

# BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 14<sup>th</sup> November 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.

**In attendance:** David Brough (Clerk) and one member of the public.

- 1 **Apologies for Absence:** Francina Slade (Unwell), Simi Otukoya (Unwell), Aaron Melvin (Unwell).
- 2 **Declarations of interest in items on the agenda:** Cllr Fowler declared an interest in Item 8c, due to his connection to the company involved, and he did not take part in that item.
- 3 **To approve the minutes of the parish council meeting** held on 10<sup>th</sup> October 2023.  
**Resolved** to approve the minutes of the meetings as an accurate record.
- 4 **Public Open Session**  
A member of the public spoke in relation to the village Whatsapp groups run by residents. No matters to take forward.
- 5 **Clerk's report on matters in progress**  
Items of note:
  - The installation of the new Pavilion playground is expected to start in January 2024.
  - Roger Rigby's Freedom Of The Parish award is to be presented at a ceremony on 10<sup>th</sup> February 2023 with costs covered by the parish council.
  - Solar panels on the Pavilion: Clerk is awaiting the outcome of a grant application to the Mayor's Climate Change Fund. Jon Gambold to assist in chasing this up.
  - Pavilion Fire Risk Assessment by an independent 3<sup>rd</sup> party took place and the report is awaited.
  - The Biddenham Conservation Group declined the grant for a new shed (September 2023 council meeting) and will refurbish the existing instead.
  - Trees for Streets: 15 new trees for Biddenham Turn were approved at the October 2023 council meeting. Upon review from the borough's tree officer, only 14 were viable and there were some amendments to locations, which was considered acceptable by the council. Awaiting an expected planting date.
- 6 **Borough Councillor Report**  
Report circulated to councillors and to be placed on the parish council website.
- 7 **Open Spaces & Highways**
  - a) *To arrange for a new person to carry out raising and lowering the flag at the war memorial on an ongoing basis.*  
It was agreed that Cllr Chase would take on this role. **Action:** Clerk and Jon Gambold to meet Cllr Chase at the flagpole to hand over the process.
  - b) *To consider a request from residents on Bromham Road service road for tree maintenance to clear low hanging branches and dead wood.*  
**Resolved** that the council would cover the cost of this work. **Action:** Clerk and Cllr Briggs to facilitate a tree surgeon to carry this out.
  - c) *To receive feedback on the highways meeting between Officers from the Borough Council, Borough Councillor Jon Gambold and Councillor Briggs and agree what actions to take forward (costs are being prepared and will be provided at the meeting).*  
The borough council officers had not provided this information for the meeting; therefore this item will be moved to a future meeting.

## 8 Biddenham Pavilion

a) *To consider delegating spending powers (with appropriate limits) to the Pavilion Manager for urgent or minor fixes.*

**Resolved** to delegate spending powers of £500 per issue to the Pavilion Manager.

b) *To decide whether to go ahead with the replacement of LED lighting in the Pavilion, rather than wait for the BBC Climate Change Fund grant decision.*

**Resolved** to move ahead with the LED upgrade from CRF Electrics at a cost of £4763.

c) *To agree spending on solicitor's fees for the creation of the new Cricket Club lease document*

**Resolved** to progress with a new lease being created by Palmers Solicitors at a cost of £750 + VAT + disbursements.

d) *To consider extending the CCTV at the Pavilion and to adopt the CCTV policy*

**Resolved** to relocate an existing Pavilion camera to cover the new Pavilion playground and to add an additional camera to the rear of the Pavilion at a total cost of £495 + VAT.

**Resolved** to adopt the CCTV Policy prepared by the clerk with updates made by councillors over email. **Action:** Clerk to add the policy to the council website and train the Pavilion Manager in the policy's application.

e) *To consider a quote for fixing the doors at the Pavilion (if received in time)*

The doors had been repaired prior to the meeting so this item was not required.

## 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. A Cashflow forecast was reviewed in addition to considering the variances to the budget; no concerns were raised. All documents are available in the appendix.

- *To agree the approach for setting the 2024/25 budget and precept*

It was agreed that the Finance Committee would meet virtually to consider a draft budget prepared by the clerk, which is expected to be ready by the end of November. The council will then consider the Finance Committee's proposal at the January meeting to set the precept.

## 10 Planning applications

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

*APPLICATION NO: 23/02179/FUL Full Planning Application*

*PROPOSAL: Increase width of downstairs window from 1m to 2.4m and change material of french doors at the rear of property from white UPVC to black aluminium to match bi-fold doors to kitchen.*

*LOCATION : 11 Day's Lane Biddenham Bedford Bedfordshire MK40 4AD*

*APPLICATION NO: 23/02250/TPO Tree Preservation Order Application*

*PROPOSAL: T1 - Ash. Crown reduce by 3m all round*

*LOCATION : 4 Day's Lane Biddenham Bedford Bedfordshire MK40 4AD*

*APPLICATION NO: 23/02258/FUL Full Planning Application*

*PROPOSAL: To remove existing porch canopy and erect new porch enclosed structure. To removed existing brick gate piers and erect new brick gate piers with pair of wrought steel gates.*

