

Biddenham Parish Council
Minutes of Meeting - 092020
Held Wednesday 9th September 2020 via Zoom

In line with current Coronavirus government legislation, The Parish Council will not be holding face to face meetings for the foreseeable future, therefore this meeting was held by Zoom conference facility.

Meeting commenced at 19.30 and finished at 21.45

Present:

Cllrs - P Chase (Chairman), G Bates, S Briggs, C Gee, H Fowler, A Jacobs, F Slade (part), J Warren and K Cotton (Clerk)

Borough Cllrs - J Gambold and R Rigby

Members of the public – There were 3 members of the public in attendance.

From Great Denham action group – B Cox

1. Apologies

Apologies were received from Cllr K Osuch.

2. Declaration of Interests

Members are invited to declare any personal or prejudicial interests they may have in any items on the agenda. None declared.

3. To Approve The Minutes

RESOLVED - *The minutes of the Parish Council meeting held on 8th July 2020 and the extraordinary meeting held on 19th August 2020 were approved.*

ACTION – *PC to sign minutes and Clerk to retain copies.*

4. Public Open Session

a. Trees

RESOLVED – *That the following tree work would be investigated and followed up with either Borough or Greg Lawrence:*

- *3 Cherry trees overgrown across pavement (by 9 Deep Spinney) and also touching top of sub station - Parish*
- *Hedge at the side of the ditch in same location - Parish*
- *Crown lifting Kings Corner – Borough*
- *Letter from resident regarding weeds in Elger Close to service road cut-through passage - Parish*
- *Overhanging Trees Darlow Drive 16,18,20,22*
- *Manor Hospital Cherry Trees - Parish*

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092020

Action: JG to confirm responsibility for those not identified. JG to follow up Borough trees and KC to contact Greg Lawrence for Parish.

Action: JG to contact Gary/Alison Ivatt cc Graham Court (Borough tree man) to ask for a copy of the tree mapping for Biddenham which will help with future decision making processes.

b. Speed Watch

- BG confirmed that Speed Watch activities have re-started in September and to summarise:
 - ⇒ 75% reduction in volume of traffic.
 - ⇒ % of speed violations in to the village is approximately half to those out.
 - ⇒ In August worst 5 speeders were coming into the village – possibility people are used to the sign facing those leaving the village.
 - ⇒ Movement of speed device to Bromham road, Bedford bound, not approved by Borough.
 - ⇒ Concerns raised by residents on Biddenham Turn about speeding of up to 65/70mph along this stretch of road.

RESOLVED – That the speed activated device be moved to Biddenham Turn so speeds can be monitored and data gathered for review at future meetings, and onward transmission to the police if needed.

ACTION: BG to send email to RR and JG to request the temporary move of the device to Biddenham Turn and they will confirm with Borough.

RESOLVED -That flyers would be placed on the parish noticeboards confirming that the parish is participating in a Speed Watch scheme.

ACTION: BG to pass flyers to KC for circulation to GB and AJ.

c. Great Denham Action Group (GDAP)

- Brian Cox, chair of the Great Denham Action Group, joined the meeting to update the Parish Council on plans to try and keep the golf course open and protect the urban gap / green space.
 - ⇒ GD Golf course do not now want to continue in business; the course will close on 16.10.20.
 - ⇒ Some local members of the community would like to run the club as a non profit entity but the trustees will not consider this.
 - ⇒ If golf club building to be used for any other purpose it is subject to full planning.
 - ⇒ On 28.8 GDAP sent first formal letter to Bidwells pushing back on 5 statements they had publicly made in the Bedford Independent.
 - ⇒ 2800 Residents have signed a petition to keep the golf course open.
 - ⇒ Bidwells looking to turn land to farming and use buildings for alternative use.
 - ⇒ At meeting with Richard Fuller, PC and GDAP on 4.9.2020 the trustees confirmed they are not willing to discuss the future use of the land as a golf course.
 - ⇒ GDAP to increase media exposure and are looking into “group action” litigation process by residents to trustees of the land in particular in relation to the loss of value in the houses.

- ⇒ Bidwells confirmed that they are not prepared to talk to GDAP but will communicate via the Parish Councils.
- ⇒ Brian claimed several house sales have already fallen through as buyers pulling out due to uncertainties with golf course.
- ⇒ GDAP have requested Biddenham volunteers via our Street Teams WhatsApp groups.
- PC gave update on the meeting about the meeting on 4.9.2020. PC felt the landowners had made up their minds what they want to do but as a parish we should get some commitment to the land not being developed for housing in return for some concessions to change of use of the clubhouse. Whilst as a parish we could not give this, Borough could. PC confirmed that Biddenham Parish would support GDAP with regards to the protection of the urban gap.
- PC had not heard any rumours regarding Biddenham residents taking up legal action on the proposals.
- PC confirmed he had spoken to Donna Parsons chair of Great Denham Parish Council and it had been agreed Anna, clerk of Great Denham will contact Bidwells on behalf of both parishes and set up a meeting in the last week of every month for the foreseeable future.
- PC thanked BC for attending the meeting.

RESOLVED - *That a Biddenham Parish Golf Course sub-committee be formed to be the regular attendees at the monthly calls with Bidwells, PC, GB and HF volunteered for this.*

ACTION: *KC to set up a meeting with Borough Chief Exec Phil Simpkins and Head of Planning Jon Shortland to discuss expected planning application from Bidwells for a change of use of the golf course clubhouse.*

5. Coronavirus Measures Update:

RESOLVED;

- *That funding continues for coronavirus phone and email helplines.*
- *That Parish Council meetings would continue via Zoom.*
- *That the existing Zoom account be transferred from PC to the clerk.*
- *That a volunteer is sought to act as the Biddenham Covid Champion following correspondence received from Borough.*

ACTION: *PC to add KC as a participant to the street WhatsApp group and then KC to ask for a volunteer*

6. Pavilion Play Area

RESOLVED - *That the risk assessment to re-open the play area circulated in advance of the meeting was approved.*

- Whilst there was agreement to re-open the play area, in view of recent government changes to numbers of people able to meet, it was agreed to check with Borough if these would impact play areas. The parish council will mirror Borough's advice.

