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| **Minutes of Annual Meeting of the Parish Council held on Wednesday 14 June 2017 at the Pavilion, Deep Spinney, Biddenham** |

#### Present: Peter Chase, Graham Bates, Chris Gee, Alan Jacobs, Krzys Osuch, Terry Platt, Francia Slade, Borough Cllr Rigby and the Clerk were in attendance. In addition, there were 4 members of the public.

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|  | **Apologies for Absence**  Apologies were received from Cllr Gambold |  |
|  | **Declarations of interest**  Cllr Roger Rigby declared an interest in item 8 the Local Plan as one of the sites proposed in the Local Plan is located directly behind his property. |  |
|  | **To approve the minutes of the Annual meeting held on Wednesday 10th May 2017**  **It was resolved** to approve the minutes. | Clerk |
|  | **Matters Arising from Minutes**  There were no other matters not covered elsewhere within the agenda. |  |
|  | **Public Open Session (15 mins)**  Is the parish council able to do anything about the stone wall on the west side of Nodders Way? This is currently covered in ivy and in a poor state of repair. *Cllr Bates responded that the parish council had previously taken advice on this matter from the Borough Council who advised that if the ivy was removed the wall would collapse.* Would the PC consider demolishing the wall and then having a new one built? *No, this would be very expensive and we have other demands on our budget.*  Traffic light sequencing at Biddenham Turn is still a problem when can we expect this to be altered? *Cllr Chase and Rigby have met with the Borough regarding this and other Highway matters and whilst the Borough recognise they need adjusting we have not been given a timescale. We will discuss this more fully under matters in progress.*  Kerbstones on corner of Biddenham Turn still need repairing. Clerk to raise with Highways.  How can we ensure that the contractors who are currently working at Ison Close return the highway to its original condition? Members of the Parish Council *and residents will need to monitor the situation to ensure the highway is returned to its original condition and if we have concerns these shall be passed to the Borough who can require the contractors to re-instate the highway.*  CCTV at end of Biddenham turn has there been any progress regarding this? *This will be considered under parish concerns.* | Clerk  ALL |
|  | **Local Plan 2035 – to consider a response**  A final draft had been circulated to all members. One final revision was made regarding under-provision of school places and total number of schools required for Biddenham. The revision was approved and **it was resolved** to approve the response for submission. | P Chase |
|  | **To consider any projects for inclusion in the Borough highways maintenance schemes 2018-2022**  **It was resolved** to submit the following works:  Resurfacing of the following roads:  Deep Spinney - from the Bromham Road roundabout to the entrance of the Pavilion  Gold Lane – whole length  Bromham Road from the old Golf club to the entrance to the Bromham Road service road  *Cllr Platt reminded members that the parish council were concerned about parking provision at the country park now the facilities were going to be managed by the developers. It was agreed to put this item under matters in progress and ask Cllr Gambold to raise with the Borough.* | Clerk  J Gambold |
|  | **Planning – to note the report and consider any new applications**  6 Thorpe Close – fell two oak trees – Cllr Chase has reviewed the application. Several surveys have been carried out over the past few years but the most recent one indicates some slight subsidence. It was noted that the residents of no 6 Thorpe Close do not support this application even though one of the trees is on their property and they are not affected by subsidence. Cllr Chase had sought advice and was informed that if the trees were felled this would create the opposite effect of shrinking the local ground and would in fact deposit water into the local ground. The official term for this is “heave” which can cause houses to start rising and the ground cracking because of the excess water pushing to the surface. This could also cause damage to nearby properties. **It was resolved** that the PC would object to this application for two very mature trees being demolished one of which is on a neighbour’s property.  20c Bromham road no objections to the pollarding  23 Bromham Road – members wished to object to this application on the grounds of over development and that the proposed property would not be in keeping with the street scene  9 Church End – no objections  Guidance: is the parish council aware that no 28 Elger Close is converting their garage as no planning application been submitted? Clerk to ask the Borough if planning permission is required or whether this is under permitted rights. | Clerk  Clerk  Clerk |
|  | **Clerk’s report**  The report was noted    **It was resolved** to approve the purchase of a new fridge for the Pavilion.  Members were delighted to hear that Mr Wingfield had increased his yearly donation towards the cost of Grasscutting. **It was resolved** to write to Mr Wingfield to thank him for this contribution.  Please can we chase the Borough council for their contribution towards grass cutting.  It was reported that some of the paving slabs at the Pavilion (from the front entrance towards the children’s play area) are uneven and could be a trip hazard. **It was resolved** to arrange for these to be repaired. | Clerk  Clerk  Clerk  Clerk  Clerk |
