

BIDDENHAM PARISH COUNCIL



Minutes of the meeting of BIDDENHAM PARISH COUNCIL held on 2nd April 2024 that followed the Annual Parish meeting at 7pm in St James's Barn, Church End, Biddenham, MK40 4AS.

MINUTES

Present: Cllrs Stewart Briggs (Chairman), Peter Chase, Caroline Cross, Laura Simmonds, Helen Humphreys, Harry Fowler.

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

- 1 **Apologies for Absence:** Chris Gee (Away), Simi Otukoya (Work commitment), Francia Slade (Unwell).
- 2 **Declarations of interest in items on the agenda:** Cllr Fowler declared an interest in item 8a, 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 12th March 2024.
Resolved to approve the minutes of the meetings as an accurate record.
- 4 **Public Open Session**
 - A resident spoke in relation to parking issues at Church End/Manor Road and also raised a request for a bin at the bench in that location – Clerk will check with BBC about bin collections.
 - A resident spoke in relation to speeding concerns and bad parking in the Deep Spinney area.
- 5 **Clerk's report on matters in progress**
 - Pavilion solar panels: The panels and battery are on order – once received then an install date can be agreed.
 - Trees For Streets: The 14 new trees on Biddenham Turn were planted by BBC, but not in the agreed locations. Specific bollards have now been removed and the trees should be moved into those places shortly.
 - Stoning of the "Red Gate" right of way: Awaiting a date from the borough council.
 - Pavilion refurbishment works: The approved works to the bar area and reception have been completed.
 - Double yellow lines on Main Road: BBC Highways have now completed this work. Clerk has also followed up with Highways about parking restrictions on Gold Lane and Duck End Lane from last year.
 - Two picnic benches have been ordered for the Pavilion playground (one inside the play area and one on the patio).
- 6 **Borough Councillor Report**

Report circulated to councillors and to be placed on the parish council website.
- 7 **Financial Matters**

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.
- 8 **Pavilion & grounds**
 - a) *To agree the spend on solicitor's fees for the creation of a lease for the tennis club operating on the Pavilion grounds*
Resolved to approve the spend of £750 (Ex VAT) for Palmers Solicitors to create the lease.
 - b) *To consider quotes for refurbishing the Pavilion rear windows/doors, the kitchen counters/cabinets and shutter, and the front toilets (ladies/gents/accessible).*
After careful consideration of the council's reserves, and observing the high standard of work previously carried out by LJ Property Maintenance, it was **resolved** to progress with their quote for

£8600 for refurbishment of the exterior woodwork on the Pavilion, but to first check if they would match the price of the nearest quote. It was agreed that the kitchen and toilet refurbishment would need to wait until the next instalment of CIL money arrived; currently this amount is unknown as the borough council will not estimate the figure until they've finalised the calculation of the CIL cap.

Action: Clerk to add these items back to the agenda once the next instalment of CIL has arrived.

- c) *To consider an approach to resolve an issue with the drainage at the Pavilion where roots have damaged the outside toilet drain.*

Due to the urgent nature of the work, it was **resolved** to progress with the single quote from First Local Services for £1150 (Ex VAT). It was noted that an additional £695 (Ex VAT) may be required if excavation is needed to expose the drain. Clearing of the plants above the blockage, to prevent a future occurrence of the root problem, will be dealt with under a future agenda item.

9 **Highways & Open Spaces**

To consider options available to the parish council to assist in relieving the rat-running occurring in St Mary's, Biddenham. It is evident that vehicles are using St Mary's roads to avoid congestion on The Great Ouse Way (A6).

The parish council had previously placed a poll/survey on the St Mary's Facebook group to sample opinion in relation to closing the roundabout exit from the Great Ouse Way onto Mallard chase (in both directions) for a temporary period as a potential solution to the rat-running. The results were evenly mixed and suggested this action might create more disruption for some residents than it resolved. It was agreed that there were no other feasible options the council could request from the developer/borough council.

10 **Planning applications**

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

APPLICATION NO: 24/00563/FUL Full Planning Application

PROPOSAL: Demolition of the existing conservatory and erection of single storey extension including the internal reconfiguration of the ground floor layout.

LOCATION : 7 Fleming Close Biddenham Bedford Bedfordshire MK40 4QZ

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

- Proposal from Cllr Briggs: To facilitate a meet-and-greet event for local clubs/organisations over the summer period.

