

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 10th October 2023 at 7.30pm in St James's Barn, Church End, Biddenham, MK40 4AS.

MINUTES

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

In attendance: David Brough (Clerk).

1 **Apologies for Absence:** Francia Slade (Unwell).

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

3 **To approve the minutes of the parish council meetings** held on 19th September 2023.

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

4 **Public Open Session**

No members of the public were present.

5 **Clerk's report on actions**

Items of note:

- Roof works to the Pavilion have been completed – replacement of lead flashings and fixing of tiles
- The installation of the new Pavilion playground is expected to start in January next year.
- Roger Rigby has agreed to accept the Freedom Of The Parish award from the parish council. Clerk is ordering the certificate and Cllr Fowler will advise of a date for the presentation, which can hopefully be combined with another formal public event.
- Cllr Briggs provided feedback from his meeting with key stakeholders at the borough council, including the Mayor, in relation to average speed cameras and other issues; currently there are budget pressures from the ongoing costs of running the existing sets of cameras in the borough. Officers are working to ameliorate this issue and also to see if anything can be done to resolve the parking issues on Main Road at school drop off/pick up. Clerk will take speed data from the current speed signs to see what the level of speeding is.

6 **Borough Councillor Report**

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

7 **Open Spaces & Highways**

a) *Proposal from Cllr Briggs: To agree to purchase 15 trees through the borough council's Trees For Streets programme to replace some of the bollards on Biddenham Turn (layout plan provided). Trees at £350 each and bollard removal estimated at £50 each: total of £6000. Also to consider any other locations councillors might want to plant trees.*

Councillors reviewed the map proposal and **resolved** to approve the spend on 15 new trees.

Action: Clerk to send the proposal to the BBC Tree Officer for a feasibility review.

b) *To consider placing a borough council grit bin on Main Road: £325 supplied/installed and £60 per refill.*

Councillors discussed whether the grit bin would get used and also if it would be unsightly in this location. **Resolved** not to progress with the purchase and installation.

8 **Biddenham Pavilion**

To agree an approach to resolve door maintenance issues at the Pavilion, subject to costs.

It was agreed to engage a contractor to determine if the rear and front main doors required replacing or could be repaired to a good standard; if they cannot be repaired then quotes should be sought for replacement.

Actions: Clerk to engage a maintenance contractor for repairing the doors. Clerk to arrange an on-site meeting for the Pavilion Committee to determine a schedule of areas that might need future renovation.

9 **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.

10 **Planning applications**

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

APPLICATION NO: 23/02100/FUL Full Planning Application

PROPOSAL: Single storey rear extension

LOCATION : 4 Franklyn Gardens Biddenham Bedford Bedfordshire MK40 4QD

Amended

APPLICATION No 23/01106/MAR TYPE: 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

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

None.

Date of next meeting: 14th November 2023 at St James’s Barn.

BPC - Payments Oct 2023

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross
22/09/2023	Staff Costs	Multiple	September		£ 2,603.20
22/09/2023	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 31.00
25/09/2023	Biddenham Conservation Group tools	BCV	Grant for BCV Tools		£ 138.22
25/09/2023	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 49.14
26/09/2023	Affiliation Fees/Subscriptions	ICO			£ 35.00
28/09/2023	Pavilion Cricket Club Fees	BIDDENHAM CRKT CLB		£ 1,507.00	
28/09/2023	Precept Income	Bedford BC	Precept - 2nd half	£ 28,046.00	
30/09/2023	General Administration	Unity Trust	Bank charges		£ 18.00
30/09/2023	General Administration	Unity Trust	Bank charges		£ 18.00
02/10/2023	Pavilion Utilities	Direct Debit (BRITISH GAS)	Pavilion Electrics		£ 196.80
02/10/2023	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 25.17
02/10/2023	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 13.53
02/10/2023	Waste collection	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 77.50
06/10/2023	Pavilion Hire fees	Multiple 19/09-06/10		£ 1,556.00	
06/10/2023	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 600.00	
Not yet paid	Grass cutting	Chris Horne Garden	August		£ 1,770.00
Not yet paid	Grass cutting	Chris Horne Garden	September		£ 2,629.20
Not yet paid	Licences	BBC (D Brough expense)	Premises licence		£ 180.00
Not yet paid	Roof repairs	Rural Roofing	Lead flashings, tile fixes		£ 3,500.50
Not yet paid	General Administration	South East Security	Annual Pavilion CCTV		£ 118.80

