

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 20th June 2023 at 7.30pm in Biddenham Pavilion.

MINUTES

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

In attendance: David Brough (Clerk).

1 **Apologies for Absence:** None.

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

3 **Cooption**

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

Six candidates were present and each introduced themselves.

It was **resolved** to hold the cooption in private and all the candidates left the room (Clerk's advice was to hold it with the candidates present).

Following a discussion and a first round of voting to reduce the candidates to "three for three" positions, the following decisions were made:

Resolved to coopt Simi Otukoya to the council. (Proposer: Cllr Briggs. Seconder: Cllr Chase).

Resolved to coopt Laura Simmonds to the council. (Proposer: Cllr Briggs. Seconder: Cllr Chase).

Resolved to coopt Caroline Cross to the council. (Proposer: Cllr Briggs. Seconder: Cllr Chase).

4 **To approve the minutes of the parish council meeting held on 16th May 2023.**

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

5 **Public Open Session**

Parishioner spoke in relation to dog fouling in the village. Cllr Briggs to consider options for signage.

6 **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.
- Pavilion playground refurbishment: Clerk has received three playground quotes, which now need reviewing. Cllrs Simmonds and Chase wish to be involved in this process.
- Solar panels for the Pavilion: Clerk has submitted the application to the Mayor's Climate Change Fund.
- The Pavilion back door lock has been replaced after recent vandalism.
- The following items of maintenance have been booked: refinishing the bench at the pond, replacing the Day's Lane/Cricket pitch gate, replacing the broken slab at the war memorial.
- Speed sign column for Biddenham Turn: Clerk has requested BBC Highways to install a column to allow the speed sign and solar panels to be mounted.

7 **Borough Councillor Report**

No report received and Cllr Gambold not present.

8 **Highways & Open Spaces**

To consider three quotes for the replacement of the flagpole at the war memorial on Main Road following its recent vandalism.

The council considered three quotes for a more robust flagpole for the war memorial:

Resolved to purchase the 6 metre Heavy Duty flagpole from Harrison's at £1,438 (Ex VAT) and not to proceed with an additional bespoke "metal sleeve" protection.

Resolved to fly two flags simultaneously (St George and Ukrainian flags) except for special occasions that require just the St George or Union Jack flags.

9 Biddenham Pavilion

- *To consider three quotes for Pavilion roof repairs and to agree to apply to the BBC Rural Grant scheme.*

It was decided that a full-scale roof replacement is no longer required and instead to carry out smaller targeted fixes. **Actions:** Clerk to seek two further quotes for the smaller-scale works.

- *To consider extending the current Pavilion CCTV system to the side door at the Pavilion following recent vandalism of the door lock.*

Resolved to purchase the additional CCTV camera from South East Security at £350 (Ex VAT).

- *To consider an update to the Pavilion website to allow staff to submit timesheets and records of checks (including fire safety) to the Pavilion Manager*

It was agreed not to proceed with the Pavilion website extension, but instead to use paper records kept at the Pavilion and potentially a specialist timesheet app if required.

- *To review and adopt the Fire Safety and Health & Safety policies*

Action: Following an initial review of the Fire Safety Policy, it was agreed to seek an independent company to carry out an inspection and assist with the documentation up to a cost of £300.

10 CIL Projects

- *To note the current CIL balance and the latest expected receipt of CIL money – to include an agreement to move funds into savings.*

Balances were noted and it was **resolved** to set up a new savings account to transfer the new CIL funds into.

- *To discuss the CIL projects list and note the status of the various projects.*

The Clerk presented the latest version of the potential CIL projects, which is also available on the council website. The council will look to choose further projects once the initial projects are closer to completion: Pavilion Solar Panels, Pavilion playground, tennis court surfacing and fencing. Of note were a number of items that are sports/play related that cannot progress without an available site. The borough council confirmed that planning restrictions stopped the land near to the St Mary's development being used for this purpose. This agenda item will be added to future meetings for continual review.