ACTION: RR agreed to follow up with Borough and update KC.

- HF asked that we monitor congregations of youths on the playing field and consideration be given to additional signs to remind the public of their responsibilities if it becomes an issue.

7. To Consider Planning

All Cllrs had received a copy of the planning report prior to the meeting – Appendix A to these minutes. No issues were raised or particular applications discussed.

- PC re-confirmed that following application reviews by planning sub-committees, the process should be that comments or objections be passed to the Clerk who will pass these to Borough.

RESOLVED - That Borough planning applications be directed to KC rather than GB

ACTION: KC to contact Borough planning and request change.

- PC confirmed that he is highlighting entries in red on the planning report that didn't come up on his original searches.
- RR confirmed that Borough have set up a scheme to register to review planning applications on-line which might be worth looking at to help with planning review activities.

8. To Agree Financial Matters

a. To approve accounts for payment

RESOLVED - That the Parish Council will adopt a system for proper approval of all items of expenditure and that minutes of Parish Council meetings will record each item of expenditure.

- PC added the cost of £75 for the internal auditor to the list, as this is a known upcoming payment to which there were no objections.
- CG questioned the additional insurance premium for the playground equipment. PC confirmed that it had been identified that the play area was not in fact insured and this was to cover it.

ACTION: KC to review asset register and align the asset register, insurance policy and parish risk assessment document.

RESOLVED - That the following payments were approved;

Biddenham Parish Council - September 2020 meeting accounts for payment to date of meeting 09/09/2020

As the August meeting did not take place this summary includes payments from July.

Bank Balances as at 8/9/2020

BM Account	£	40,416.31
HSBC Community Account	£	22,537.94
Total	£	62,954.25

JULY	Payee	Description	Amount (incl VAT if applicable)
03-Jul-20 BP	KTJ Plumbing - 37	Pavilion equipment - hand sanitisers	105.00
03-Jul-20 BP	D Slade - 38	Pavilion supplies	143.61
08-Jul-20 BP	House of Flags - 39	Replacement St Georges Flag	68.16
13-Jul-20 BP	Go Cardless - 40	Web	45.00
16-Jul-20 BP	Peter Chase - 41	Memorial bench and plaque	419.99
16-Jul-20 BP	Viking Direct - 42	Pavillion supplies	10.42
16-Jul-20 BP	Chris Horne - 43	Grass cutting	2080.80
16-Jul-20 BP	Peter Chase - 44	Zoom costs	14.39
17-Jul-20 BP	Chris Horne - 45	Grass Cutting	2446.80
20-Jul-20 DD	Opus Energy Electricity - 46	Pavilion electricity bill	43.61
23-Jul-20 DD	GoCardless - 47	Web	3.59
23-Jul-20 DD	Dial 9 Comms - 48	Web	5.99
24-Jul-20 DD	Bedford Borough - 49	Payroll for July	1055.52
26-Jul-20 BP	Mrs S A Sillett - 50	Pavilion deposit return	40.00
26-Jul-20 BP	Danielle Johnson - 51	Pavilion deposit return	14.25
26-Jul-20 BP	KTJ Plumbing - 52	Pavilion equipment- towel dispensers	35.00
26-Jul-20 BP	KTJ Plumbing - 53	Pavilion replacement equipment - shower heads	220.00
26-Jul-20 BP	Mrs D Slade - 54	Pavilion supplies - hand sanitiser	180.23
26-Jul-20 BP	KTJ Plumbing - 55	Pavilion equipment - hand sanitisers	52.50
Total for July			6,984.86

AUGUST	Payee	Description	Amount (incl VAT if applicable)
03-Aug-20 DD	Bedford Borough - 56	Election re-charges May 2019	39.71
03-Aug-20 DD	Bedford Borough - ??	Pavilion bin contract	222.17
05-Aug-20 BP	AMF Services - 58	Mower service	302.09
13-Aug-20 DD	1&1 Internet - ??	Web	12.00
18-Aug-20 DD	Opus Energy - 60	Pavilion electricity bill	57.19
23-Aug-20 BP	Peter Chase - 61	Zoom costs	14.39
23-Aug-20 BP	Lyn Lyman - 62	Clerks allowance	60.00
23-Aug-20 BP	Green Thumb - ??	Grass treatment	60.50
23-Aug-20 BP	GoCardless - ??	Web	3.59
23-Aug-20 BP	Dial 9 Comms - ??	Web	5.99
23-Aug-20 BP	Bedford Borough - 66	Payroll for August	1,499.06
23-Aug-20 BP	Npower - 67	Christmas tree electricity bill	26.84
23-Aug-20 BP	Smiths Fire LLP - 68	Extinguisher checks	180.00
Total for August			2,483.53

SEPTEMBER	Payee	Description	Amount (incl VAT if applicable)
03-Sep-20 BP	Gary Creek - 69	Pavilion - new gates and door alteration	996.00
05-Sep-20 BP	Gary Creek - 70	Maintenance - bench sanding and varnish	336.00
05-Sep-20 BP	Gary Creek - 71	Maintenance - point war memorial	300.00
05-Sep-20 BP	Gediminas Mikstas - 72	Pavilion - repair faulty light switch	40.00
05-Sep-20 BP	Fogizar - 73	Pavilion - covid mist treatment	90.00
08-Sep-20 BP	Chirs Horne Gardens - 74	Grass Cutting	3,463.20
To be paid BP	Came & Company	Insurance - extra premium for playground equipment	321.20
To be paid BP	L Barnicoat	Internal Audit Fee	75
Total for September			5,621.40
GRAND TOTAL			15,089.79

?? Indicates copy invoice is outstanding

b. To note the spend against budget for the Parish Council and Pavilion

All Cllrs had received a copy of spend against budget spreadsheets prior to the meeting and income and balances were noted.

