

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 18th July 2023 at 7.30pm in Biddenham Pavilion.

MINUTES

Present: Cllrs Stewart Briggs (Chairman), Peter Chase, Francia Slade, Chris Gee, Harry Fowler, Laura Simmonds, Caroline Cross.

In attendance: David Brough (Clerk).

- 1 **Apologies for Absence:** Simi Otukoya (Away), Aaron Melvin (Away).
- 2 **Declarations of interest in items on the agenda:** Cllr Fowler declared a personal interest in planning application 23/01454/FUL and did not speak or vote for this item.
- 3 **To approve the minutes of the parish council meeting** held on 20th June 2023.
Resolved to approve the minutes of the meeting as an accurate record.
- 4 **Public Open Session**
 - Parishioner spoke in relation to the condition of Rights Of Way in the village and about the maintenance of the open space at Saxon Park. Clerk to seek further details of the current ecology plan for this area from the developer.
 - Parishioner spoke in relation to holding a public event on the Pavilion grounds – no councillors objected to this idea, but permission will need to be given by the cricket club who lease the field.
- 5 **Clerk's report on matters in progress**
Key items from the Action Tracker:
 - Solar panels for the Pavilion: Clerk working with chosen supplier to respond to questions back from the application to the Mayor's Climate Change Fund.
 - Pavilion roof: Further quotes being sought for smaller works following council's decision to scale back from a full re-roof.
 - Playground refurbishment: Cllrs Simmonds and Chase and the Clerk met to review the three quotes. A preferred supplier has been chosen and requested to modify the proposal – once received this will be taken to full council for a decision whether to proceed.
 - Main Road flagpole: Installation expected imminently.
 - Biddenham Turn resurfacing: BBC Highways have confirmed they will carry out a resurfacing to resolve the issues near the junction with Bromham Road.
- 6 **Borough Councillor Report**
Report circulated to councillors and placed on the parish council website.
- 7 **Highways & Open Spaces**
 - a) *Dandara, the developer of Saxon Park, have requested to sponsor the Biddenham Cricket Club. They would also like to donate £500 towards a new bench for the cricket pitch, which the club would like to use to replace the memorial bench that was previously stolen.*
To agree to accept £500 from Dandara and cover the remaining cost of the bench and (secure) install.
Resolved to accept the donation from Dandara and to cover the remaining costs – up to £100 additional for the bench and £465 for the install (labour/slabs/sand/cement/security screws).
 - b) *To agree to prune the bushes on PC-owned land at Fleming Close near to the SSSI pit.*
Resolved to agree to the quote of £450 from Alex Ash for the maintenance of the bushes at Fleming Close.

8 **Biddenham Pavilion**

- a) *Following the resignation of the Pavilion Caretaker, to agree to consolidate the role with that of the Cleaner.*

Resolved to consolidate the two roles if the Pavilion Cleaner is still willing to accept the additional tasks.

- b) *To receive the Pavilion Manager's report.*

Report was received. Of note was the installation of an additional CCTV to the rear of the building following vandalism, issues with hirers not closing the gate due to cars remaining in the car park, upcoming works to repair and improve the toilet facilities. Booking levels remain strong and an increase of the prior year.

9 **Committee membership and representatives**

Following the cooption of new councillors, to determine if any changes are required to committee memberships and representatives.

Amendments as follows:

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

Pavilion Committee: Cllrs Briggs, Gee, Chase, and the addition of Cllr Simmonds.

Personnel Committee: Cllrs Briggs, Fowler, Gee.

Village Hall representative: Cllr Briggs (Trial run).

Planning area representatives: Clerk to allocate all councillors into three groups based on their locations, and to allocate the new areas of St Mary's and Saxon Park accordingly.

10 **Financial Matters**

To approve payments, note receipts, and receive the "Spend vs Budget Analysis" and balances.

Resolved to approve the payments in the appendix – receipts and spending analysis were discussed and there were no concerns with small variances to the budget.

11 **Planning applications**

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

APPLICATION NO: 23/01334/FUL Full Planning Application 23/01335/LBC Listed Building Consent Application
PROPOSAL: Single storey rear extension following the removal of existing rear outshot, replacement windows and internal and external alterations.

LOCATION : 55 Church End Biddenham Bedford Bedfordshire MK40 4AS

APPLICATION NO: 23/01365/FUL Full Planning Application

PROPOSAL: Car port/garage conversion and front porch extension

LOCATION : 57 Watercress Rise Biddenham Bedford Bedfordshire MK40 4US

APPLICATION NO: 23/01444/FUL Full Planning Application

PROPOSAL: Two-storey rear extension and single storey side extension

LOCATION : Lantern Lodge 108 Bromham Road Biddenham Bedford Bedfordshire MK40 4AH

APPLICATION NO: 23/01454/FUL Full Planning Application

PROPOSAL: First floor side extension and new oriel bay to front

LOCATION : Last House 8B The Paddock Biddenham Bedford Bedfordshire MK40 4RG

APPLICATION NO: 23/01466/FUL Full Planning Application

PROPOSAL: Single storey rear and side extension

LOCATION : 1B The Paddock Biddenham Bedford Bedfordshire MK40 4RG

APPLICATION NO: 23/01400/FUL Full Planning Application

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

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

Resolved to object on the following grounds:

- The loss of onsite parking will have a negative effect on the availability of road parking.
- The alterations are not in-keeping with other dwellings on the street, which will be detrimental to the street scene.

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

Proposal from Cllr Fowler: To consider adopting a Freedom Of The Parish policy.

