



Ref: Agenda/Council-09/02/2021

4th February 2021

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Biggleswade Town Council** that will take place on **Tuesday 9th February 2021 via Virtual access** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors Bedfordshire Constabulary
Notice Board County Library, Biggleswade
Central Bedfordshire Council
The Editor, Biggleswade Today

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item.
- b. Non-Pecuniary interests in any agenda item.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_S2wvXVFhQ8C5hPcm-3yU6w

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

5. **INVITED SPEAKER**

For Members to receive an oral update from the BRRC Community Agent, Lisa King.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on **Tuesday 12th January 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to receive the minutes of the Council Meeting held on **Tuesday 26th January 2021** via Zoom Webinar hosted from the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 12th January 2021**.
- b. Minutes of the Council Meeting held on **Tuesday 26th January 2021**.

9. **PLANNING APPLICATIONS**

You can view details of applications and related documentation such as application forms, site plans, drawings, decision notices and other supporting documents for planning applications. Click on the hyperlink on the heading of each planning application listed below.

a. **CB/20/03824/FULL - 7 & 11 Britten Place, Sullivan Court, Biggleswade, SG18 8RE**

Conversion of commercial office space (B1) to two residential dwellings. Amended proposal and information from applicant correcting the proposed use of the existing units from B1 office use (not Class A2 use as previously specified) to residential, and submission of additional marketing information to support application. Revised existing floor plans to specify correct existing use as B1 office.

Extension for comments has been granted to 10th February 2021.

Previously on Council agenda

CB/20/03824/FULL – Council agenda 10/11/2020 & on 12/01/2021 Conversion of commercial office space (B1) to two residential dwellings. Outcome as **Strongly Object** - due to loss of commercial space. Amenities, including Retail units promised by the Developer are still yet to be delivered with the loss of these units, such delivery will be highly unlikely. The Town Council will provide further representations in due course.

b. **CB/21/00142/FULL- 4 Ouse Way, Biggleswade, SG18 8PZ**

Single storey rear extension and partial garage conversion with addition of rear roof light.

Previously on Council agenda

CB/19/02624/FULL Council agenda 24/09/2019 Single storey rear extension Outcome as **No Objection**.

CB/19/03178/FULL Council agenda 08/10/2019 Single storey rear extension Outcome as **No Objection**.

c. **CB/21/00163/FULL - 204 London Road, Biggleswade, SG18 8PJ**

Single storey rear extension following demolition of single storey rear extension. Single storey extension and conversion of attached garage.

d. **CB/21/00211/FULL - 12 Maple Close, Biggleswade, SG18 0EE**

Garage extensions and conversion.

e. **CB/21/00349/FULL - 42 Whittle Drive, Biggleswade, SG18 8GF**

Loft conversion with roof lights to rear and 2 pitched roof dormers to front.

f. **CB/20/04221/FULL- 63 High Street, Biggleswade, SG18 0JH**

Resubmission of planning application CB/20/02609/FULL Conversion of existing bank to physiotherapy clinic at ground floor and residential flats above. Construction of new residential block to rear. Change of use.

Previously on Council agenda

CB/20/04221/FULL Council agenda 08/12/2020 Resubmission of planning application CB/20/02609/FULL Conversion of existing bank to physiotherapy clinic at ground floor and residential flats above. Construction of new residential block to rear. Change of use Outcome as **No Objection** provided 1) CBC conduct a noise assessment and take due consideration of impact of noise from business next door. 2) The residents are aware that in terms of BTC Parking Permit Policy, there will be no eligibility for resident parking permits.3) The Physiotherapy Clinic will be eligible for worker permits.