11 Other items

- *To agree whether to move to ".gov" email addresses for the clerk and councillors following issues with the clerk's email and from advice from the Information Commissioners Office about parish council emails. To include a decision on whether to align the website onto the same ".gov" and to resolve accessibility (DDA) issues with the current site.*

Action: Clerk to investigate how many other local parish councils have moved to .Gov email addresses.

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 analysis were noted.

13 Planning applications

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

APPLICATION NO: 23/01157/FUL Full Planning Application
PROPOSAL: Erection of four detached dwellings and associated garages
LOCATION : Land At Vicars Close And Adjacent 59 And 43A Main Road Biddenham

APPLICATION NO: 23/01168/S73A Retrospective planning permission Application
PROPOSAL: 1 - 1.2m stone wall along front garden boundary with no. 7 The Old Barns
LOCATION : 6 The Old Barns Biddenham Bedford Bedfordshire MK40 4BL

APPLICATION NO: 23/01181/S73 Variation of Condition Application

PROPOSAL: Demolition of existing dwellings and erection of two dwellings (Revised Scheme) including variation of approved plans condition 2 attached to 22/00119/S73 to allow for changes including coping to roofs of dwellings and garages, glazed screens to balconies and two additional personnel doors into the integrated garage at plot 1
LOCATION : 12 And 12A Vicars Close Biddenham Bedford Bedfordshire MK40 4BG

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: 23/01184/LBC Listed Building Consent Application

PROPOSAL: Demolition of existing detached outbuilding, attached garage and kitchen and bathroom block. Erection of single storey side and rear extension linked by frameless glass linking structures and detached outbuilding. (revised scheme)

LOCATION : 35 Main Road Biddenham Bedford Bedfordshire MK40 4BD

APPLICATION NO: 23/01221/S73A Retrospective planning permission Application

PROPOSAL: Single storey, front, side and rear extensions.(Development already carried out)

LOCATION : 54 Bromham Road Biddenham Bedford Bedfordshire MK40 4AQ

APPLICATION NO: 23/01162/FUL Full Planning Application

PROPOSAL: Front and rear single storey extensions and alterations to existing garage block/home office

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

APPLICATION NO: 23/01024/FUL Full Planning Application

PROPOSAL: Erection of detached store, garden wall, fencing and widening of drive.

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

Resolved to object to this application on the following grounds: Due to this being in a Conservation Area, there is an objection to the revised frontage. The drive width is to be doubled by the removal of a stone wall which, at the moment, creates a symmetry around the front gate. This incongruence will be detrimental to the street scene; it is at odds to the properties opposite. Further, the new wall running from the left of the gate up to the front door will divide the front of the house in two, making the drive side look very segregated, open and harsh. The proposed fencing, which is not shown in detail anywhere, but which is 1.8m high and will be “decorative lattice panels”, is considered to not be in-keeping with the otherwise very uniform appearance of all the other houses in the street. An example is fortuitously already available, to the right of the drive, where the owner has a current 1.8m high fence running just for a couple of metres. It is considered that if this were repeated in the much more obvious position in front of the house, albeit with a lattice pattern, then it would look unattractive. It is also noted from the Design, Access & Heritage Statement that the owner has not consulted neighbours or planners before putting in this application. The parish council would consider it useful to have done so.

APPLICATION NO: 23/01292/FUL Full Planning Application

PROPOSAL: Single storey side extension

LOCATION : 2 Bream Close Biddenham Bedford Bedfordshire MK40 4UX

Resolved to object to the above planning application on the following grounds: The proposal is an over development of the site and the front elevation of the extension is not harmonious to the street scene.

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

- To revisit the committee memberships, including planning responsibilities by street.

