

# BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 19<sup>th</sup> September 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, Simi Otukoya, Aaron Melvin.

**In attendance:** David Brough (Clerk).

1 **Apologies for Absence:** None.

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

3 **To approve the minutes of the parish council meeting** held on 18<sup>th</sup> July 2023.

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

4 **Public Open Session**

- Parishioner spoke in relation to improving width access to Cowslip Meadow (action with BBC), Dandara open space maintenance (action with Dandara), Biddenham Turn land ownership (answer provided), and to support the grant application from the Conservation Group at item 8.
- Parishioner spoke in relation to the provision of allotments (no available land found in a previous review) and for support to set up a Community Hub (further information to be provided).

5 **Clerk's report on actions**

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.
- Main Road flagpole: Installation completed.
- Speed sign transferred, with its solar panel, to new column on Biddenham Turn.
- Vegetation cut back on Fleming Close (by SSSI) and around the Pavilion – complete.
- The following Highways Maintenance items were completed: Cleaning of Day's Lane sign, Bromham Road boundary marker refurbishment, war memorial bench refurbishment.
- "Tommy" soldier by the war memorial has been replaced with a stronger metal alternative – the original statue was damaged by wind over time.

6 **Borough Councillor Report**

Report circulated to councillors and placed on the parish council website. It was noted that Borough Cllr Jon Gambold and Parish Cllr Stewart Briggs will be meeting Mayor Tom Wootton shortly to discuss a number of Highways-related concerns.

7 **Biddenham Pavilion**

- *To approve a quote for a Fire Risk Assessment for the Pavilion*  
**Resolved** to approve the quote for £345 (Ex VAT) from FireRiskAssessments.com
- *To review three quotes for minor works to repair the Pavilion roof*  
**Resolved** to approve the quote from Rural Roofing for £3500: to replace the lead flashings/aprons around the whole building, to replace broken tiles, and clear the gutters.
- *To review three quotes for an upgrade to the Pavilion playground*  
Cllrs Simmonds, Chase and the Clerk met to review the three quotes and had modifications made to enable a final version to be presented to the council.

**Resolved** to approve the quote/proposal for a new playground from Proludic at £152,999 using CIL monies received from recent development. Cllr Chase and the Clerk are to check for any alternative locations for the large rocks in the current playground rather than have them taken away.

- *To agree a response to a noise complaint in relation to the Pavilion grounds*

**Action:** It was agreed that councillors will monitor the grounds during football matches for the next three months to understand the level of noise created; also to request the tennis club to review their signage on the courts asking for consideration for neighbouring properties.

- *To agree an approach for the renewal of the Cricket Club lease that expires next year*

**Action:** It was agreed that Cllr Fowler and the Clerk would move forward with the creation of a new lease and return to a future meeting for review and approval.

## 8 **Biddenham Conservation Group grant request**

- *To consider a grant request from the Biddenham Conservation group for tooling*

**Resolved** to approve the grant request for £138.22.

- *To consider a request for funding from the Biddenham Conservation Group for a replacement shed for tooling*

**Resolved** to approve the funding request for a replacement shed to the value of £732. Clerk to confirm that permission has been given for placement of the shed.

## 9 **Meeting dates/locations**

*To consider a change in parish council meeting dates and location.*

**Resolved** to change the meeting location/dates to St James' Barn on the second Tuesday of each month. This is to be able to provide a more inclusive meeting venue for those with mobility issues.

## 10 **East West Rail**

*Proposal from Cllr Gee: To consider how best to engage with the East West Rail process.*

It was noted that, should the EWR Route E proposal go ahead, then this would cause significant disruption to the parish as it would involve major infrastructure works. It was agreed that:

- Cllr Briggs will raise this in his upcoming meeting with Mayor Tom Wootton.
- Cllr Briggs will write to MP Richard Fuller stating concerns over disruption and asking how best to engage on the process.

