

# BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 13<sup>th</sup> February 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, Laura Simmonds, Harry Fowler, Helen Humphreys.

**In attendance:** David Brough (Clerk) and five members of the public.  
Borough Councillor Jon Gambold was unwell.

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 meeting** held on 9<sup>th</sup> January 2024.

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

4 **Public Open Session**

- One parishioner spoke in relation to concerns about parking and access on Main Road.
- A second parishioner spoke in relation to the hedge at Gold Lane and the open space at Saxon Park currently owned by Dandara.
- A representative from Healthwatch Bedford Borough addressed the council to promote their service as a local health and social care champion. Further details can be found at: [www.healthwatchbedfordborough.co.uk](http://www.healthwatchbedfordborough.co.uk)

5 **Cooption**

*To consider coopting to fill the single councillor vacancy.*

Two applicants were present and had shared their written profiles in advance.

**Resolved** to coopt Helen Humphreys onto the council.

6 **Clerk's report on matters in progress**

- Pavilion solar panels: The Clerk has instructed the contractor proceed following confirmation that the Mayor's Climate Change Fund grant application was successful. The internal LED lighting upgrade is also due shortly.
- Pavilion playground refurbishment: The works to replace the playground are well underway with an expected completion date of late February.
- Trees For Streets: Awaiting the date from the borough council for the planting of 14 new trees on Biddenham Turn.
- Freedom of the Parish: The award ceremony for Roger Rigby was successful and well-received by attendees.

7 **Borough Councillor Report**

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

8 **Financial Matters**

*To approve payments, note receipts, and receive the "Spend vs Budget Analysis" and balances*

**Resolved** to approve the payments in the appendix except for the C&C bank transfer, which is subject to withdrawal restrictions. The Clerk informed the council of a potential cap on the amount of CIL expected to be received from the borough council; any excess above the cap would result in the funds being moved to an infrastructure fund owned by the borough council, which is not dedicated to Biddenham. Awaiting the completed calculation from the borough council.

The Spend vs Budget Analysis and the balances were noted; no concerns were raised. All documents are available in the appendix.

## 9 Pavilion maintenance plan

a) *To consider the outcome of a Pavilion Committee site meeting to create a maintenance plan.*

Councillors accepted the maintenance plan, which had been initially prioritised by the Pavilion Manager. However, it was agreed that the refurbishment of the wooden doors and window frames at the back of the Pavilion should be prioritised higher on the list with the aim of bringing quotes to the next council meeting if possible.

b) *To consider initiating spending on prioritised items in the plan:*

- *Refurbish/redesign reception area*

**Resolved** to accept the quote from LJ Property Services and Maintenance for £1,200. It was agreed to seek a further quote to ensure best value, but to proceed with the above quote in the event that it remained the lowest price.

- *Remove redundant bar frontage and renovate the bar area into storage and changing area*

**Resolved** to accept the quote from LJ Property Services and Maintenance for £3,850. It was agreed to seek a further quote to ensure best value, but to proceed with the above quote in the event that it remained the lowest price.

## 10 Highways

*Proposal from Cllr Fowler: To consider the purchase of a speed indication device (SID) and column for the St Mary's development, subject to permission from the developer.*

Councillors agreed to use one of the existing SIDs and to rotate their locations around Biddenham.

**Action:** Clerk to request permission from the developer to locate a SID at St Mary's – once approved, to add an item for a future agenda to decide which of the existing SIDs to use.

## 11 Grants

a) *To consider providing assistance to a new community group called "Biddenham Create and Make Friends Friendship Group".*

**Resolved** to fund the new group with £100 to cover materials for two sessions, with the suggestion that the 2<sup>nd</sup> session is ticketed. Clerk will need to pay for the materials directly due to the absence of a dedicated group bank account.

b) *To consider a funding request from Biddenham Conservation Volunteers: £182 to cover Public Liability Insurance and gate access lock. £51.40 for hard drive storage for a photo archive.*

**Resolved** to grant this funding request in full.

## 12 Meeting dates

*To consider future parish council meeting dates from April onwards.*

**Resolved** that, starting with the April meeting, the future meeting dates will be the first Tuesday of each month. If St James' Barn is not available then to revert to the second Tuesday.

## 13 Planning applications

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

APPLICATION NO: 24/00153/FUL Full Planning Application

PROPOSAL: Front elevation alterations to entrance porch area

LOCATION : The Elms 23 Church End Biddenham Bedford Bedfordshire MK40 4AR

APPLICATION NO: 24/00250/FUL Full Planning Application

PROPOSAL: Single storey front and rear extensions, roof alterations with dormer windows, detached garage and entrance gates

LOCATION : 114 Bromham Road Biddenham Bedford Bedfordshire MK40 4AH

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

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

Proposal from Cllr Cross to install a convex mirror near the corner of Gold Lane/Main Road for pedestrian safety.