|  | **Financial Matters**   1. Accounts for approval – **it was resolved** to approve the accounts for payment:  |  |  |  |  | | --- | --- | --- | --- | | **BACS** | **Payee** | **£** | **Description** | | BACS | Chris Horne | 3372.00 | Grass cutting | | BACS | Bedford Window Cleaning | 200.00 | Window cleaning at Pavilion | | BACS | G Wiggs | 135.00 | Internal Auditor fee | | BACS | BATPC | 476.00 | Annual affiliation fees | | BACS | Gary Creek Ltd | 318.00 | Replacement window unit at Pavilion | | BACS | PJB Heating Ltd | 205.20 | Replacement valve for heating system at Pavilion | | BACS | T Horton | 265.00 | Supply 2 x WC toilet seats and install 1 x toilet seat at Pavilion | |  | **TOTAL** | **4971.20** |  |   (ii) To note the spend against budget – the report was noted  Members queried why the admin budget heading spend was so high so early in the financial year. *The clerk responded that this heading included the cost of the revaluation report for the Pavilion which had not previously been considered when the budget was set.*  (iii) To consider requests for funding from:  Biddenham Pond - £50 for net to clear pond of the Alzola weed  During the months of March-October the pond provides a safe habitat for newts which are a protected species. Therefore, the volunteers do not enter the pond but to keep the weed at bay they need to skim the surface. The large net will assist the volunteers to clear the weed from the pond. **It was resolved** to award a grant of £50.00 to the Friends of Biddenham Pond.  Membership of Open Spaces Society £45.00  Would the PC consider joining the Open Spaces Society? This is a charitable organisation who provide advice and this could be quite useful to the parish especially when considering matters dealing with local green spaces. If the PC joined the organisation they could share information with other interested parties i.e. the village pond committee of the Biddenham Society. **It was resolved to** join the Open Spaces Society and that this would be reviewed on a yearly basis to ensure the council are making use of the subscription.    Biddenham football team – the Clerk reported that the club no longer requires funding.  (iv) To approve the statement of governance  **It was resolved** to approve the statement of governance  (v) To approve the statement of accounts for 2016-17  **It was resolved** to approve the statement of accounts for 2016-17  (vi) To note the internal auditors report  The report was accepted and there were no recommendations for consideration  (vii) Effectiveness of internal audit and the parish council’s system of internal controls  Members reviewed the council’s current statement of internal controls including use of the current internal auditor. They were satisfied with their system of reviewing policies, the parish council accounts and spend against budget. They also agreed to continue to use Gill Wiggs to conduct the internal audit. | Clerk  Clerk  Clerk  Clerk  Clerk  Clerk |
|  | **Matters in Progress**  Surfacing outside St James Lower – site visit has taken place with DJT surfacing. They have provided a quote for two sections of footpath:  1 - From the corner with Nodders Way outside the school stopping at the first driveway  2 – From the driveway closest to the war memorial to just past the war memorial including the area that had recently been patched by the utility company with black tarmac  **Total cost of £8843.50 + VAT**  The footpath would be the same type as the footpath outside the cottages on the left-hand side of Main Road just past the village hall. Members asked for an additional quote to include the full length from Nodders Way to the War Memorial and asked the Clerk to obtain an additional quote from Bedford Borough Council for comparison.  Shrubbery near the War memorial – Bidwell’s have confirmed they will pay for this work to be carried out and provided the Clerk with the contact details of their contractor. The clerk will undertake a site visit.  Wooden Posts on Biddenham Turn – the clerk now has the contact details for the officer at Beds BC. Currently they are on annual leave but upon their return a site visit will be arranged and a quote ready for the July meeting. **It was resolved** that the quote could be emailed to all members and not wait until the July meeting since the parish council had already approved for the works to take place.  Highways  The following items have been raised with Highways:  Biddenham Turn traffic light sequencing  Kerbstones on Biddenham Turn  Trees on the Bromham Road roundabout  Parking provision at the new Country Park – will there be sufficient parking for visitors to the country park given that the new sports centre will now be managed by the developers and not the Borough Council?  CCTV at entrance to Deep Spinney off the roundabout and at the end of Biddenham Turn. Members asked whether any other parishes had installed CCTV and had it been successful in reducing levels of crime? The clerk reported that Willington and Brickhill Parish Councils had paid for CCTV cameras which are monitored by the Borough CCTV centre. **It was resolved** to pass the costings and contact details to Cllr Rigby who would speak with Bedford Borough Council on our behalf. | Clerk  Clerk  Clerk  P Chase  J Gambold  Clerk/R Rigby |
|  | ***Parish Concerns***  It was reported that there was a lot of mud and stones left on the highway and this had come from vehicles exiting the field at the top of Gold Lane. **It was resolved** that Cllr Jacobs would report this to the Highways help desk.  Bidwell’s – had requested a rough sketch of the area we intend to put paving slabs down at the bus stop. Cllr Slade to provide the Clerk with the drawing to forward to Bidwell’s.  There are 3 small channels that have been dug out of the grass verges between the 3 Tuns and The Old Vicarage on Main Road. As there are no street lights these could be a hazard to anyone walking along the verge in the evening, does anyone know what they are and who is responsible? The clerk had reported this to Bidwell’s but had not received a response.  At the top of Elger Close on the right-hand side the grass has not been re-seeded following works by the utility companies. Can we ask the Borough to arrange for this to be done? | A Jacobs  F Slade  Clerk  Clerk |
|  | **Review of Clerk’s salary**  Members of the public were excluded from the meeting for this item. The clerk left the room during this item.  As this is a confidential item this item is recorded separately. |  |
|  | **Date of next meeting:** Wednesday 12th July |  |

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Approved by Chairman 12 July 2017