- PC confirmed he had undertaken a review of forecasts.

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092020

July/August - reported in Sept 2020	PC Payments				PC Receipts		
	Actual Year to Date	Full Year Forecast	Original Budget		Actual Year to Date	Full Year Forecast	Original Budget
Clerk's Salary	4,551	11,300	11,300	Precept	31,500	43,000	43,000
Payroll Charges to Beds BC	107	260	260	Cil Levy	-	-	-
Audit Fees	-	500	500	Interest	19	80	100
General Administration	203	500	500	Bidwells	2,000	2,000	2,000
Affiliation Fees/Subscriptions	560	700	600	Beds BC grass cutting	-	2,300	2,300
Annual Insurance	2,669	2,669	2,650	Ward funds	-	-	-
Christmas Tree & Illuminations s137	57	1,750	1,750		-	-	-
Website	398	500	500		-	-	-
Remembrance Day s137	307	500	150		-	-	-
Grass Cutting Contract Playing Field, parish verges, Pavilion lawn, village triangle including Bromham Road	6,267	16,000	16,000		-	-	-
Lawn Treatment (Greenthumb)	50	210	210		-	-	-
Weedkilling	-	500	500		-	-	-
Grass Equipment Maintenance	252	3,500	3,500		-	-	-
Tree surgery	-	1,000	1,000		-	-	-
SSSI (funding to Beds Wildlife Trust)	-	600	600		-	-	-
Play Area Safety Inspection	-	130	130		-	-	-
Play Area (repairs)	-	700	700		-	-	-
Street Furniture repairs / Memorial / Sundial	1,215	1,500	1,000		-	-	-
Cllr Training	-	400	400		-	-	-
Clerk's Training	-	100	100		-	-	-
Contingency	-	2,000	2,000		-	-	-
Grants	-	-	-		-	-	-
TOTAL	16,637	45,319	44,350	TOTAL	33,519	47,380	47,400

All costs net of VAT

Remaining to pay/receive	28,683	13,861
Balance	-	14,822
Pavilion Balance	-	585
Expected use of reserves	-	-
To pay/receive overall by end of year	-	14,237
Current bank balances	-	70,223
Forecast bank balances at end of year	-	55,987

Receipts and Payments							
July/August Reported in Sept	Pavilion Payments				Pavilion Receipts		
	Actual Year to Date	Full Year Forecast	Original Budget		Actual Year to Date	Full Year Forecast	Original Budget
Staff salaries	2,371	7,500	8,000	Car Parking	925	4,000	6,700
Deposits refunded	389	-	-	Deposits received	-	-	-
Utilities & PRS License	953	4,225	4,225	Hire Fees	983	10,000	14,750
Maintenance/Service/Inspections	2,512	5,000	5,000	Cricket Club Fees	-	-	1,330
Improvements*	-	500	2,000		-	-	-
Other (cleaning materials/consumables)	1,493	2,000	1,500		-	-	-
TOTAL	7,718	19,225	20,725	TOTAL	1,908	14,000	22,780

All costs net of VAT

Maintenance improvements for 2020-21

?	?		
Remaining to pay/receive	11,507	12,092	
Balance	-	585	

- SB asked where the SSSI was located. PC confirmed it is on the Deep Spinney side of Bromham Road and the wildlife trust look after it.

c. To accept the AGAR for the year end March 2020

All Cllrs had received a copy of the AGAR together with a copy of the internal audit report for 2019/20 prior to the meeting. The main findings were:

- That the Parish Council website should display copies of relevant documents to meet the Transparency code. KC confirmed the documents required to be published to meet the code are:

- ⇒ List of all expenditure over £100
- ⇒ Copy of Annual Accounts
- ⇒ Annual Governance Statement
- ⇒ Internal Audit Report
- ⇒ List of Cllr member responsibilities
- ⇒ Public Land and Building Assets
- ⇒ Minutes and meeting papers

Signed by Chair..... Date.....

092020

- b. The approval of payments – discussed in previous agenda item.
- c. Expectation that the council regularly reviews expenditure against budget. PC confirmed this is already done via the “colourful” spreadsheet.
- d. Over the next 12 months the council need to get better at assessing risks and conducting the audit process.
- e. Review standing orders and financial regulations annually and report to meeting.
- f. Follow up outstanding VAT claim.

RESOLVED - *To accept the internal audit report and approve the AGAR for the year end March 2020.*

ACTION: *PC and KC to sign the AGAR and submit to Mazars.*

ACTION: *JW to provide some training to KC so she can post to the website going forward and also undertake a check to ensure it meets the Transparency requirements.*

ACTION – *KC to submit VAT claim.*

9. To Accept Clerk's Report

All Cllrs received a copy of the Clerk's report prior to the meeting – Appendix B to these minutes.

RESOLVED - *That the clerk's report be accepted.*

10. To accept Borough Cllrs' Report

All Cllrs received a copy of the Borough Cllrs' report prior to the meeting – Appendix C to these minutes.

RESOLVED - *That the Borough Cllrs' report be accepted.*

In addition, the following points were made:

- ⇒ RR has had a meeting with Gary Gardener to look at a number of minor potholes in Gold Lane.
- ⇒ RR confirmed the flooding between the school and pub has been resolved.
- ⇒ RR confirmed that he and JG have put £5,000 from their ward fund aside for half the cost of the lawnmower for the cricket club, with the other half hopefully coming from Borough rural grant fund.
- ⇒ RR confirmed Andy Prigmore has advised 20mph signs coming in from Bromham bridge have now been printed and the speed activated 20mph sign on the Biddenham side will also be installed hopefully prior to Christmas.
- ⇒ JG confirmed the 'Biddenham welcomes careful drivers' signs are up but there was some concern raised as to their location.