**Date of next meeting:** Tuesday 12<sup>th</sup> March 2024 at St James' Barn

**BPC - Payments Feb 2024**

Date Paid	Category	Payee/Payer	Desc	Transfers	Receipts	Payments Gross
11Jan2024	Pavilion Utilities	Direct Debit (DYCE ENERGY)	Pavilion Gas		£	394.23
11Jan2024	Deposits returned	N/A			£	75.00
11Jan2024	Deposits returned	N/A			£	75.00
11Jan2024	General Administration	Currys	Laptop - Clerk expense		£	531.99
25Jan2024	Cllr Training	CPRE	Planning Training - Cllr Otukoya		£	50.00
25Jan2024	Pavilion Maintenance/Servicing/Inspections	K HORTON	Pavilion descale		£	120.00
25Jan2024	Clerk's Training	BATPC	Procurement training		£	30.00
25Jan2024	Deposits returned	N/A			£	100.00
25Jan2024	Grass cutting	Chris Horne Garden			£	86.40
25Jan2024	Deposits returned	N/A			£	75.00
25Jan2024	Grass cutting	Chris Horne Garden			£	1,651.20
30Jan2024	Pavilion Utilities	Direct Debit (BRITISH GAS)	Pavilion Electrics		£	446.11
31Jan2024	Staff Costs	Multiple	January payroll		£	2,965.05
01Feb2024	Lawn Treatment (Greenthumb)	Greenthumb	Monthly - Village Green		£	25.17
19Jan2024	Pavilion Car Parking charge	CIRCLE HEALTH GRP			£	375.00
09Feb2024	Pavilion Hire fees	Multiple	15/01/24 - 09/02/24		£	3,444.38
22Jan2024	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water		£	20.00
24Jan2024	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband		£	49.14
01Feb2024	Pavilion Utilities	Direct Debit (E.ON NEXT)	Electrics Green		£	39.69
01Feb2024	Waste collection	Direct Debit (BEDFORD BOR COUNCI)	Bin emptying		£	19.34
Not yet paid	Grass Equipment Maintenance	AMF SERVICES	Dennis Mower		£	489.23
Not yet paid	Freedom Of The Parish event	Flying Cork	Event wine - Clerk expenses		£	110.00
Not yet paid	Freedom Of The Parish event	Pavenham Kitchen	Event food - Clerk expenses		£	485.10
Not yet paid	Pavilion Maintenance/Servicing/Inspections	D Slade	New gate padlock		£	16.47
Not yet paid	Freedom Of The Parish event	D Brough	Event soft drinks - Clerk expenses		£	10.35
Not yet paid	Savings transfer	CCLA - BPC	Transfer in from CCLA Savings	£	155,000.00	
Not yet paid	Savings transfer					
Not yet paid	New Pavilion playground	Proludic	1st installment		£	91,799.64
Not yet paid	New Pavilion playground	Proludic	2nd installment subject to completion		£	91,799.64
Not yet paid	Pavilion solar panels	Cambridge Solar	25% deposit		£	8,128.07
Not yet paid	General Administration	Bidd PCC	Room hire for meeting - Jan - Clerk expenses		£	20.00
Not yet paid	General Administration	Bidd PCC	Room hire for meeting - Feb		£	20.00

**BPC - Balances - Feb 2024**

Unity Trust	£ 53,124	Prior to playground & solar payment
CCLA Savings	155,266	Prior to playground & solar payment
C&C Savings	153,265	
<b>Total funds held</b>	<b>361,655</b>	

**Allocation of Balance Sheet**

CIL Monies	301,690	
Budget left to spend (Estimate)	10,000	
General reserve	49,965	Balancing figure
VAT refund due	9,583	

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>					
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>238,482</b>	<b>9,759</b>	
<b>Employment Costs</b>					
Staff Costs	20,453	18,207			
Payroll	385	476			
	<b>20,838</b>	<b>18,683</b>	<b>22,807</b>	<b>-4,124</b>	Includes Pavilion Staff PAYE/Pension
Audit Fees	780	545			
General Administration	1,609	399			
Affiliation Fees/Subscriptions	722	815			
Website	758	840			
Cllr Training	50	200			
Clerk's Training	30	0			
<b>Admin</b>	<b>3,949</b>	<b>2,799</b>	<b>3,949</b>	<b>-1,150</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	23,860	18,000			
Lawn Treatment (Greenthumb)	277	265			
Grass Equipment Maintenance	1,193	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>32,617</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	5,850	0			
Freedom Of The Parish event	605	0			
New Pavilion playground	152,999	0			
Pavilion solar panels	8,128	0			
Contingency	0	1500			
<b>Miscellaneous</b>	<b>170,700</b>	<b>1,500</b>	<b>170,700</b>	<b>-169,200</b>	Offset with CIL reserves
<b>Total Outgoings</b>	<b>232,411</b>	<b>58,852</b>	<b>235,404</b>	<b>-176,552</b>	
<b>Year To Date Net P&amp;L</b>	<b>-677</b>	<b>1,990</b>	<b>3,078</b>	<b>-166,794</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		5,725	6,360	6,386	26	
Pavilion Hire fees		24,604	19,579	27,525	7,947	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>31,836</b>	<b>27,351</b>	<b>35,418</b>	<b>8,068</b>	
Deposits returned	Deposits returned	3,960	0			
Employment Costs	Pavilion Staff Costs	9,869	11,919	13,399	-1,480	Partial offset with PC Staff costs
	Pavilion Utilities	6,650	8,717	11,400		
	Licences	2,405	1,162	2,405		
	Pavilion Maintenance/Servicing/Inspections	7,906	6,500	7,800		
	Pavilion Cleaning materials	1,014	519	1,738		
	Waste collection	720	524	1,234		Underbudgeted on music licence and Maintenance budget used on roof
Running costs		18,694	17,422	24,576	-7,154	
	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>34,221</b>	<b>29,341</b>	<b>39,674</b>	<b>-10,333</b>	
<b>Year To Date Net P&amp;L</b>		<b>-2,385</b>	<b>-1,990</b>	<b>-4,256</b>	<b>-2,265</b>	