations for grit bins funded by the borough councillors' ward fund.*

No locations were agreed. Borough Cllr Gambold to speak to the church to see if they would like a grit bin.

10 **CIL Spending**

*To consider moving forward with projects that have ranked positively using the recently-adopted CIL Policy. Projects include: Pavilion Solar Panels, Tennis Club fencing/resurfacing, extending the Pavilion playground, and the part-funding of average speed cameras.*

Following a lengthy discussion and review of the project scoring as per the CIL Policy, the following decisions were made:

- Solar Panels for the Pavilion:  
**Resolved** to accept the quote from Cambridge Solar of £31,039 (Ex VAT) – look to negotiate if possible. **Action:** Clerk to apply to BBC Climate Change Fund for match funding.
- Tennis Club resurfacing/fencing:  
**Action:** Further discussions between councillors are required to try to regularise the arrangement for the use of the land, which is owned by the parish council.
- Biddenham Pavilion playground:  
**Action:** Clerk to obtain quotes for redesign of the existing playground, which is becoming tired. Quotes to include the possibility of a playground extension into the corner of the parking area.
- Average speed cameras:  
**Action:** Clerk to discuss with BBC Highways the possibility of ASCs on Biddenham Turn from Bromham Road to King's Corner. Confirmation needed on whether the annual maintenance cost is in perpetuity and whether it could be charged in a bundle up front with equipment costs.

11 **Borough Councillors' Report**

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

12 **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.

13 **Pavilion**

*To receive a report from the Pavilion Manager.*

Report available upon request. Of note are that weekend bookings are almost full until July 2023 and other bookings remain healthy. Residents are parking in the Pavilion car park and getting their cars locked in; currently the last hirer locks the gate on the way out. Councillors agreed to change the signage on the gate to inform residents of this.

14 **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: 23/00377/FUL Full Planning Application

PROPOSAL: Removal of existing conservatory and erection of single storey rear extension.

LOCATION : 77 Deep Spinney Biddenham Bedford Bedfordshire MK40 4QJ

APPLICATION NO: 23/00530/TPO Tree Preservation Order Application

PROPOSAL: Lime (T1) - Thin Crown by 20% throughout and Maintain Crown to approximate height of 4.5m . Lime (T2) - Thin Crown by 20% throughout and Maintain Crown to approximate height of 4.5m. Prune generally including removal of all epicormic growth as well as removal of dead and dying branches from both trees.

LOCATION : 9 Windmill Hill Biddenham Bedford Bedfordshire MK40 4AG

APPLICATION NO: 23/00538/TELPN Telecommunication Prior notification Application

PROPOSAL: Installation of Fifth Generation (5G) equipment, comprising 15.0m phase 8 street works monopole, 2no. equipment cabinets with associated meter cabinet and ancillary development thereto.

LOCATION : Land At Bromham Road Bedford At Junction With Bromham Road Biddenham

**15 Local Elections – 4th May 2023**

*To receive any completed councillor application forms and answer any queries. Clerk has an appointment to drop all forms to the borough council on 27th March.*

Forms were received by the Clerk and an update provided about the process.

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

**Date of next meeting:** 18<sup>th</sup> April 2023 – Annual Parish meeting – Biddenham Pavilion

**BPC - Payments Mar 2023**

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross	VAT
21/02/2023	Staff Costs	Multiple	February		£ 2,811.89	
27/02/2023	Other works	D BROUGH	Ukraine Flag (Smaller)		£ 47.51	£ 7.92
27/02/2023	General Administration	D BROUGH	A4 paper		£ 5.00	
27/02/2023	Pavilion Maintenance/Servicing/Inspections	Smiths Fire	Fire extinguisher testing		£ 94.80	£ 15.80
27/02/2023	Deposits returned	Multiple	Pavilion deposits		£ 450.00	
01/03/2023	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 21.83	
20/02/2023	Pavilion Utilities	Direct Debit (OPUS ENERGY LTD)			£ 225.98	£ 10.76
23/02/2023	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)			£ 10.00	
24/02/2023	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 53.94	
06/03/2023	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 12.08	
09/03/2023	Pavilion Utilities	Direct Debit (OPUS ENERGY GAS SU)			£ 681.07	£ 32.43
10/03/2023	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 525.00		
13/03/2023	Pavilion Hire fees	Multiple		£ 2,625.00		
Not yet paid	General Administration	D BROUGH	Printer cartridges		£ 49.25	
Not yet paid	SSSI (Beds Wildlife Trust)	BWT	Annual maintenance fee		£ 600.00	£ 100.00
Not yet paid	SSSI (Beds Wildlife Trust)	BWT	Tree works agreed in 2022		£ 780.00	£ 130.00