*LOCATION : 16 Biddenham Turn Biddenham Bedford Bedfordshire MK40 4AT*

*APPLICATION NO: 23/02230/FUL Full Planning Application*

*PROPOSAL: Remodelling of existing dwelling to include two storey rear/side extension, new single storey side extension/garage and loft storage including roof alterations.*

*LOCATION : 11 Biddenham Turn Biddenham Bedford Bedfordshire MK40 4AT*

### **Amended plans**

*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*

*APPLICATION NO: 23/02267/FUL Full Planning Application*

*PROPOSAL: Erection of detached two-storey Eco Dwelling and associated works*

*LOCATION : Sewage Pumping Station Bromham Road Biddenham Bedfordshire*

**Resolved** to object to the above application on the following grounds:

- That the issues raised at the Planning Inspectorate appeal still stand:
  - That the site is not appropriate for a new dwelling and is contrary to the Local Plan (Policy 7s)

- The Highways safety issues with the visibility splay, which still remain despite the drop in speed limit to 20mph
- The detrimental effect on the nearby Scheduled Monument (the historic bridge)
- The effects of the proposal in relation to flooding. The site sits in Flood Zone 3 and is considered to have a high risk of flooding.

**11 Annual NJC pay scale adjustment**

- It was **resolved** that, under Section 1 Paragraph 2 of the Public Bodies (Admission to meetings) Act 1960, the press and public be excluded from the meeting for the next item of business due to the confidential nature of staff matters.
- *In line with contractual obligations, to agree to implement the new pay scales as agreed by the National Joint Council for Local Government Services (NJC) for 2023-24; to be implemented (backdated) from 1 April 2023. Clerk and Pavilion staff contracts are tied to this salary scale.*  
**Resolved** that the new payscales would be implemented for all council roles. Additionally, the clerk role will move from SCP28 to SCP32. Updates to be backdated to 1<sup>st</sup> April 2023.

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

None.

**Date of next meeting:** 9<sup>th</sup> January 2024 at St James' Barn

**BPC - Payments Nov 2023**

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross
16Oct2023	Pavilion Maintenance/Service/Inspections	K Horton	Descal and fixes		£ 280.00
16Oct2023	General Administration	Bidd PCC	Room hire for meeting		£ 20.00
16Oct2023	Deposits returned	Multiple			£ 385.00
23Oct2023	Staff Costs	Multiple	October staff costs		£ 2,598.18
23Oct2023	Pavilion Maintenance/Service/Inspections	Rural Roofing	Bird prevention & gutters		£ 275.00
30Oct2023	Pavilion Utilities	Direct Debit (BRITISH GAS)	Pavilion Electrics		£ 247.06
01Nov2023	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 25.17
23Oct2023	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 20.00
25Oct2023	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 49.14
01Nov2023	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 13.10
01Nov2023	Waste collection	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 62.00
03Nov2023	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 525.00	
10Nov2023	Pavilion Hire fees	Multiple	09/10 to 10/11	£ 2,487.25	
Not yet paid	Pavilion Maintenance/Service/Inspections	FireRiskAssessment	Pavilion Fire Risk Assessment		£ 414.00
Not yet paid	General Administration	Clerk & Councils Direct	Freedom Scroll: Paid By Clerk		£ 125.46
Not yet paid	General Administration	Coach House Framing	Freedom scroll framing: Paid By Clerk		£ 50.00
Not yet paid	Deposits returned	Multiple			£ 225.00
Not yet paid	Pavilion Cleaning materials	VIKING			£ 217.54
Not yet paid	Grass cutting	Chris Horne Garden	October		£ 3,465.60
Not yet paid	Pavilion Maintenance/Service/Inspections	MyGuys			£ 55.00
Not yet paid	Pavilion Maintenance/Service/Inspections	Bedford Window Cleaning			£ 180.00
Not yet paid	General Administration	Bidd PCC	Room hire for meeting		£ 20.00

**Biddenham Parish Council - Cashflow Analysis**

Report date: 14/11/2023

Dwellings	Planning Reserved	Planning Outline	CIL received			CIL estimated		
			Apr-22	Oct-22	Jun-23	2023	2024	2025
119	21/00236/MAR	18/00140/MAO	£ 60,526	£ 62,594	£ 62,594	£ 62,594		
130	21/02820/M73	18/00140/MAO			£ 98,869	£ 65,000	£ 65,000	£ 65,000
		Other		£ 10,570	£ 6,418	£ 6,418	£ 6,418	£ 6,418
<b>Total IN</b>			<b>£ 60,526</b>	<b>£ 73,164</b>	<b>£ 167,881</b>	<b>£ 134,012</b>	<b>£ 71,418</b>	<b>£ 71,418</b>
<b>Cumulative Total</b>			<b>£ 60,526</b>	<b>£ 133,690</b>	<b>£ 301,571</b>	<b>£ 435,583</b>	<b>£ 507,001</b>	<b>£ 578,419</b>

