

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 16th May 2023 at 7.30pm in Biddenham Pavilion.

MINUTES

Present: Cllrs Stewart Briggs (Chairman), Karen Cotton, Peter Chase, Aaron Melvin, Francia Slade, Chris Gee.

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

1 **Election of Chairman**

Resolved to elect Stewart Briggs as the Chairman for the coming year. Proposed/seconded: Cllrs Chase/Gee.

2 **Election of Vice Chairman**

Resolved to elect Peter Chase as the Vice Chairman for the coming year. Proposed/seconded: Cllrs Briggs/Gee.

3 **Apologies for Absence:** Harry Fowler (Away).

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

5 **Cooption**

To consider coopting to fill any of the remaining four councillor positions following the uncontested election – the total number of positions on the council is nine.

Resolved to coopt Aaron Melvin and Karen Cotton to the council.

Action: Clerk to advertise the remaining vacancies on Facebook and Whatsapp to coordinate with The Loop magazine distribution, which contains an advertisement.

6 **To approve the minutes of the parish council meeting** held on 18th April 2023.

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

7 **Public Open Session**

Borough Councillor Gambold raised the issue of the broken gate as you enter the Pavilion grounds from Day's Lane. Clerk to action a fix.

8 **Correspondence (new items relating to the parish council for attention):**

- No new items for attention.

9 **Clerk's report on matters in progress**

Key items from the Action Tracker:

- Gold Lane/Duck End Lane parking restrictions proposal was expected from BBC Highways by the end of March, but was not received – Clerk continuing to chase.
- Playground refurbishment: Clerk met two playground contractors on site and is awaiting quotes; a third is planned.
- Pavilion Solar Panels: Clerk is coordinating roof repairs prior to the solar panels install. If the lighting upgrades are approved this meeting then the application to the BBC Climate Change fund can be made. Clerk will also apply to the BBC Rural Grant fund for the roof repairs.
- Main Road flag pole was vandalised. Cllr Briggs is proposing the install of a new, stronger flagpole with the Ukrainian flag. Clerk is seeking quotes for a future meeting.
- The Pavilion back door lock has been vandalised. The Clerk is arranging a replacement and will prepare a quote for an additional CCTV camera at the back of the Pavilion.

10 **Meeting dates**

To agree dates and locations of council meetings and the Annual Parish meeting for the coming year.

Councillors agreed to retain the current meeting dates of the third Tuesday in the month; this is to be considered again in the September meeting – possibly moved to the 2nd Tuesday and in a location that has better accessibility.

11 **Committee membership and representatives**

To agree any changes to committee memberships and representatives.

Amended to:

Finance Committee: Cllrs Briggs, Slade, Fowler, Melvin.

Pavilion Committee: Cllrs Briggs, Gee, Chase.

Personnel Committee: Cllrs Briggs, Fowler, Gee.

Village Hall representative: Cllr Briggs (Trial run).

Planning representatives for Golf Course land: No longer required.

Planning area representatives: All applications to be considered by full council going forwards.

CIL/Capital projects Committee: To be disbanded now that the process has been created; CIL scoring decisions to be made by full council going forward.

12 **Borough Councillor's Report**

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

13 **Highways & Open Spaces**

a) *Proposal from Cllrs Chase/Briggs: To replace the broken "Tommy" statue with a stronger steel replica from a local craftsman at a cost of £495 (20% of profits to the Poppy Appeal charity).*

Resolved to accept this quote.

b) *To consider placing a column along Biddenham Turn to hold the vehicle activated speed sign (SID) – this will allow the solar panel to be added and remove the need to keep charging and replacing the batteries.*

Resolved to approve the purchase and install of a new column. **Action:** Clerk and Cllr Cotton to meet to agree the best location.

14 **Biddenham Pavilion**

To consider three quotes to upgrade the Pavilion lighting to LED; this can then be included in the grant application to the BBC Climate Change Fund.

Resolved to approve the quote from CRF Electrics, which requires clarification and potential amendment, as long as it is lower than the next-best quote of £8,760.

15 **Financial Matters**

- *To approve payments and note receipts.*

Resolved to approve the payments in the appendix – receipts were noted.

- *Annual accounts (2022/23): To receive the internal audit report and approve the end-of-year accounts and the Annual Governance & Accountability Return (AGAR) form to be sent for external audit.*

The Clerk had previously circulated the end-of-year accounts and explained the process to councillors. It was **resolved** to approve the accounts and the governance return for 2022/23 and send them for external audit.

16 **Planning applications**

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

No planning applications were received for consideration.

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

No items for future agendas.

Date of next meeting: 20th June 2023 – Biddenham Pavilion

BPC - Payments May 2023

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross	VAT
20/04/2023	Deposits returned	Multiple			£ 375.00	
21/04/2023	Staff Costs	Multiple			£ 2,728.31	
24/04/2023	General Administration	COMMUNITY HEARTBEA	Replacement defib pads		£ 120.00	
28/04/2023	Bidwells Income	WINGFIELD/BIDDES/T	Annual grass cutting income	£ 2,000.00		
02/05/2023	Pavilion Utilities	Direct Debit (BRITISH GAS)	Pavilion electrics		£ 250.46	
02/05/2023	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 25.17	
09/05/2023	Pavilion Other	D Slade	Gate sign		£ 123.18	
09/05/2023	Pavilion Cleaning materials	D Slade			£ 84.10	
09/05/2023	Pavilion Cleaning materials	VIKING			£ 119.24	
11/05/2023	Pavilion Utilities	Direct Debit (DYCE ENERGY)	Pavilion Gas		£ 582.38	
24/04/2023	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 53.94	
25/04/2023	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 31.00	
02/05/2023	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 12.78	
12/05/2023	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 1,000.00		
16/05/2023	Pavilion Hire fees	Multiple		£ 2,182.50		
Not yet paid	General Administration	D BROUGH	A4 paper		£ 5.00	
Not yet paid	General Administration	D BROUGH	Bungee cords Coronation		£ 7.99	
Not yet paid	General Administration	D BROUGH	Coronation banner		£ 21.98	
Not yet paid	Insurance	AJ Gallagher	Annual insurance (3 year LTA Hiscox)		£ 3,184.93	
Not yet paid	Audit Fees	KJBetts	Internal Audit fee		£ 150.00	
Not yet paid	Pavilion Maintenance/Servicing/Inspections	Smiths Fire	Fire alarm/lighting inspection	£ 180.00	£ 30.00	