13 **Date of next meeting:** 19th September 2023 – Biddenham Pavilion

BPC - Payments July 2023

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross
23/06/2023	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 31.00
26/06/2023	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 46.97
30/06/2023	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 525.00	
30/06/2023	General Administration	Unity Trust	Bank charges		£ 18.00
03/07/2023	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 13.53
03/07/2023	Waste collection	Bedford BC	Bin emptying		£ 142.58
11/07/2023	Pavilion Hire fees	Multiple		£ 1,876.63	
22/06/2023	Door lock fix	Gemini Locks	Pavilion door lock		£ 540.00
22/06/2023	Replacement flagpole/flag	Glassfibre Flagpoles			£ 1,725.95
22/06/2023	Staff Costs	Multiple			£ 2,746.59
30/06/2023	Pavilion Utilities	Direct Debit (BRITISH GAS)	Pavilion Electrics		£ 227.87
30/06/2023	General Administration	Unity Trust	Bank charges		£ 18.00
03/07/2023	CiL Receipts (Section 106)	Bedford BC		£ 167,881.33	
03/07/2023	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 25.17
03/07/2023	Street Furniture repairs	Odd Jobs Handyman	Pavilion gate, memorial slab, bench refurb		£ 620.00
05/07/2023	Deposits returned	N/A			£ 75.00
05/07/2023	Grass cutting	Chris Horne Garden	March		£ 43.20
05/07/2023	Grass cutting	Chris Horne Garden	April		£ 2,432.40
05/07/2023	Pavilion Cleaning materials	DEBORAH SLADE			£ 74.56
11/07/2023	Pavilion Utilities	Direct Debit (DYCE ENERGY)	Pavilion Gas		£ 282.15
Not yet paid	General Administration	D BROUGH	A4 paper		£ 5.00
Not yet paid	Pavilion Maintenance/Servicing/Inspections	K HORTON	Pavilion descale		£ 105.00
Not yet paid	Replacement flagpole/flag	D BROUGH	Ukraine Flag (Smaller)		£ 47.51
Not yet paid	Website	Netwise UK	Annual hosting & support		£ 396.00
Not yet paid	Salt bin/spreader	Viking	Salt bin/spreader/salt bags		£ 661.49

BPC - Spend Against Budget 2023/24

BIDDENHAM PARISH COUNCIL



	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Precept Income	<u>28,046</u>	<u>56,092</u>		
Grass Cutting Income	<u>2,468</u>	<u>2,250</u>		
Bidwells Income	<u>2,000</u>	<u>2,000</u>		
VAT Refund	<u>0</u>	<u>0</u>		
CIL Receipts	<u>0</u>	<u>0</u>		
Other Income	<u>0</u>	<u>0</u>		
Bank Interest	<u>0</u>	<u>500</u>		
Total Income	32,514	60,842		
Employment Costs				
Staff Costs	5,338	18,207		
Payroll	126	476		
	<u>5,464</u>	<u>18,683</u>	<u>5,426</u>	<u>-39</u>
Admin				
Audit Fees	150	545		
General Administration	395	399		
Affiliation Fees/Subscriptions	642	815		
Website	340	840		
CLlr Training	0	200		
Clerk's Training	0	0		
	<u>1,527</u>	<u>2,799</u>	<u>813</u>	<u>-714</u>
Insurance				
Insurance	3,185	3,250	250	250
Highways, Parks and Open spaces				
Street Furniture repairs	620	1,150		
Minor Highways works	137	500		
Grass cutting	9,247	18,000		
Lawn Treatment (Greenthumb)	101	265		
Grass Equipment Maintenance	536	1,500		
Tree surgery	0	3,900		
SSSI (Beds Wildlife Trust)	1,150	600		
Play Area Safety Inspection	0	105		
Play Area maintenance	0	700		
Other works	0	0		
Christmas Tree	0	4,400		
	<u>11,790</u>	<u>31,120</u>	<u>9,038</u>	<u>-2,753</u>
Grants to community groups				
...	0	0		
The Loop magazine	485			
Biddenham Conservation Group tools	499			
	<u>984</u>	<u>1,500</u>	<u>436</u>	<u>-549</u>
Miscellaneous				
...	0	0		
Replacement flagpole/flag	1,478	0		
Trees For Streets	600	0		
Contingency	0	1500		
	<u>2,078</u>	<u>1,500</u>	<u>436</u>	<u>-1,642</u>
Total Outgoings	25,029	58,852	16,397	-5,447
Year To Date Net P&L	7,484	1,990		

SSSI & Grass Cutting invoices from prior year affecting variance

BPC Pavilion - Spend Against Budget 2023/24

BIDDENHAM PARISH COUNCIL



		YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Pavilion Car Parking charge		1,975	6,360		
Pavilion Hire fees		7,906	19,579		745
Pavilion Cricket Club Fees		0	1,412		
Pavilion Other income	Parish Council Reserves	0	0		
Pavilion Grant income		0	0		
Total Income		9,881	27,351		
Deposits returned	Deposits returned	1,475	0		
Employment Costs	Pavilion Staff Costs	2,819	11,919	3,461	643
	Pavilion Utilities	2,957	8,717		
	Licences	0	1,162		
	Pavilion Maintenance/Service/Inspections	510	6,500		
	Pavilion Cleaning materials	433	519		
	Waste collection	354	524		
Running costs		4,254	17,422	5,060	805
	Door lock fix	540			
	Gate sign	123			
	Salt bin/spreader	646			
	...	0			
Improvements		1,309	0	0	-1,309
Total Outgoings		9,857	29,341	8,521	139
Year To Date Net P&L		23	-1,990		

BPC - Balances - July 2023

Unity Trust	Inc. payments not yet made	£
CCLA Savings		230,593
		151,465
Total funds held		382,058

Allocation of Balance Sheet

CIL Monies	301,690	
VAT refund due	0	
General reserve	80,368	Balancing figure
Total allocation	382,058	