ACTION: *It was agreed that RR would review installed locations vs plans and ensure they are in the right places especially the one as you come off the bridge.*

⇒ JG confirmed the flooding and drain signs from Days Lane had been removed.

11. Matters In Progress

All Cllrs received a copy of the Matters in Progress summary prior to the meeting and items were reviewed. The matters in progress summary in Appendix D has been updated to reflect progress and actions from this meeting.

RESOLVED - *That the following matters be closed:*

- *Bromham Road Speed Limit*
- *Pavilion Parking*
- *St Georges Flag*
- *New Clerk*
- *SB agreed to chase the request made for a rubbish bin at the tennis courts*

ACTION: *SB to follow up with Glen Dynes.*

- JG requested a new flagpole be bought, that could be stored in case the existing one broke or was vandalised, especially prior to Remembrance Sunday.

ACTION: *KC to look into costs with House of Flags.*

- JG provided an update on repairs to Tommy. He is currently being welded back together and is hoped to back in situ before November 11th. Repair costs are FOC.

ACTION: *JG to follow up repairs*

- JG confirmed that the pothole by the 30mph sign had been fixed.

12. Parish Concerns

- JG asked that an item be added to the next agenda to discuss the possible extension of the yellow lines outside of the old hairdressers.

ACTION: *KC to add to next agenda.*

- AJ advised that graffiti had re-appeared under the underpass.

ACTION: *RR advised he has already reported this to Borough and will chase Gary Gardener.*

- CG raised concerns about the increase in potential drug dealing in Darlow Drive and avenue in to Elger Close and also the litter produced from these cars which CG is regularly having to clear up.

ACTION: *It was agreed that this should be reported to the police every time it is noticed.*

- JG commented that the Festival of Britain sign coming out of Bedford is looking very tired and needs to be bent back into shape and the colour enhanced. The one by the bridge should also be looked at.

ACTION: SB to find his contact at Borough and pass it to KC.

- PC had received a request from Chris Jones regarding the purchase of a peg rake for cowslip meadow.

RESOLVED - To agree to the purchase of the rake which will become a Biddenham Parish asset and PC will contact CJ to confirm.

- PC confirmed the new bench in memory of Alison Southern was now in place with a memorial plaque.

13. Date of Next Meeting

The date of the next meeting will be Wednesday 14th October 2020 @ 7.30pm via Zoom.
The Zoom link is <https://us04web.zoom.us/j/524544164>.

APPENDIX A**BIDDENHAM PARISH COUNCIL PLANNING REPORT**As at 31st August 2020

Red text indicates applications which did not appear on search results but have been discovered since manually.

NEW APPLICATIONS

Ref / Date received	Description	Address
20/01542/S73 Received: Mon 20 Jul 2020 Validated: Mon 20 Jul 2020	Demolition of existing dwelling and erection of replacement dwelling and detached double garage, including removal of conditions 7 and 9 attached to 03/03053/FUL to allow for re-instatement of permitted development rights.	9 Windmill Hill Biddenham Bedford Bedfordshire MK40 4AG
20/01578/FUL Received: Thu 23 Jul 2020 Validated: Tue 28 Jul 2020	Erection of detached garage	Church Farmhouse 63 Church End Biddenham Bedford Bedfordshire MK40 4AS
20/01620/FUL Received: Wed 29 Jul 2020 Validated: Wed 29 Jul 2020	Single storey rear extension	4 Lucas Court Biddenham Bedford Bedfordshire MK40 4RN
20/01703/FUL Received: Thu 06 Aug 2020 Validated: Thu 06 Aug 2020	Demolition of existing detached garage and erection of 2 storey side extension incorporating garage and single storey rear extension	228 Bromham Road Biddenham Bedford Bedfordshire MK40 4AA
20/01708/TPO Received: Thu 06 Aug 2020 Validated: Thu 06 Aug 2020	ID# 3 - Western Red Cedar - Dismantle and replace with Austrian Pine to match remaining row of trees.	47B Church End Biddenham Bedford Bedfordshire MK40 4AS
20/01779/LBC Received: Fri 14 Aug 2020 Validated: Fri 14 Aug 2020	Remove and rebuild chimney stack	35 Main Road Biddenham Bedford Bedfordshire MK40 4BD
20/01848/FUL Received: Mon 24	Single storey rear extensions and alterations and repairs. (revised	34 Day's Lane Biddenham Bedford Bedfordshire

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092020

Aug 2020 Validated: Tue 25 Aug 2020	scheme for the addition of first floor obscure-glazed window)	MK40 4AE
20/01849/LBC Received: Sun 23 Aug 2020 Validated: Tue 25 Aug 2020	Single storey rear extensions and alterations and repairs. (revised scheme for the addition of first floor obscure-glazed window and removal of chimney breast to main bedroom)	34 Day's Lane Biddenham Bedford Bedfordshire MK40 4AE
20/01850/S73 Received: Mon 24 Aug 2020 Validated: Mon 24 Aug 2020	Erection of two dwellings with detached garages including removal of condition 9 and variation of condition 10 attached to 14/01607/FUL (appeal reference APP/K0235/W/15/3032654) to allow for changes in the requirements for an Energy Audit and Energy Statement.	29D Day's Lane Biddenham Bedford Bedfordshire MK40 4AD
20/01851/FUL Received: Mon 24 Aug 2020 Validated: Mon 24 Aug 2020	Single storey rear extension	3 Lucas Court Biddenham Bedford Bedfordshire MK40 4RN

Other “NEW:” applications may be shown below if already moved from newly raised to determined.