**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>		
	Staff Costs	19,341	16,508	
	Payroll	210	476	
<b>Employment Costs</b>	<b>19,551</b>	<b>16,984</b>	<b>16,519</b>	<b>-3,033</b>
	Audit Fees	545	540	
	General Administration	334	300	
	Affiliation Fees/Subscriptions	80	813	
	Website	841	500	
	Cllr Training	0	200	
	Clerk's Training	30	0	
<b>Admin</b>	<b>1,831</b>	<b>2,353</b>	<b>2,289</b>	<b>458</b>
<b>Insurance</b>	<b>2,946</b>	<b>3,250</b>	<b>250</b>	<b>250</b>
	Street Furniture repairs	0	1,150	
	Minor Highways works	220	500	
	Grass cutting	10,649	17,000	
	Lawn Treatment (Greenthumb)	327	265	
	Grass Equipment Maintenance	1,397	1,500	
	Tree surgery	220	4,000	
	SSSI (Beds Wildlife Trust)	1,150	600	
	Play Area Safety Inspection	105	300	
	Play Area maintenance	490	700	
	Other works	415	0	
	Christmas Tree	4,200	4,400	
<b>Highways, Parks and Open spaces</b>	<b>14,559</b>	<b>30,415</b>	<b>29,582</b>	<b>15,023</b>
	0			
	St James Barn - Blinds	1,319		
	Biddenham Conservation Group tools	931		
<b>Grants to community groups</b>	<b>2,250</b>	<b>1,500</b>	<b>1,459</b>	<b>-791</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	2,000	
<b>Miscellaneous</b>	<b>14,433</b>	<b>2,000</b>	<b>1,945</b>	<b>-12,488</b>
<b>Total Outgoings</b>	<b>55,570</b>	<b>56,502</b>	<b>52,043</b>	<b>-581</b>
<b>Year To Date Net P&amp;L</b>	<b>134,470</b>	<b>-788</b>		

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

BIDDENHAM PARISH COUNCIL



	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Pavilion Car Parking charge	6,350	6,360		
Pavilion Hire fees	24,524	16,200		
Pavilion Cricket Club Fees	1,412	1,300		
Pavilion Other income	0	0		
Pavilion Grant income	0	0		
<b>Total Income</b>	<b>32,286</b>	<b>23,860</b>		
Deposits returned	3,925	0		
<b>Employment Costs</b>				
Pavilion Staff Costs	9,410	11,172	10,866	1,456
Pavilion Utilities	6,496	3,750		
Licences	998	750		
Pavilion Maintenance/Service/Inspections	5,056	6500		
Pavilion Cleaning materials	389	900		
Pavilion Other	393	0		
<b>Running costs</b>	<b>13,333</b>	<b>11,900</b>	<b>11,574</b>	<b>-1,759</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>33,992</b>	<b>23,072</b>	<b>22,690</b>	<b>-7,377</b>
<b>Year To Date Net P&amp;L</b>	<b>-1,706</b>	<b>788</b>		

**BPC - Balances 2022/23**

<b>Unity Trust</b>		<b>£</b>
<b>CCLA Savings</b>	Inc. payments not yet made	59,319
<b>Total funds held</b>		<b>150,029</b>
		<b>209,348</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>		82,952	Balancing figure
<b>Total allocation</b>		<b>209,348</b>	