## 11 **Freedom of the Parish policy**

*Proposal from Cllr Fowler: To consider adopting a Freedom of the Parish policy for the selection and appointment of Honorary Freeman and Freewomen for Biddenham Parish. Granting the Freedom is the highest honour that Biddenham Parish Council can bestow. Although it carries no privileges, those who receive the honour are able to use the title of Freeman or Freewoman.*

**Resolved** to adopt the Freedom Of The parish policy. **Action:** Clerk to place this on the council website.

## 12 **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 the variances to the budget.

- *To receive the outcome of the external audit on the 2022/23 annual accounts by Mazars – no issues identified.*

**Resolved** to receive the audit report – noted that no concerns were identified.

## 13 **Planning applications**

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

APPLICATION NO: 23/01572/TPO Tree Preservation Order Application

PROPOSAL: 1 Wild Pear, reduce by 50%, 2 Ash reduce by 50%, 3 Ash reduce by 50%.

LOCATION : 107 Deep Spinney Biddenham Bedford Bedfordshire MK40 4QJ

APPLICATION NO: 23/01624/FUL Full Planning Application 23/01625/LBC Listed Building Consent Application

PROPOSAL: Dismantle external brick chimney by hand and rebuild together with associated specialist repair work to timber frame and daubing, including external decoration, new foundation to support a

deeper stack at ground level, replacement of CLS timber studs with reclaimed Oak studs, removal of concrete block masonry and replacement with traditionally applied wattle and daub and lime rendering  
LOCATION : 35 Main Road Biddenham Bedford Bedfordshire MK40 4BD

APPLICATION NO: 23/01665/TPO Tree Preservation Order Application

PROPOSAL: TPO 1 - Walnut, reduce limb growing toward the house by 2-3m due to old fungus on main stem. TPO 2 - Oak, remove all major deadwood. TPO 3 - Sweet Olive tree, no work TPO 4 - Holly, trim to clear BT cables by 0.5m. TPO 5 - Beech, raise canopy to approx. 3m G1 - 2 Common Yew trees, trim to clear BT cables by 0.5m and trim driveway side back level with the wall.

LOCATION : The Elms 23 Church End Biddenham Bedford Bedfordshire MK40 4AR

**Amendment** APPLICATION NO: 23/01106/MAR Major Reserved Matters Application

PROPOSAL: All Reserved Matters except Access for residential development of 57 dwellings, pursuant to Outline permission 19/01394/MAO.

LOCATION : Land At Bromham Road Biddenham Bedfordshire

APPLICATION NO: 23/01685/FUL Full Planning Application

PROPOSAL: Formation of two stock ponds with fencing

LOCATION : Twin Lakes Fishery Great Spur Biddenham Bedfordshire

APPLICATION NO: 23/01724/S73A Retrospective planning permission Application

PROPOSAL: Erection of an outbuilding (development already carried out)

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

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

- Purchase and installation of a borough council salt bin on Main Road.