PENDING DECISION by Bedford Borough Council

Ref / Date received	Description	Address
18/02810/S73A Fri 02 Nov 2018	Replacement incoming gas pipe and new kitchen extraction ducting (Development already carried out)	The Three Tuns 57 Main Road Biddenham Bedford Bedfordshire MK40 4BD
18/02811/LBC Fri 02 Nov 2018	Retention of replacement incoming gas pipe and new kitchen extraction ducting	The Three Tuns 57 Main Road Biddenham Bedford Bedfordshire MK40 4BD
19/00973/MA Tue 07 May 2019	Erection of Doctors Surgery (Class D1) and Nursing Home (Class C2)	Land Off Bromham Road Biddenham Bedfordshire
19/01394/MAO Wed 26 Jun 2019	An outline application (all matters reserved, except access) for residential development at land adjoining Bromham Road, Biddenham, Bedfordshire.	Land At Bromham Road Biddenham Bedfordshire
19/02538/FUL	Demolition of 21 Church End and	21 And Land To The Rear

Signed by Chair..... Date.....

092020

Fri 29 Nov 2019	erection of 5 detached dwellings with garages, access, landscaping and ancillary works	Of 21A To 39 Church End Biddenham Bedfordshire
20/00857/FUL Thu 23 Apr 2020	One and two storey rear extension	4 Gardener Place Biddenham Bedford Bedfordshire MK40 4QU
20/00995/TPO Mon 18 May 2020	T1 Sycamore on boundary - die back in crown - remove/ reduce to six foot high stem and replant in winter	7 Nevern Gardens Biddenham Bedford Bedfordshire MK40 4RW
20/01165/T5DN Received: Fri 05 Jun 2020 Validated: Fri 05 Jun 2020	Remove dead Sycamore	23 Biddenham Turn Biddenham Bedford Bedfordshire MK40 4AZ
20/01198/FUL Received: Thu 11 Jun 2020 Validated: Fri 12 Jun 2020	Two storey front, side and rear extensions, loft conversion with front, side and rear dormer windows and front portico.	32 Biddenham Turn Biddenham Bedford Bedfordshire MK40 4AZ
20/01255/S73 Received: Thu 18 Jun 2020 Validated: Thu 18 Jun 2020	Erection of new five bedroom dwelling and ancillary car port including variation of approved plans condition 2 to make changes to the orientation of the dwelling.	Paddock Rear Of 118 Bromham Road Biddenham Bedfordshire
20/01354/S73 Received: Fri 26 Jun 2020 Validated: Tue 30 Jun 2020	Erection of new dwelling with associated garage and access including variation of approved plans condition 2 attached to 19/00051/FUL (allowed under appeal ref APP/K0235/W/19/3227620) to lift the eaves, add a garden room to rear and increase the size of the garage.	Lavender Lodge 42 Main Road Biddenham MK40 4BE

GRANTED

Ref / Date received	Description	Address
19/02199/ADV Thu 03 Oct 2019 Granted 20 Feb 2020	Retention of two non-illuminated free-standing signs each side of school entrance	Biddenham International School And Sports College Biddenham Turn Biddenham Bedford Bedfordshire MK40 4AZ
20/00592/FUL Wed 11 Mar 2020	Demolition of existing detached double garage and erection of two	1A Windmill Hill Biddenham Bedford

Signed by Chair..... Date.....

092020

	storey side extension incorporating new garage and single storey rear extension.	Bedfordshire MK40 4AG
20/00822/FUL Thu 16 Apr 2020	Single storey side extension, addition of roof window dormers & rooflight to serve loft conversion	59C Day's Lane Biddenham Bedford Bedfordshire MK40 4AE
20/00939/FUL 06 May 2020	Single storey infill to rear of existing single dwelling, removal of side existing extension	Biddenham House 2 Gold Lane Biddenham Bedford Bedfordshire MK40 4AJ
20/00946/TPO 07 May 2020	T1 - Pine - Remove the overhang from over the house and Crown Reduce the tree by around 1.5 metres. Then remove any deadwood and damaged branches.	48 Day's Lane Biddenham Bedford Bedfordshire MK40 4AE
20/01383/TPO Received: Fri 26 Jun 2020 Validated: Fri 26 Jun 2020	T1 Sycamore - Crown lift by 1 metre	Deep Spinney Cottage Bromham Road Biddenham Bedford Bedfordshire MK40 4PX
20/01384/TPO Received: Fri 26 Jun 2020 Validated: Fri 26 Jun 2020	T1 Holly Tree - Reduce height by 3 metres and back to previous points	24 Church End Biddenham Bedford Bedfordshire MK40 4AR
20/01385/TPO Received: Tue 30 Jun 2020 Validated: Tue 30 Jun 2020	T1 - Pine. Fell.	Omega 28 Day's Lane Biddenham Bedford Bedfordshire MK40 4AE
NEW 20/01415/TPO Received: Thu 02 Jul 2020 Validated: Fri 03 Jul 2020	Walnut Tree - Crown Reduction by 15-20% and removal of dead branches	9 Day's Lane Biddenham Bedford Bedfordshire MK40 4AD
NEW 20/01447/FUL Received: Tue 07 Jul 2020 Validated: Tue 07 Jul 2020	Two storey rear extension, alterations to roof of existing single storey rear extension and front elevation windows.	10 Day's Lane Biddenham Bedford Bedfordshire MK40 4AD
NEW 20/01577/TCA Received: Thu 23 Jul 2020	T1 - Horse Chestnut - Crown reduce by 2.5 to 3 metres all round. T2 - Birch - Reduce by 2.5 to 3 metres all round and shape remainder of	Buttercups 19 Main Road Biddenham Bedford Bedfordshire MK40 4BB