Date of next meeting: Tuesday 7th May 2024 at St James' Barn – Annual Parish Council meeting

BPC - Payments Apr 2024

Date Paid	Category	Payee/Payer	Desc	Transfers	Receipts	Payments Gross
22Mar2024	Staff Costs	Bedfordshire Pension Fund				£ 3,048.65
27Mar2024	Pavilion Maintenance/Service/Inspections	LJ PROPERTY				£ 5,050.00
27Mar2024	Pavilion Staff Costs	CORNELIA ZAMFIR	Cleaning cover			£ 75.00
27Mar2024	Pavilion Maintenance/Service/Inspections	CRF ELECTRICS	LED lighting upgrade			£ 560.00
27Mar2024	Cllr Training	BATPC				£ 35.00
27Mar2024	Pavilion Maintenance/Service/Inspections	CRF ELECTRICS	LED lighting upgrade			£ 4,763.00
27Mar2024	Deposits returned	Multiple				£ 150.00
27Mar2024	Pavilion Maintenance/Service/Inspections	First Local Services	Drainage callout			£ 237.60
27Mar2024	New Pavilion playground	Broxap	Picnic benches			£ 1,566.00
15Mar2024	Pavilion Hire fees	Multiple		£	451.50	
22Mar2024	Pavilion Utilities	Direct Debit (ANGLIAN WATER BUSI)	Water			£ 20.00
25Mar2024	Pavilion Utilities	Direct Debit (BT GROUP PLC)	Broadband			£ 49.14
Not yet paid	Trees For Streets	BBC	Bollard removal			£ 618.55
Not yet paid	Minor Highways works	BBC	Biddenham Turn Speed Sign column			£ 235.47
Awaiting payment	New Pavilion playground	Proludic	2nd installment subject to completion			£ 87,209.65

BPC - Balances - Apr 2024

	£	
Unity Trust	92,347	Second playground payment to come
CCLA Savings	2,336	
C&C Savings	153,265	
Total funds held	247,948	

Allocation of Balance Sheet

CIL Monies	224,690	
Budget left to spend (Estimate)	0	
General reserve	23,258	Balancing figure
VAT refund due	31,168	

BPC - Spend Against Budget 2023/24

BIDDENHAM PARISH COUNCIL



	YTD (Actual) Net	Annual Budget	Full year (est)	Full year variance	
Precept Income	56,092	56,092	56,092	0	
Grass Cutting Income	2,468	2,250	2,468	218	
Bidwells Income	2,000	2,000	2,000	0	
VAT Refund	0	0			
CIL Receipts	167,881	0	167,881		
Other Income					
Pavilion bench - Dandara	500	0	500	500	
Bank Interest	4,529	500	4,529	4,029	
Total Income	233,470	60,842	233,470	4,747	
Employment Costs					
Staff Costs	24,510	18,207			
Payroll	480	476			
	24,990	18,683	24,990	-6,307	Includes Pavilion Staff PAYE/Pension
Audit Fees	780	545			
General Administration	1,714	399			
Affiliation Fees/Subscriptions	722	815			
Website	758	840			
Cllr Training	85	200			
Clerk's Training	30	0			
Admin	4,089	2,799	4,089	-1,290	
Insurance					
Insurance	3,185	3,250	3,185	65	
Street Furniture repairs	870	1,150			
Minor Highways works	545	500			
Grass cutting	23,860	18,000			
Lawn Treatment (Greenthumb)	302	265			
Grass Equipment Maintenance	1,690	1,500			
Tree surgery	840	3,900			
SSSI (Beds Wildlife Trust)	1,650	600			
Play Area Safety Inspection	93	105			
Play Area maintenance	0	700			
Other works	270	0			
Christmas Tree	4,200	4,400			
Highways, Parks and Open spaces	34,319	31,120	34,319	-3,199	
Grants to community groups					
Biddenham Conservation Group insurance	233				
The Loop magazine	485				
Biddenham Conservation Group tools	638				
	1,356	1,500	1,356	144	
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	641	0			
New Pavilion playground	150,479	0			
Pavilion solar panels	8,128	0			
Contingency	0	1,500			
Miscellaneous	168,216	1,500	168,216	-166,716	Offset £164k with CIL reserves
Total Outgoings	236,155	58,852	236,155	-177,303	
Year To Date Net P&L	-2,685	1,990	-2,685	-172,557	

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	5,725	-635	
Pavilion Hire fees		28,205	19,579	28,205	8,626	Remove deposits
Pavilion Cricket Club Fees		1,507	1,412	1,507	95	
Pavilion Other income	Parish Council Reserves	0	0			
Pavilion Grant income		0	0			
Total Income		35,437	27,351	35,437	8,086	
Deposits returned	Deposits returned	4,540	0			
Employment Costs	Pavilion Staff Costs	11,968	11,919	11,968	-49	
	Pavilion Utilities	8,440	8,717	8,440		
	Licences	2,405	1,162	2,405		
	Pavilion Maintenance/Service/Inspections	23,194	6,500	23,194		
	Pavilion Cleaning materials	1,199	519	1,199		
	Waste collection	725	524	725		
Running costs		35,962	17,422	35,962	-18,540	Underbudgeted on music licence and Maintenance budget used on roof
	Gate sign	123				
	Salt bin/spreader	730				
	Additional CCTV camera	845				
Miscellaneous		1,698	0	1,698	-1,698	Offset with CIL reserves
Total Outgoings		54,168	29,341	49,629	-20,288	
Year To Date Net P&L		-18,731	-1,990	-14,192	-12,201	