

# BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 9<sup>th</sup> January 2024 at 7.30pm in St James's Barn, Church End, Biddenham, MK40 4AS.

## MINUTES

**Present:** Cllrs Stewart Briggs (Chairman), Peter Chase, Chris Gee, Caroline Cross, Simi Otukoya.

**In attendance:** David Brough (Clerk), Borough Councillor Jon Gambold, and three members of the public.

- 1 **Apologies for Absence:** Francia Slade (Unwell), Laura Simmonds (Prior commitment), Harry Fowler (Family commitment).

It was noted that Aaron Melvin has resigned from the council due to personal and work commitments – the councillors were grateful to him for his time on the council.

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

- 3 **To approve the minutes of the parish council meeting** held on 14<sup>th</sup> November 2023.

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

- 4 **Public Open Session**

Three members of the public were present and the topics covered were: concerns over speeding in the village and requests for physical traffic calming measures, and the high number of cars parked on Main Road. Both issues already had items on the agenda.

- 5 **Clerk's report on matters in progress**

Items of note:

- Pavilion solar panels: The Mayor's Climate Change Fund grant application has been approved with only the final administration remaining. The Clerk will initiate the works once payment has been received. The internal LED lighting upgrade is also due shortly.
- Pavilion playground refurbishment: The works to replace the playground have started, with an expected completion date of late February.
- Pavilion Fire Risk Assessment: This has been completed and the Clerk and Pavilion Manager are working through the actions.
- Trees For Streets: Awaiting the date from the borough council for the planting of 14 new trees on Biddenham Turn.

- 6 **Borough Councillor Report**

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

- 7 **Open Spaces & Highways**

- a) *To agree the tree work quote on Bromham Road Service Road at an estimated cost of £680. Resolution at the November meeting was to obtain a quote.*

**Resolved** to approve this quote and start the works as soon as possible.

- b) *Proposal from Cllr Briggs: To agree to meet the costs of stoning the Red Gate PROW and the Main Road PROW estimated at £3,000. The extent of the works would be as previously set out in the Social Value Bid document discussed at the April 2022 meeting.*

**Resolved** to approve the spend of £3,000 – the remit will be to stone as far along the Rights of Way as £3,000 will take us.

- c) *Proposal from Cllr Briggs: To agree to ask the Borough Council to refresh the feasibility report for pedestrian refuges on Bromham Road discussed at the Council's July 2022 meeting.*

The benefits of the pedestrian refuges are perceived to be twofold: allowing safe crossing points for pedestrians and for slowing down the traffic. The previous feasibility study suggested one near the junction with the Bromham Road service road and one near the path on the south side of

Bromham Road that connects Malcote Close and Deep Spinney. **Resolved** to request the borough council to refresh the costs in the report – it is expected that this will incur no charge.

- d) *Proposal from Cllr Briggs: To agree to ask the Borough Council to prepare a feasibility report for the installation of a speed table on Biddenham Turn at each of the junctions with Darlow Drive, considering each as a separate project, at an estimated cost for the report of circa £5,000.*

Councillors discussed the potential effectiveness of physical traffic calming measures. Due to the length of road needing to be covered, it was deemed that average speed cameras would be more effective over this distance than the physical measures. It was therefore **resolved** to request the borough council for average speed cameras and offer funding towards them. It is acknowledged that the borough's Average Speed Camera policy is undecided at the moment by the new Executive Committee.

- e) *Proposal from Cllr Briggs: To consider the proposal from Bedford Borough Council for the installation of a double yellow line on Main Road to create a passing place (subject to a scheme plan being received in time from Highways).*

The proposal is to install a double yellow line on the north side of Main Road (near its junction with Vicars Close) to create a passing place for vehicles and make a start on easing two-way flow along this road. It was **resolved** to support this proposal. The next step would be a public consultation by the borough as part of the traffic regulation process. The understanding is that installation would be by the summer and that costs would be covered by the borough council.