Validated: Thu 23 Jul 2020	canopy. T3 - Sycamore - Crown thin by 20%.	
NEW 20/01397/TCA Received: Wed 01 Jul 2020 Validated: Fri 03 Jul 2020	Remove the small Cherry (ID# 12). Cherry ID# 13 - Reduce crown by pruning tips back to secondary growth points and balance as needed by 0.5m	49 Church End Biddenham Bedford Bedfordshire MK40 4AS
NEW 20/01281/TCA Received: Mon 22 Jun 2020 Validated: Wed 01 Jul 2020	Mature Sycamore located in front garden (T1) - Reduce the tree in height and width by 2 metres and raise the crown of the tree by 3 metres from ground level to clear the road and driveway (equivalent to a 25% reduction of the overall crown volume).	Pemberley 59 Church End Biddenham Bedford Bedfordshire MK40 4AS
NEW 20/01292/TCA Received: Tue 23 Jun 2020 Validated: Tue 23 Jun 2020	10m high Leylandii - Fell	Kings Close 11 Main Road Biddenham Bedford Bedfordshire MK40 4BB

REFUSED

Ref / Date received	Description	Address
20/00736/FUL Tue 31 Mar 2020	One and two storey front, side and rear extensions	7 Lavenham Drive Biddenham Bedford Bedfordshire MK40 4QR

WITHDRAWN

Ref / Date received	Description	Address
20/00324/HPN Mon 10 Feb 2020 Withdrawn 20 Mar 2020	Prior notification for single storey rear extension(s) between 3 and 6 metres depth. This is not a planning application because it relates to development that is permitted by Government Regulation. It will not therefore be reported to the Planning Committee but considered by officers under delegated powers. Only objections from adjoining neighbours can be considered.	2 Nodders Way Biddenham Bedford Bedfordshire MK40 4BJ

7th September 2020

Signed by Chair..... Date.....

092020

APPENDIX B

Biddenham Parish Council

Clerks Report for meeting on Wednesday 9th September 2020

Firstly I would like to thank everyone for welcoming me to my new role as parish clerk which I officially started on 1st September.

I have been prioritising getting the Pavilion Play Area re-open, following its closure as a result of Covid19. As a result of this work I will also be reviewing the Parish Council Asset Register and Annual Risk Assessment report as both need updating.

I now have access to the bank account and Peter has been handing over the financial elements of the clerks role. I can confirm all invoices have been paid and I am currently in the process of re-submitting our claim for VAT as the original submission made in April has not been received by HMRC.

I have received all the old hard copy Parish files from Lyn and I have managed to review these. Although a face to face handover has not been possible I have been in contact with Lyn by email. I have adopted the clerk@biddenham.org email and am using the parish Gridhost webmail platform to ensure we have an audit trail of clerk emails sent and received, going forward.

Karen Cotton
9.9.2020

Signed by Chair..... Date.....

092020

APPENDIX C

Borough councillors report for September 20

1. Coronavirus in Bedford Borough

As of 2nd September there have been 1447 cases of Coronavirus in Bedford Borough with 26,823 individual tests. This is a positive test rate of 5.4%. In the preceding 7 days there had been 26 new cases of Coronavirus in the Borough, up from 21 cases the previous week.

The Borough has now been taken off the Government's "Area of Concern" list, but the advice to follow the guidance on handwashing, face masks and social distancing remains in place.

There is a new walk-in testing centre in Bedford for residents showing symptoms of Coronavirus. The testing site is located at Prebend Street Car Park, Bedford. While you can just walk in and queue for a test, it's preferable to book an appointment. The drive through testing centre at Borough Hall remains open seven days a week.

Updated advice from the Borough Council is available here:

<https://www.bedford.gov.uk/social-care-health-and-community/public-health/coronavirus/>

2. Planning Applications

A new system is in place for people to register interest in Planning Applications and receive updates. This will allow people to register for ward-wide details or just for a specific application and receive updates.

I have registered, but am yet to see how this new system will play out or whether it will be an improvement. I have consistently criticised the Borough's Planning portal as a minefield of maps and data that is difficult to negotiate.

We can send a link on how to register for this service via a separate email to Parish Councillors and other key stakeholders.

3. Waste collections

Green waste collections have now returned to normal, with fortnightly collections resuming from 17th August.

4. Borough leisure services facilities - Fusion

Other than Mowsbury Golf Course, Fusion Lifestyle has still not opened any of the swimming pools or leisure centres that it operates on behalf of the Borough Council, despite permission being given nationally from 25 July for leisure centres to re-open. The situation remains unclear, with the Borough and Fusion saying talks will continue, but regular users of the facilities still not knowing when they can expect classes to resume.

We have recommended that the Borough cuts Fusion loose and looks to operate leisure centres under an 'arms-length' company that can get the same tax advantages as Fusion, so not to cost Council-taxpayers more money.

5. Bedford Borough Local Plan

The consultation on the Borough Council's "Issues & Options" for the next Local Plan closed on 4th Sept. The Conservative Group made a submission with some ward councillors making specific comments relevant to their ward.

6. Borough ward boundary review

The deadline for public responses to the review was 20 July and the Boundary Commission are now considering proposals. They expect to produce a first draft of their recommendations on 29th September. These will then be subject to a further period of consultation.

7. Government Consultation on verge parking

The Government is currently undertaking a public consultation on verge parking, with one option being a nationwide ban. Some people park dangerously and inconsiderately with others churning up grass verges without a thought. Whilst we are generally not into banning things, the inability of some people to park responsibly means tougher measures should be considered.

Details of the consultation can be found here:

<https://www.gov.uk/government/consultations/managing-pavement-parking/pavement-parking-options-for-change>

Signed by Chair..... Date.....

092020

8. The executive meets on Wednesday 16th September, we will see the first impact on the Borough finances of Covid. To see the publicly available information, follow the link: [Agenda details on public web site](#)

Roger and Jon

APPENDIX D

BIDDENHAM PARISH COUNCIL – MATTERS IN PROGRESS SEPTEMBER 2020

This document is produced by the Parish Clerk and used to track the progress of matters requiring action raised at Parish Council Meetings.

