

BROMHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE **BROMHAM MILL BOARD**
HELD ON TUESDAY 14 April 2026 AT 7PM, BROMHAM VILLAGE HALL

Attendees	William Armitage (Chair) Trevor Roff Liz Luder Kevin Rutter Parish Clerk/Responsible Finance Officer: Julie Betts
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		Action
	Public Question Time	
	<u>Barry Bates</u> Mr. Bates attended the meeting to ask about the correspondence between The Badger Trust and Bromham Parish Council. He asked if it was the Parish Council's plan to publish the response from the Badger Trust. The Chair said that no document had been agreed, the Parish Council, the Parish Council's Ecology expert and The Badger Trust had, however, arranged a meeting with a view to discussing wildlife at Bromham Mill. Mr. Bates confirmed he had reported damage to the area to Bedfordshire Police. The Clerk said that volunteers and Councillors monitor the area for damage, but none had been seen. Mr. Bates was concerned that the Millfest Event was being advertised and asked if the Parish Council was confident that the wildlife would be protected. The Chair said that the wildlife area was barriered for the Millfest Event and the Parish Council would take advice for this year's event. <u>Steve Butler</u> Mr. Butler asked if all the planning conditions for the Bromham Mill redevelopment had been met. The Chair confirmed that the planning conditions had not yet been discharged. Mr Butler asked how long was it to be expected that he could continue to enjoy the back barn. The Chair explained that demolition of the back barn would not take place until the planning conditions had been discharged, and until a phasing plan had been agreed. Mr. Butler asked that, when a date was agreed to demolish the back barn, would the Parish Council advertise this or would they demolish the barn in the dead of night. Cllr. Rutter said that plans for next steps would be discussed at the Bromham Mill Board, information would be available in the minutes, the demolition was not secret. The Parish Council had planning permission for the work. The Clerk confirmed the Parish Council would be transparent and advertise the demolition once agreed.	

12	Apologies for Absence		
	Apologies were received from Cllr Woodfine and Cllr Baker.		Note
13/26	Declarations of Interest		
	As previously declared and as recorded in the minutes. Cllr. Roff declared a non-pecuniary interest as an employee of Bedford Borough Council as they were the landlord of Bromham Mill.		Note
14/26	Minutes of Previous Meeting Held on 27 January 2026		
	The meeting considered the draft minutes of the last meeting. <u>RESOLVED:</u> That the minutes of the meeting held on 27 January 2026 were approved and signed as a correct record. <i>(Proposed by: Cllr. Roff, Seconded by: Cllr. Rutter, All in favour)</i>		Note PC
15/26	Reports		
	(a)	Bromham Conservation Group	
		An update from the Conservation Group had been circulated to Councillors prior to the meeting. The Conservation Group had started spreading the gravel on the area at the front of the barn concentrating on the path the cars take. Volunteers have made a start on rubbing down the front door and door frame of the Mill House. After agreement with Cllr. Woodfine, the Group will be starting work on planting the brook path shortly. This would be a long-term project. A skip was required to remove the cuttings from the Mill House Garden. On Sunday 26 April 2026, four volunteers would be travelling to Stotfold Mill to receive training in milling flour with a view to limited demonstrations taking place at Bromham Mill in the future. <u>RESOLVED:</u> That the update from Bromham Conservation Group be acknowledged and that the Group be thanked for their valuable contribution.	Note Note Note Note Note
	(b)	Bromham Nature Club	
		There was no update from the Bromham Nature Club.	Note

	(c)	Friends of Bromham Mill/Bromham Mill Volunteers:	
		No update was available from The Friends of Bromham Mill.	Note
16/26	Update on Current Issues		
	(a)	Site Management Issues	
		(i) Scaffolding rear of Mill/Repairs to rear: All agreed work was up to date, including completion of the work to the rear windows. Cllr. Rutter had dredged under the water near the grate to clear. The scaffolding had been removed.	Note
		(ii) Reeds in Mill Stream: A local contractor had agreed to consider removing the reeds in the Mill Stream and a quotation is awaited.	Note
		(iii) Waste Pump: The waste pump to the front of the Mill had been replaced in January 2026. There had, however, been further problems, caused by baby wipes being flushed in the toilet and blocking the fan on top of the pump. The tank had been cleared out and CUT Services had been contracted to successfully repair the pump. The Clerk had requested for more information on steps to mitigate this problem in the future and this would be considered further at the next meeting.	Note
	(b)	Play Equipment:	
		(i) Play Equipment: There was no updates to consider at the meeting	Note
17/26	Bromham Mill Regeneration		
	(a)	Planning & Regeneration	
		Professionals continue to work on discharging conditions on the planning application. The Clerk would request an update from Phillips Planning Services on the status and likely timescales for the various reports.	Note
		A structural engineer had visited site to survey the front barn. A joiner also had to attend to cut segments of the floor out to enable the engineer to look underneath the floor. The sleepers and walls under the floor appeared to be in good condition.	Note
18/26	Finance & General Administration		
	(a)	2025/2026 Budget Monitoring Report: Period Ending 31 March 2026	
		The meeting considered and acknowledged the Budget Monitoring Report for the period to 31 March 2026, attached at APPENDIX A . This identified expenditure incurred and income received against the approved 2025/2026 revenue budget with no specific areas of concern or significant variances at this stage. The figures in the monitoring reports are shown net of Value Added Tax (VAT). The meeting acknowledged the need to keep the financial position under review with regular budget monitoring reports.	Note