**Date of next meeting:** 10<sup>th</sup> October 2023 at 7.30pm in St James' Barn, Biddenham.

**BPC - Payments Sept 2023**

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross
21/07/2023	Play Area Safety Inspection	Playsafety Limited	Annual inspection		£ 111.00
21/07/2023	Salt bin/spreader	Viking	Salt bin/spreader/salt bags		£ 803.27
21/07/2023	Pavilion bench	ATEX UK LTD	Bench for Pavilion grounds		£ 640.40
21/07/2023	Affiliation Fees/Subscriptions	Open Spaces Soc			£ 45.00
21/07/2023	Website	Netwise UK	Annual hosting & support		£ 396.00
21/07/2023	Replacement flagpole/flag	D Brough (Expenses)	Ukraine Flag (Smaller)		£ 47.51
21/07/2023	Pavilion Maintenance/Service/Inspections	K HORTON	Pavilion descale		£ 105.00
21/07/2023	General Administration	D Brough (Expenses)	A4 paper		£ 5.00
28/07/2023	Staff Costs	Multiple			£ 2,605.45
31/07/2023	Pavilion Utilities	Direct Debit (BRITISH GAS)	Pavilion Electrics		£ 495.70
01/08/2023	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 25.17
02/08/2023	Street Furniture repairs	Odd Jobs Handyman	War Memorial bench refurb		£ 250.00
02/08/2023	Pavilion Maintenance/Service/Inspections	Bedford BC	Winter season grass cutting		£ 62.61
02/08/2023	Internal transfer	Cambridge & Counties	Savings account transfer		£ 150,000.00
07/08/2023	Additional CCTV camera	South East Security	Additional camera install		£ 420.00
07/08/2023	Pavilion Maintenance/Service/Inspections	S J Chilvers	PAT Testing Pavilion		£ 84.40
07/08/2023	Pavilion bench	Odd Jobs Handyman	Pavilion bench install		£ 465.00
07/08/2023	Minor Highways works	GEYSERCLEAN	Days Lane sign cleaning		£ 108.00
07/08/2023	Grass cutting	Chris Horne Garden	June		£ 2,532.00
07/08/2023	Grass cutting	Chris Horne Garden	May		£ 4,976.40
07/08/2023	Licences	PPL PRS	Music licence		£ 2,669.55
17/08/2023	Pavilion bench - Dandara	Dandara	Sponsorship - Pavilion bench	£ 500.00	
23/08/2023	Grass cutting	Chris Horne Garden	July		£ 2,274.00
23/08/2023	Pavilion Maintenance/Service/Inspections	Bedford Window Cleaning			£ 180.00
23/08/2023	Other works	Alex Ash	Fleming Close bush cutting		£ 270.00
23/08/2023	Staff Costs	Multiple			£ 2,963.25
30/08/2023	Pavilion Utilities	Direct Debit (BRITISH GAS)	Pavilion Electrics		£ 348.68
01/09/2023	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 25.17
11/09/2023	Pavilion Maintenance/Service/Inspections	Gemini Locks	Pavilion door lock callout		£ 78.00
11/09/2023	Payroll	Red Shoes	Quarterly Payroll		£ 115.50
11/09/2023	Audit Fees	MAZARS	External Audit		£ 756.00
11/09/2023	Website	Nettonic Ltd	Pavilion website Hosting/Licence		£ 411.46
11/09/2023	Pavilion Maintenance/Service/Inspections	Alex Ash	Pavilion shrubs/hedges		£ 450.00
11/09/2023	Pavilion Maintenance/Service/Inspections	PETER BARTRAM	Pavilion toilets/taps/water heater		£ 880.80
18/09/2023	Minor Highways works	Odd Jobs Handyman	Biddenham boundary marker refurb		£ 300.00
18/09/2023	Deposits returned	Multiple	21/07-18/09		£ 1,050.00
18/09/2023	Tommy soldier	H Parrott	Tommy soldier replacement		£ 495.00
18/09/2023	Pavilion Cleaning materials	VIKING			£ 113.56
24/07/2023	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 49.14
25/07/2023	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 31.00
27/07/2023	Website	Direct Debit (GOCARDLESS)	TSO Hosting Costs		£ 3.22
28/07/2023	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 525.00	
01/08/2023	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 13.10
01/08/2023	Waste collection	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 62.00
23/08/2023	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 31.00
24/08/2023	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 49.14
25/08/2023	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 100.00	
31/08/2023	Pavilion Hire fees	Multiple 25/07-31/08		£ 2,362.75	
01/09/2023	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 525.00	
01/09/2023	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 13.53
01/09/2023	Waste collection	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 62.00
15/09/2023	Pavilion Hire fees	Multiple 01/09-15/09		£ 2,034.00	
Not yet paid	Website	TSO (Expense D Brough)	Hosting costs (Annual)		£ 71.88
Not yet paid	Website	D Brough (Expenses)	lonos Pavilion Website Domain		£ 12.00
Not yet paid	General Administration	D Brough (Expenses)	Dropbox upgrade (Annual)		£ 31.96

**BPC - Balances - Sept 2023**

<b>Unity Trust</b>	Inc. payments not yet made	<b>£</b>	
<b>CCLA Savings</b>		59,635	
<b>C&amp;C Savings</b>		150,000	
<b>Total funds held</b>		<b>153,265</b>	
		<b>362,901</b>	
<b><u>Allocation of Balance Sheet</u></b>			
<b>CIL Monies</b>		301,690	
<b>VAT refund due</b>		-5,137	
<b>General reserve</b>		66,348	Balancing figure
<b>Total allocation</b>		<b>362,901</b>	