15 **Date of next meeting: 18th July 2023 – Biddenham Pavilion**

BPC - Payments June 2023

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross
22/05/2023	Deposits returned	Multiple			£ 300.00
22/05/2023	Staff Costs	Multiple	May staff costs		£ 2,324.04
22/05/2023	Pavilion Maintenance/Service/Inspections	Bedford Window Cleaning			£ 180.00
30/05/2023	Pavilion Utilities	Direct Debit (BRITISH GAS)	Pavilion Electrics		£ 236.67
01/06/2023	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 25.17
09/06/2023	Pavilion Utilities	Direct Debit (DYCE ENERGY)	Pavilion Gas		£ 381.04
12/06/2023	Pavilion Cleaning materials	VIKING			£ 155.21
12/06/2023	Deposits returned	Multiple			£ 150.00
12/06/2023	The Loop magazine	WHITE HART PRESS			£ 485.00
23/05/2023	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 31.00
24/05/2023	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 53.94
01/06/2023	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 13.09
01/06/2023	Waste collection	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 81.35
02/06/2023	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 450.00	
12/06/2023	Pavilion Hire fees	Multiple		£ 2,249.86	
Not yet paid	Website	D BROUGH	Ionos Website Hosting		£ 12.00
Not yet paid	Payroll	Red Shoes	Quarterly Payroll		£ 126.00

BPC - Balances - June 2023

Unity Trust		£
CCLA Savings	Inc. payments not yet made	70,707
Total funds held		151,465
		222,172

Allocation of Balance Sheet

CIL Monies		133,690	Estimated £330k more by end of 2025
VAT refund due		0	
General reserve		88,482	Balancing figure
Total allocation		222,172	

BPC - Spend Against Budget 2023/24

BIDDENHAM PARISH COUNCIL



	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Precept Income	28,046	56,092		
Grass Cutting Income	2,468	2,250		
Bidwells Income	2,000	2,000		
VAT Refund	0	0		
CIL Receipts	0	0		
Other Income	0	0		
Bank Interest	0	500		
Total Income	32,514	60,842		
Employment Costs				
Staff Costs	3,538	18,207		
Payroll	210	476		
Employment Costs	3,748	18,683	4,044	295
Admin				
Audit Fees	150	545		
General Administration	354	399		
Affiliation Fees/Subscriptions	642	815		
Website	10	840		
Clr Training	0	200		
Clerk's Training	0	0		
Admin	1,156	2,799	606	-550
Insurance				
Insurance	3,185	3,250	250	250
Highways, Parks and Open spaces				
Street Furniture repairs	0	1,150		
Minor Highways works	137	500		
Grass cutting	6,772	18,000		
Lawn Treatment (Greenthumb)	76	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		
Highways, Parks and Open spaces	8,669	31,120	6,736	-1,934
Grants to community groups				
The Loop magazine	485			
Biddenham Conservation Group tools	499			
Grants to community groups	984	1,500	325	-660
...	0	0		
...	0	0		
Trees For Streets	600	0		
Contingency	0	1500		
Miscellaneous	600	1,500	325	-275
Total Outgoings	18,343	58,852	12,284	-2,874
Year To Date Net P&L	14,170	1,990		

BPC Pavilion - Spend Against Budget 2023/24

BIDDENHAM PARISH COUNCIL



	YTD (Actual) Net	Annual Budget	Budget (Part year)	Variance
Pavilion Car Parking charge	1,450	6,360		
Pavilion Hire fees	6,029	19,579		
Pavilion Cricket Club Fees	0	1,412		
Pavilion Other income	0	0		
Pavilion Grant income	0	0		
Total Income	7,479	27,351		
Deposits returned	1,050	0		
Employment Costs	1,872	11,919	2,580	708
Pavilion Staff Costs				
Pavilion Utilities	2,356	8,717		
Licences	0	1,162		
Pavilion Maintenance/Service/Inspections	405	6,500		
Pavilion Cleaning materials	359	519		
Waste collection	212	524		
Running costs	3,331	17,422	3,771	440
...	0			
...	0			
...	0			
...	0			
Improvements	0	0	0	0
Total Outgoings	6,253	29,341	6,351	1,148
Year To Date Net P&L	1,226	-1,990		