	(b)	Council Tax Liability	
		A Tribunal Hearing had been arranged for 15 May 2026, between the Valuation Office Agency (VOA) and the Parish Council, to discuss the Mill House Council Tax liability following the appeal lodged.	Note
		Bedford Borough Council had written to the Parish Council to confirm that, in view of the condition reports submitted to the Valuation Office, Bedford Borough Council had requested that the mill house be removed from the register. The determination to remove would be made by the VOA.	Note
		The Committee conveyed its thanks to Cllr. Hughes for organising the condition reports for the Mill House.	Note
	(c)	Value Added Tax	
		The Clerk outlined that advice would be required with regards to treatment of VAT once the Regeneration of the Mill commences. The meeting agreed to request an estimate for professional advice on Value Added Tax.	PC
	(d)	Funding Applications to Anglian Water Authority	
		Application to the Anglian Water Authority had not been submitted yet, Cllr Hughes hoped to submit by 1 May 2026.	Note
	(d)	Policies & Practices	
		There were no policies or practices submitted for consideration.	Note
19/26	Tenant Matters		
		Lease Update: See Private & Confidential.	Note
		Update on interest for space: There had been further interest from a credible business for use of the Mill House.	Note
20/26	Staffing Matters		
		There were no staffing matters to consider.	Note
21/26	Correspondence		
		There were no matters of communication to consider.	Note
22/26	Date of Next Meeting		
		Meeting closed at 8pm.	Note
		The next meeting will take place on 18 June 2026 at 7.00pm.	Note

APPENDIX A

BROMHAM MILL: REVENUE BUDGET 2025-2026

Update: 31.3.26

Sage code		Budget 2025/2026 £	Year End 2025/2026 £	Comments
	<u>INCOME</u>			
	Rental Income: [Note 1]			
	Mill House	0	0	
	Mill House Outhouse A [Note 2]	0	0	
	Mill House Outhouse B [Note 2]	0	0	
	Mill House Outhouse C [Note 2]	0	0	
	Mill House Outhouse D [Note 2]	0	0	
	Barn 2 (Current P3 Barn) [Note 2]	0	0	
4017	Bromham Mill: Café Rent	10,000	13,104	
4025	Bromham Mill: Friday Event Income	5,000	3,250	
	Nature Club Barn/New Business Units	0		
	Bromham Mill Granary Floor	0		
4026	Electricity	0		Repaid by Coffee Shop, Netted off in expenditure
	Refund from Npower		2,501	
	Event Income:			
	Duck Race (biennial)	0	881	
	Apple Day	8,000	7,458	
4023	Other events	0	3,515	
	Councillor Funding Mill Wheel	0		
	UKSP Fund	0	0	
	Commission:	0	0	
	Gallery commission from Artist Network	0	0	
	Commission from Workshops/Crafters	0	0	
	TOTAL INCOME	23,000	30,709	
	<u>EXPENDITURE</u>			
5081	Rent (Note 3)	10,000	8,813	
	Maintenance/Repairs:			
	Museum & Gallery Complex (incl Mill Wheel)	2,000	6,572	Mill Wheel Repairs, Repairs to River Room, Scaffolding agreed at BMB meetings
5088	Mill House	1,500	1,095	
5086	Car Park	2,000	6,720	Agreed car park works & works to drainage pump
5067	Grounds	2,500	1,802	
5084	Toilets	500	611	Cost of consumables
5079	Cleaning Service (8 hours per week @ £12.50 x 50 weeks)	1,500	1,071	
5087	Pest Control	400	199	

5070	Fire/Intruder Alarm Maintenance	800	1,596	Extra works on fire alarm as agreed
	Volunteer Group Expenses	1,000		
5083	Play Equipment	0		
	Running Expenses:			
	Employee Costs (Note 4)	13,500		
5082	Rates	13,300	18,634	
	Rates: Void Period Liability	0		
5085	Refuse	1,500	606	
5074	Water/Sewage	1,200	812	
5074	Electricity	4,000	5,190	9648.59-14838.04
	Mill house electricity		1,144	For existing electricity metre; agreed to leave metre in house
5074	Telephone/Broadband Costs	480	565	
5068	Health & Safety Arrangements	1,000	1,083	
5077	Marketing & Promotion	1,000	505	
	Duck	2,000	1,197	
	Apple		4,508	
	Other Events		2,833	
5080	Printing, Stationery & Office Sundries	420	321	
	Consumables	200		
	Insurance	2,200		
	PWLB Loan Repayment	0	0	
	Contribution to Maintenance Sinking Fund (Note 5)	0	0	
	Contingency for Business Losses (Note 6)	0	0	
TOTAL EXPENDITURE		63,000	65,877	
NET FINANCIAL POSITION (Note 7)		-40,000	-35,168	
	Contingency		600	
NOTES:			-34,568	

1. Previously based upon lower range "minimum" figures recommended by Kirkby Diamond for each lettable space; following project investment, rental expectations for lettable space would be increased.

2. No rental income is assumed in 2025/2026 due to planning/construction timescales affecting rent income.

3. Rent to Bedford Borough Council is based upon initial rent reductions identified in the Lease (0%/33%/66%/100%) up to 2027.

4. No provision for Mill Estate Manager at this time. Provision for Support Officer (Bromham Mill) from 1 April 2024 (full time at £12,256 per annum, including overheads. Pay award pending

5. Proposed lease terms enables transfer of up to £50,000 per annum to Maintenance Sinking Fund for larger projects; this will be relevant for consideration in future years.

6. It is expected that a contingency against business losses (e.g. tenant churn, rent arrears, event failure, inclement weather etc) will be provided in future years.

7. Lease terms requires payment of 10% of net annual profit over £50,000 to Bedford Borough Council.