Date Raised	Subject	Updates	Action by	Status
June 2015	Traffic Speeding and Surveys	<ul style="list-style-type: none"> • Traffic Calming proposals for Gold Lane. • Traffic Survey completed for Bromham Road (Oct 2016). • White lining agreed for both sides of Gold Lane (June 2017). • Partial white lining completed (March 2018); monitor to see whether additional white lining is required. • Two “SLOW” signs painted by the elbow but as there are no street lights in the vicinity, speed humps could not be installed. (Aug 2018). • Further speed survey requested from Andy Prigmore, paid for by the Parish Council. Will take place w/c 15/10 or w/c 5/11 to avoid 2 weeks of half term. • Gold Lane speeding: Cllr Gambold had information regarding a permanent speed indicator device (SID). (Dec 2018). • Further investigation has taken place into the possible purchase of 3 SID’S at the basic price of £2,495 for the first one and 2 & 3rd SID’s at the discounted of £150 each. These are to be ordered once information is passed to The Clerk.(June 2019). • Agreed a unit should be purchased from the Ward Fund and quotes have been forwarded to B Cllrs Gambold & Rigby.(Sept 19). • Funding has been received and the order for one SID has been placed.(Oct 2019) • The SID is in place and has been tested. Analysis of the tests are to be circulated to Cllrs. • Speedwatch: Cllr Osuch to keep the PC updated on activities. • BG to send email to RR and JG to request the temporary move of the device to Biddenham Turn and they will confirm with Borough (Sept 2020). • BG to pass flyers to KC @ 3 Main Road Biddenham for circulation to GB and AJ (Sept2020). 	<p>Borough/JG</p> <p>Bryan Glasper/LL</p> <p>BC/KO</p> <p>KO</p> <p>BG BG</p>	ONGOING
May 2016	Coffin Path	<ul style="list-style-type: none"> • Would be nice to have it shingled but not sure Bidwells would allow this. They have rights over the land. • This is still being followed up.(Feb 2019). • Still being followed up. (Jan 2020). • Still o/s with Jack Hawksworth (Sept 2020) . 	<p>PC/C Jones</p> <p>PC</p>	ONGOING
July 2018	Bromham Road Speed Limit	<ul style="list-style-type: none"> • Speed Limit on west section of Bromham Road to be raised from 30mph to 40mph. Jon Shortland to be asked to proceed with consultation. • Andy Prigmore has assured increasing the 30 mph speed limit on Bromham Road to 40 mph is 	<p>JG</p> <p>RR</p>	Closed at PC meeting

Signed by Chair..... Date.....

092020

		top of the to-do list. Cllr Rigby will check with Andy as to when this will be. (May 2019). <ul style="list-style-type: none"> • B Cllr Gambold agreed to follow this up again.(July 2019). • Andy Prigmore anticipates it will be in place by the end of this year. (Sept 2019). • It was also wondered whether it could be 40mph down to Great Denham. • Cllr Chase to follow this up. (Jan 2020). • Via the consultation, Andy Prigmore has received some support but also quite a few objections to the project and wishes to know how to proceed. (Mar 2020). • Cllr Chase advised as there had been no progress to change the limit this item could be closed.(Sept 2020). 	JG PC	Sept 2020
Feb 2020	Christmas Tree	<ul style="list-style-type: none"> • It had been agreed to purchase a Christmas Tree for St Marys - the new housing estates on the opposite side of Bromham Road if Linden Homes would agree to a site. They did finally agree but when asked if they could agree a site where an electricity supply would be available, they did not come back in time to order the tree. • The Clerk suggested that maybe we should get all agreements in place this time so that there should be no issues next Christmas. It was agreed we should take this further for Christmas 2020. • A Christmas Tree for St Marys has been booked providing Linden Homes can agree a site with electricity (May 2020). • The Clerk has contacted Linden Homes twice and a response is awaited. (June 2020) • Linden Homes have been contacted yet again. A new contact email address was provided but still no response has been received (Aug 2020). • New Clerk to follow up (Sept 2020) 	LL LL LL LL LL KC	ONGOING
Feb 2020	Welcome to Biddenham Signs	<ul style="list-style-type: none"> • Bromham Road is a long road and contains two identical numbering systems – one in Biddenham and one in Bedford. A resident living on Bromham Road, Biddenham was complaining about receiving post which wasn't his and asked if there could be better signage for Biddenham. A sign to say Biddenham Welcomes Careful Drivers or to commemorate VE day perhaps. • It was agreed 3 Biddenham Welcomes Careful Drivers should be purchased.(Apr 2020) • Sites for the signs were agreed providing they are acceptable with Borough.(May2020) • It was agreed that RR would review installed locations vs plans and ensure they are in the right places especially the one as you come off the bridge. (Sept 2020). 	RR	ONGOING
Feb 2020	Pavilion Parking	<ul style="list-style-type: none"> • Parking at The Pavilion. Andy Prigmore will obtain quotes for adding more parking spaces. • This has been followed up (May 2020). • It was agreed that this item would be closed (Sept 2020). 	AP	Closed at PC meeting Sept 2020
Mar 2020	Litter and Dog Bins	<ul style="list-style-type: none"> • Position of litter/dog bins was discussed. There don't appear to be any in the vicinity of the school. Cllr Briggs agreed to draw up a plan of where bins would be appreciated. This is to include the new houses and the northern end of Biddenham Turn. • It was confirmed that there is a bin by the school. It was agreed to request 2 new litter bins – 1 As 	SB LL/Paul Pace	