**Projects**

Playground	-£ 153,000
Solar panels	-£ 16,000
Average speed	£ -
Tennis	-£ 30,000

<b>Total SPEND</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>-£ 199,000</b>	<b>£ -</b>
--------------------	------------	------------	------------	------------	------------	-------------------	------------

<b>CIL Balance</b>	<b>£ 60,526</b>	<b>£ 133,690</b>	<b>£ 301,571</b>	<b>£ 435,583</b>	<b>£ 308,001</b>	<b>£ 379,419</b>
--------------------	-----------------	------------------	------------------	------------------	------------------	------------------

<b>BPC General Reserve</b>	<b>£ 72,000</b>	<b>£ 72,000</b>	<b>£ 72,000</b>
----------------------------	-----------------	-----------------	-----------------

<b>BPC Total Balance</b>	<b>£ 507,583</b>	<b>£ 380,001</b>	<b>£ 451,419</b>
--------------------------	------------------	------------------	------------------

Assumes Precept equals Spending each year

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

**BIDDENHAM PARISH COUNCIL**



	YTD (Actual) Net	Annual Budget	Full year (est)	Full year variance	
<b>Precept Income</b>	56,092	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>CIL Receipts</b>	167,881	0			
<b>Other Income</b>					
Pavilion bench - Dandara	500	0	500	500	
<b>Bank Interest</b>	2,793	500	9,541	9,041	
<b>Total Income</b>	<b>231,734</b>	<b>60,842</b>	<b>70,383</b>	<b>9,541</b>	
	Staff Costs	12,414	18,207		
	Payroll	306	476		
<b>Employment Costs</b>	<b>12,721</b>	<b>18,683</b>	<b>22,807</b>	<b>-4,124</b>	Includes Pavilion Staff PAYE/Pension
	Audit Fees	780	545		
	General Administration	762	399		
	Affiliation Fees/Subscriptions	722	815		
	Website	758	840		
	CLr Training	0	200		
	Clerk's Training	0	0		
<b>Admin</b>	<b>3,022</b>	<b>2,799</b>	<b>3,022</b>	<b>-223</b>	
<b>Insurance</b>	<b>3,185</b>	<b>3,250</b>	<b>3,185</b>	<b>65</b>	
	Street Furniture repairs	870	1,150		
	Minor Highways works	545	500		
	Grass cutting	22,412	18,000		
	Lawn Treatment (Greenthumb)	201	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>	<b>26,076</b>	<b>31,120</b>	<b>30,170</b>	<b>950</b>	Assume majority of tree budget unused
	...	0			
	The Loop magazine	485			
	Biddenham Conservation Group tools	638			
<b>Grants to community groups</b>	<b>1,123</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	
	Pavilion bench	999	0		
	Tommy soldier	495	0		
	Replacement flagpole/flag	1,624	0		
	Trees For Streets	600	0		
	Contingency	0	1500		
<b>Miscellaneous</b>	<b>3,717</b>	<b>1,500</b>	<b>3,572</b>	<b>-2,072</b>	Offset with CIL reserves
<b>Total Outgoings</b>	<b>49,843</b>	<b>58,852</b>	<b>64,255</b>	<b>-5,404</b>	
<b>Year To Date Net P&amp;L</b>	<b>181,891</b>	<b>1,990</b>	<b>6,128</b>	<b>4,137</b>	

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

BIDDENHAM PARISH COUNCIL



		YTD (Actual) Net	Annual Budget	Full year (est)	Full year variance	
Pavilion Car Parking charge		4,250	6,360	6,386	26	
Pavilion Hire fees		16,346	19,579	22,518	2,940	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			
<b>Total Income</b>		<b>22,103</b>	<b>27,351</b>	<b>30,411</b>	<b>3,061</b>	
Deposits returned	Deposits returned	3,210	0			
Employment Costs	Pavilion Staff Costs	6,699	11,919	13,399	-1,480	Partial offset with PC Staff costs
	Pavilion Utilities	4,608	8,717	7,900		
	Licences	2,405	1,162	2,405		
	Pavilion Maintenance/Service/Inspections	7,191	6,500	7,800		
	Pavilion Cleaning materials	709	519	1,215		
	Waste collection	618	524	1,059		
Running costs		15,531	17,422	20,379	-2,957	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
<b>Total Outgoings</b>		<b>26,643</b>	<b>29,341</b>	<b>34,981</b>	<b>-5,640</b>	
<b>Year To Date Net P&amp;L</b>		<b>-4,541</b>	<b>-1,990</b>	<b>-4,570</b>	<b>-2,579</b>	

**BPC - Balances - Nov 2023**

		<b>£</b>	
Unity Trust	Inc. payments not yet made	73,782	
CCLA Savings		154,559	
C&C Savings		153,265	
<hr/>			
<b>Total funds held</b>		<b>381,606</b>	
<hr/>			
 <b><u>Allocation of Balance Sheet</u></b>			
CIL Monies		301,690	
Budget left to spend (Estimate)		15,000	
General reserve		64,916	Balancing figure
VAT refund due		7,419	