BPC - Balances - Oct 2023

Unity Trust	Inc. payments not yet made	£	
CCLA Savings		79,706	
C&C Savings		150,000	
Total funds held		153,265	
<u>Allocation of Balance Sheet</u>			
CIL Monies		301,690	
Budget left to spend (Estimate)		22,000	
VAT refund due		-5,904	
General reserve		65,186	Balancing figure

BPC - Spend Against Budget 2023/24

BIDDENHAM PARISH COUNCIL



	YTD (Actual) Net	Annual Budget	Full year (est)	Full year variance	
Precept Income	56,092	56,092	56,092	0	
Grass Cutting Income	2,468	2,250	2,250	0	
Bidwells Income	2,000	2,000	2,000	0	
CIL Receipts	167,881	0			
Other Income	500	0	500	500	
Pavilion bench - Dandara					
Bank Interest	2,793	500	9,541	9,041	
Total Income	231,734	60,842	70,383	9,541	
Employment Costs	10,662	18,207			
Staff Costs	306	476			
Payroll	10,968	18,683	21,937	-3,254	Includes Pavilion Staff PAYE/Pension
Audit Fees	780	545			
General Administration	562	399			
Affiliation Fees/Subscriptions	722	815			
Website	758	840			
CILr Training	0	200			
Clerk's Training	0	0			
Admin	2,822	2,799	2,799	0	
Insurance	3,185	3,250	3,185	65	
Insurance					
Street Furniture repairs	870	1,150			
Minor Highways works	545	500			
Grass cutting	19,524	18,000			
Lawn Treatment (Greenthumb)	176	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			
Highways, Parks and Open spaces	23,163	31,120	29,170	1,950	Assume half of tree budget not used
...	0				
The Loop magazine	485				
Biddenham Conservation Group tools	638				
Grants to community groups	1,123	1,500	1,500	0	
Pavilion bench	999	0			
Tommy soldier	495	0			
Replacement flagpole/flag	1,478	0			
Trees For Streets	600	0			
Contingency	0	1500			
Miscellaneous	3,572	1,500	3,572	-2,072	Offset with CIL reserves
Total Outgoings	44,833	58,852	62,163	-3,311	
Year To Date Net P&L	186,901	1,990	8,220	6,230	

BPC Pavilion - Spend Against Budget 2023/24

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		YTD (Actual) Net	Annual Budget	Full year (est)	Full year variance	
Pavilion Car Parking charge		3,725	6,360	6,386	26	
Pavilion Hire fees		13,858	19,579	22,517	2,938	Deposits removed
Pavilion Cricket Club Fees		1,507	1,412	1,507	95	
Pavilion Other income	Parish Council Reserves	0	0			
Pavilion Grant income		0	0			
Total Income		19,090	27,351	30,410	3,059	
Deposits returned	Deposits returned	2,600	0			
Employment Costs	Pavilion Staff Costs	5,823	11,919	11,646	273	Partial offset with PC Staff costs
	Pavilion Utilities	4,279	8,717	8,558		
	Licences	2,405	1,162	2,405		
	Pavilion Maintenance/Service/Inspections	6,086	6,500	8,667		
	Pavilion Cleaning materials	528	519	1,055		
	Waste collection	556	524	1,111		
Running costs		13,853	17,422	21,796	-4,374	Underbudgeted on music licence and Maintenance budget used on roof
	Gate sign	123				
	Salt bin/spreader	730				
	Additional CCTV camera	350				
Improvements		1,203	0	1,203	-1,203	Offset with CIL reserves
Total Outgoings		23,480	29,341	34,646	-5,305	
Year To Date Net P&L		-4,389	-1,990	-4,236	-2,246	