		<p>you head west out of Bedford on the southern side of Bromham Road by the pedestrian crossing that leads into Deep Spinney on the Deep Spinney estate. (May 2020)</p> <ul style="list-style-type: none"> • 2 in the turning head of the Bromham Road service road. • An email requesting the bins has been sent to Paul pace. (May 2020). • Glenn Dynes (Bedford Borough) has been looking into the situation. The overflowing bin by Manor Hospital was due to someone having put a large bag of rubbish in it, it now appears to be OK. Rural bins are normally emptied fortnightly, Biddenhams bins are emptied weekly, there fore Borough are unable to empty the bins more frequently. Regarding the request for 2 more bins, it has been added to Borough system and the areas will be monitored by the national indicators N195 before a decision can be made. They will be monitored over a 6/8 week period. (July 2020). • It was agreed that SB would provide an update for the next meeting (Sept 2020). • SB Requested a rubbish bin for the tennis courts. SB to follow up with Glen Dynes (Sept 2020). 	LL/Paul Pace SB SB	
April 2020	St Georges Flag	<ul style="list-style-type: none"> • A second St Georges flag is to be purchased. • As the flag had not been received, this was followed up again. • This has been followed up yet again and the order should now be in the system. • Flag has now been received – item can be closed (Sept 2020). 		Closed at PC meeting Sept 2020
May 2020	New Clerk	<ul style="list-style-type: none"> • Lyn Lyman has resigned as Clerk and has given 3 months notice. The vacancy is to be advertised within the village and sent to BATPC for circulation to other Clerks. Until the vacancy has been filled Cllr Osuch has agreed to provide restricted cover. • New clerk started in post 1st September 2020 – item can be closed (Sept 2020). 		Closed at PC meeting Sept 2020
July 2020	Sun Dial	<ul style="list-style-type: none"> • The sundial base had not been weeded and repaired, a job that Gary Creek was to have completed. • The clerk has contacted Gary Creek and requested this work be completed (Sept 2020). 	KC	ONGOING
July 2020	Vicars Close Footpath Sign	<ul style="list-style-type: none"> • The footpath sign had been removed in Vicars close and JG agreed that he would chase to have it repaired. 	JG	ONGOING
July 2020	Tommy	<ul style="list-style-type: none"> • Concerns that Tommy is fluttering in the wind and being bent. JG to arrange repairs. • JG advised Tommy is being welded together and aim is to have in back in place by November 11th (Sept 2020). 	JG JG	ONGOING
July 2020	Graffiti	<ul style="list-style-type: none"> • GB asked Borough to clean the graffiti under the A428 bridge in the country park. • GB advised that the Graffiti is back. RR already reported and will chase Gary Gardener (Sept 2020). 	GB RR	ONGOING
Sept 2020	Trees	<ul style="list-style-type: none"> • The following tree work was agreed to be looked at <ul style="list-style-type: none"> ○ 3 Cherry trees overgrown across pavement (by 9 Deep Spinney) and also touching top of sub station - Parish ○ Hedge at the side of the ditch in same location - Parish ○ Crown lifting Kings Corner – Borough 		ONGOING

Signed by Chair..... Date.....

092020

		<ul style="list-style-type: none"> Letter from resident regarding trees on Elger Close Overhanging Trees Darlow Drive 16,18,20,22 Manor Hospital Cherry Trees – Parish 	JG/KC JG	
Sept 2020	Great Denham Golf Course	<ul style="list-style-type: none"> JG to confirm responsibility for those not identified. JG to follow up Borough trees and KC to contact Greg Lawrence for Parish. JG to contact Gary/Alison Ivat cc Graham Court (Borough tree man) to ask for a copy of the tree mapping for Biddenham which will help with future decision making processes. 	KC	ONGOING
Sept 2020	Coronavirus	<ul style="list-style-type: none"> It was agreed that existing Zoom account to be transferred to new Clerk. PC to add KC as a participant to the street Whats App group and then KC to ask for a volunteer 	PC/KC KC/PC	ONGOING
Sept 2020	Play area	<ul style="list-style-type: none"> Clerk to notify insurer to add play equipment to policy In view of recent government changes to numbers of people able to meet it was agreed to check with Borough if these would impact play areas. RR agreed to follow up and advise KC. 	KC RR	ONGOING
Sept 2020	Flag Pole	<ul style="list-style-type: none"> JG requested a new flag pole, that could be stored in case the existing one broke or was vandalised, especially prior to Remembrance Sunday. KC to look into costs with House of Flags. 	KC	ONGOING
Sept 2020	Parish Signs	<ul style="list-style-type: none"> JG commented that the Festival of Britain sign coming out of Bedford is looking very tired and needs to be bent back into shape and the colour enhanced. The one by the bridge should also be looked at. SB to find his contact at Borough and pass it to KC to follow up. 	SB/KC	ONGOING
Sept 2020	Drug Dealing	<ul style="list-style-type: none"> CG raised concerns about the increase in potential drug dealing in Darlow Drive and avenue to Elger Close and also the litter produced from these cars which CG is regularly having to clear up. It was agreed that this should be reported to the police every time it is noticed. 	ALL	ONGOING
Sept 2020	Internal Audit Report	<ul style="list-style-type: none"> PC and KC to sign the AGAR and submit to Mazars. JW to provide some training to KC so she can post to the website going forward and also undertake a check to ensure it meets the Transparency requirements. KC to submit VAT claim. 	PC/KC JW/KC KC	ONGOING
Sept 2020	Risk/Assets/Insurance	<ul style="list-style-type: none"> KC to review asset register and align the asset register, insurance policy and parish risk assessment document. 	KC	ONGOING
Sept 2020	Planning	<ul style="list-style-type: none"> Borough planning applications be directed to KC rather than GB.KC to contact Borough planning and request change. 	KC	ONGOING
Sept 2020	Peg Rake	<ul style="list-style-type: none"> PC had received a request from Chris Jones regarding the purchase of a peg rake for cowslip meadow. Agreement to the purchase of the rake which will become a Biddenham Parish asset and PC will contact CJ to confirm. 	PC	ONGOING