- f) *To consider a request from the Biddenham Conservation Group to cover the £740 required for tree works at the village pond. Multiple trees with a mixture of crown lifts and stump removal.*

**Resolved** to cover the cost of these tree works.

## 8 Financial Matters

- *To consider the purchase of a laptop and a mobile phone contract for the Clerk.*  
**Resolved** to purchase a laptop up to a cost of £750 and for a phone with a monthly cost in the region of £25.
- *To approve payments, note receipts, and receive the "Spend vs Budget Analysis" and balances*  
**Resolved** to approve the payments in the appendix. The Spend vs Budget Analysis and the balances were noted; no concerns were raised. All documents are available in the appendix.
- *To agree the 2024/25 budget and set the precept*

The budget was agreed and a precept figure of £61,045 was set, which is an increase of £4,953 from the previous year. Due to a corresponding increase in properties in the village (tax base), the parish council portion of council tax bills for an individual Band D property will show as no change from the prior year.

## 9 Planning applications

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

APPLICATION NO: 23/02486/FUL Full Planning Application  
PROPOSAL: Single storey rear extension  
LOCATION : 18 Wood Close Biddenham Bedford Bedfordshire MK40 4QG

APPLICATION NO: 23/02733/FUL Full Planning Application  
PROPOSAL: Proposed development of 3 detached dwellings with garaging and associated parking to rear gardens of 108 & 110 Bromham Road, Biddenham.  
LOCATION : Land At 110 And 108 Bromham Road Biddenham Bedford Bedfordshire MK40 4AH

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

Proposal from Cllr Chase: "To consider funding a number of meetings at the Pavilion for a new community group." Cllr Chase will advise prior to the next meeting whether the group is ready to start meetings.

**Date of next meeting:** Tuesday 13<sup>th</sup> February 2024 at St James' Barn

**BPC - Payments Jan 2024**

Date Paid	Category	Payee/Payer	Desc	Receipts	Payments Gross
22Nov2023	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 20.00
27Nov2023	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 49.14
27Nov2023	Pavilion Maintenance/Servicing/Inspections	Smiths Fire	Fire alarm/lighting service		£ 180.00
30Nov2023	Pavilion Utilities	Direct Debit (BRITISH GAS)	Pavilion Electrics		£ 374.09
30Nov2023	Staff Costs	Multiple	November		£ 2,558.38
01Dec2023	Waste collection	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 62.00
01Dec2023	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 25.17
04Dec2023	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 550.00	
04Dec2023	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 13.53
11Dec2023	Pavilion Maintenance/Servicing/Inspections	DEBORAH SLADE	Fire signage		£ 143.08
11Dec2023	General Administration	BBC (D Brough expense)	Election costs		£ 45.73
11Dec2023	Grass Equipment Maintenance	WHITES ES	Pond mower		£ 249.44
11Dec2023	Payroll	Red Shoes	Quarterly Payroll		£ 94.50
11Dec2023	Pavilion Cleaning materials	VIKING	Rock salt		£ 304.80
11Dec2023	Additional CCTV camera	South East Security			£ 594.00
18Dec2023	Deposits returned	Multiple	BIDD PAVILION		£ 425.00
18Dec2023	Christmas Tree	XMAS DECORATORS			£ 5,040.00
22Dec2023	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£ 20.00
27Dec2023	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£ 49.14
29Dec2023	Pavilion Car Parking charge	CIRCLE HEALTH GRP		£ 550.00	
29Dec2023	Pavilion Staff Costs	Tracey Frith	BIDD PC		£ 5,684.44
31Dec2023	General Administration	Unity Trust	Bank charges		£ 18.00
31Dec2023	General Administration	Unity Trust	Bank charges		£ 18.00
02Jan2024	Pavilion Utilities	Direct Debit (BRITISH GAS)	Pavilion Electrics		£ 526.08
02Jan2024	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£ 25.17
02Jan2024	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£ 40.66
02Jan2024	Waste collection	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£ 20.62
04Jan2024	Pavilion Hire fees	Multiple: 13th Nov to 4th Jan		£ 4,814.00	
Not yet paid	General Administration	D Brough	Refillable printer and ink - 50% share		£ 105.98
Not yet paid	General Administration	D Brough	Stamps - Freedom Invites		£ 23.40
Not yet paid	General Administration	D Brough	HallHire - Freedom event		£ 24.00
Not yet paid	Tree surgery	Quercus Tree Specialists	Urgent tree works - Main Rd		£ 160.00
Not yet paid	Pavilion Maintenance/Servicing/Inspections	P Bartram	Supply/install new expansion vessel		£ 342.00
Not yet paid	Trees For Streets	Trees for Cities	New trees for Biddenham		£ 5,250.00