**BPC - Spend Against Budget 2023/24**

**BIDDENHAM PARISH COUNCIL**



	YTD (Actual) Net	Annual Budget	Full year (est)	Full year variance	
<b>Precept Income</b>	28,046	56,092	56,092	0	
<b>Grass Cutting Income</b>	2,468	2,250	2,250	0	
<b>Bidwells Income</b>	2,000	2,000	2,000	0	
<b>VAT Refund</b>	0	0			
<b>CIL Receipts</b>	0	0	0	0	
<b>Other Income</b>	500	0	500	500	Pavilion bench - Dandara
<b>Bank Interest</b>	2,793	500	13,541	13,041	
<b>Total Income</b>	<b>35,807</b>	<b>60,842</b>	<b>74,383</b>	<b>13,541</b>	
<b>Employment Costs</b>	9,200	18,683	22,080	-3,397	Includes Pavilion Staff PAYE/Pension
	Staff Costs	8,894	18,207		
	Payroll	306	476		
	Audit Fees	780	545		
	General Administration	427	399		
	Affiliation Fees/Subscriptions	687	815		
	Website	753	840		
	Clr Training	0	200		
	Clerk's Training	0	0		
<b>Admin</b>	2,647	2,799	2,799	0	
<b>Insurance</b>	3,185	3,250	3,185	65	
	Street Furniture repairs	870	1,150		
	Minor Highways works	545	500		
	Grass cutting	15,858	18,000		
	Lawn Treatment (Greenthumb)	151	265		
	Grass Equipment Maintenance	536	1,500		
	Tree surgery	0	3,900		
	SSSI (Beds Wildlife Trust)	1,150	600		
	Play Area Safety Inspection	93	105		
	Play Area maintenance	0	700		
	Other works	270	0		
	Christmas Tree	0	4,400		
<b>Highways, Parks and Open spaces</b>	19,472	31,120	29,170	1,950	Assume half of tree budget not used
	...	0			
	The Loop magazine	485			
	Biddenham Conservation Group tools	499			
<b>Grants to community groups</b>	984	1,500	1,500	0	Depends on Sept Conservation grant decision
	Pavilion bench	999	0		
	Tommy soldier	495	0		
	Replacement flagpole/flag	1,478	0		
	Trees For Streets	600	0		
	Contingency	0	1500		
<b>Miscellaneous</b>	3,572	1,500	3,572	-2,072	Offset with CIL reserves
<b>Total Outgoings</b>	<b>39,060</b>	<b>58,852</b>	<b>62,306</b>	<b>-3,454</b>	
<b>Year To Date Net P&amp;L</b>	<b>-3,253</b>	<b>1,990</b>	<b>12,077</b>	<b>10,087</b>	

**BPC Pavilion - Spend Against Budget 2023/24**

BIDDENHAM PARISH COUNCIL



		YTD (Actual) Gross	YTD (Actual) Net	Annual Budget	Full year (est)	Full year variance	
Pavilion Car Parking charge		3,125	3,125	6,360	6,250	-110	
Pavilion Hire fees		12,302	12,302	19,579	23,466	3,887	Deposits removed
Pavilion Cricket Club Fees		0	0	1,412	1,412	0	
Pavilion Other income	Parish Council Reserves	0	0	0			
Pavilion Grant income		0	0	0			
<b>Total Income</b>		<b>15,427</b>	<b>15,427</b>	<b>27,351</b>	<b>31,128</b>	<b>3,777</b>	
Deposits returned	Deposits returned	2,525	2,525	0			
Employment Costs	Pavilion Staff Costs	4,832	4,832	11,919	11,597	322	Partial offset with PC Staff costs
	Pavilion Utilities	3,989	3,989	8,717	9,573		
	Licences	2,670	2,225	1,162	2,225		
	Pavilion Maintenance/Service/Inspections	2,306	2,046	6,500	4,909		
	Pavilion Cleaning materials	547	528	519	1,267		
	Waste collection	478	478	524	1,147		
Running costs		9,989	9,265	17,422	19,121	-1,699	Underbudgeted on music licence
	Door lock fix	540	540				
	Gate sign	123	123				
	Salt bin/spreader	803	730				
	Additional CCTV camera	420	350				
Improvements		1,886	1,743	0	1,743	-1,743	Offset with CIL reserves
<b>Total Outgoings</b>		<b>19,232</b>	<b>18,365</b>	<b>29,341</b>	<b>32,461</b>	<b>-3,120</b>	
<b>Year To Date Net P&amp;L</b>		<b>-3,805</b>	<b>-2,938</b>	<b>-1,990</b>	<b>-1,333</b>	<b>657</b>	