**BPC - Balances - Jan 2024**

		£	
Unity Trust	Inc. payments not yet made	62,419	
CCLA Savings		155,266	
C&C Savings		153,265	
<b>Total funds held</b>		<b>370,950</b>	
<b><u>Allocation of Balance Sheet</u></b>			
CIL Monies		301,690	
Budget left to spend (Estimate)		10,000	
General reserve		59,260	Balancing figure
VAT refund due		9,212	

**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	2,468	218	
<b>Bidwells Income</b>	2,000	2,000	2,000	0	
<b>CIL Receipts</b>	167,881	0	167,881		
<b>Other Income</b>	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>238,482</b>	<b>9,759</b>	
	Staff Costs	18,424	18,207		
	Payroll	385	476		
<b>Employment Costs</b>	<b>18,809</b>	<b>18,683</b>	<b>22,807</b>	<b>-4,124</b>	Includes Pavilion Staff PAYE/Pension
	Audit Fees	780	545		
	General Administration	1,019	399		
	Affiliation Fees/Subscriptions	722	815		
	Website	758	840		
	Cllr Training	0	200		
	Clerk's Training	0	0		
<b>Admin</b>	<b>3,279</b>	<b>2,799</b>	<b>3,279</b>	<b>-480</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)	252	265		
	Grass Equipment Maintenance	785	1,500		
	Tree surgery	160	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	4,200	4,400		
<b>Highways, Parks and Open spaces</b>	<b>30,736</b>	<b>31,120</b>	<b>33,263</b>	<b>-2,143</b>	
	...	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>3,717</b>	<b>-2,217</b>	Offset with CIL reserves
<b>Total Outgoings</b>	<b>60,849</b>	<b>58,852</b>	<b>67,751</b>	<b>-8,899</b>	
<b>Year To Date Net P&amp;L</b>	<b>170,885</b>	<b>1,990</b>	<b>170,731</b>	<b>859</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		5,350	6,360	6,386	26	
Pavilion Hire fees		21,160	19,579	30,042	10,464	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>28,017</b>	<b>27,351</b>	<b>37,935</b>	<b>10,585</b>	
Deposits returned	Deposits returned	3,635	0			
Employment Costs	Pavilion Staff Costs	8,933	11,919	13,399	-1,480	Partial offset with PC Staff costs
	Pavilion Utilities	5,701	8,717	9,773		
	Licences	2,405	1,162	2,405		
	Pavilion Maintenance/Service/Inspections	7,769	6,500	7,800		
	Pavilion Cleaning materials	1,014	519	1,738		
	Waste collection	700	524	1,200		Underbudgeted on music licence and Maintenance budget used on roof
Running costs		17,589	17,422	22,916	-5,494	
	Gate sign	123				
	Salt bin/spreader	730				
	Additional CCTV camera	845				
Improvements		1,698	0	1,698	-1,698	Offset with CIL reserves
<b>Total Outgoings</b>		<b>31,855</b>	<b>29,341</b>	<b>38,013</b>	<b>-8,673</b>	
<b>Year To Date Net P&amp;L</b>		<b>-3,838</b>	<b>-1,990</b>	<b>-78</b>	<b>1,912</b>	