CB/20/04222/LB Council agenda 08/12/2020 Building: Conversion of existing bank to physiotherapy clinic at ground floor and residential flats above. Construction of new residential block to rear. Outcome as **No Objection** subject to previous points.

g. **CB/21/00268/FULL - 10 Exmoor Avenue, Biggleswade, SG18 0FN**

Single storey side extension.

h. **CB/21/00315/FULL - 4 Boddington Gardens, Biggleswade, SG18 0PJ**

Proposed demolition of existing single storey rear extension and erection of single rear/side extension and replacement of garage flat roof.

i. **CB/21/00355/LB - 6 Ives Mill, Mill Lane, Biggleswade, SG18 8AZ**

Listed Building: Replacement of single glazed timber windows, external French doors & sills.

j. **CB/21/00210/FULL - 48 Beech Avenue, Biggleswade, SG18 0EQ**

First floor side extension.

10. ACCOUNTS

a. **Financial Administration**

- i. Detailed Balance Sheet to 31/12/2020.
- ii. Summary Income and Expenditure by Committee 31/12/2020.
- iii. Detailed Income and Expenditure by Committee 31/12/2020.
- iv. Lloyds Bank Payment listing December 2020.

11. ITEMS FOR CONSIDERATION

a. Standing orders

Members are asked to review the Town Council's standing orders in the written report from the Assistant Town Clerk.

b. Review of Fees and Charges 2021-2022

Members to consider the report from the Assistant Town Clerk on the proposed schedule of fees for 2021-2022.

c. Sutton Neighbourhood Plan - Submission Consultation (Regulation 16)

Members to review and make comment on the Sutton Neighbourhood Plan.

Sutton Parish Council have submitted their Neighbourhood Plan to Central Bedfordshire Council. The Local Planning Authority, it is required to undertake a publication period to provide an opportunity for all parties to comment on the submitted proposals before the plan goes ahead to Examination. The plan, together with accompanying documents can be found via the website:

<http://www.centralbedfordshire.gov.uk/planning/policy/neighbourhood-planning/consultations.aspx>.

Due to COVID-19 restrictions, hard copies are not available to view on request at Central Bedfordshire offices. The consultation starts Thursday 14th January 2021 and runs for a 6-week period, closing at 5pm on Thursday 25th February 2021. Comments can be made via email to localplan@centralbedfordshire.gov.uk or via post to Central Bedfordshire Local Plan Team.

d. Biggleswade 3g

Members to consider a proposal from Bedfordshire FA for a 3G all weather pitch at the Stratton Way Recreation Ground. A letter from the Chief Executive Officer of Bedfordshire FA is attached to the agenda requesting support from Biggleswade Town Council and to provide Bedfordshire FA with a long term lease.

12. ITEMS FOR INFORMATION

a. Planning application outcomes

A report of the Planning Application Outcomes as of 1st February 2021.

b. Public Notice - Road Traffic Regulation Act 1984 - Section 14 Central Bedfordshire Council - Biggleswade Footpath No 30

Correspondence from Central Bedfordshire Council detailing the temporary closure as required to allow for ongoing construction works. The closure is expected to continue from 23rd January 2021 to 22nd January 2022.

c. Public Notice - Road Traffic Regulation Act 1984 - Section 14 Central Bedfordshire Council - Biggleswade Footpath No 33

Correspondence attached from Central Bedfordshire Council detailing the temporary closure as required to allow for ongoing construction works. The closure is expected to continue from 21st January 2021 to 22nd January 2022.

d. **Royal College of Art**

For Members to note the report from the Royal College of Art on the website:
https://rca-media2.rca.ac.uk/documents/OFT_Biggleswade.pdf

e. **Electoral review of Central Bedfordshire Council: Final Recommendations**

The Local Government Boundary Commission for England has published final recommendations setting out new electoral arrangements for Central Bedfordshire. Details of the recommended changes are contained in a report which explains how they have been developed, including how local views have been taken into account. The report and interactive mapping are available on the consultation site:
<https://consultation.lgbce.org.uk/node/18789>.

The full library of information relating to the review is available on the website:
<https://www.lgbce.org.uk/all-reviews/eastern/bedfordshire/central-bedfordshire>.

A map outlining the new electoral arrangements is included on the agenda.

The recommendations only become law once they have received parliamentary approval. The formal document (a draft Order) to start that process will be laid in Parliament shortly. The draft Order will provide for the new electoral arrangements for Central Bedfordshire to come into effect for local elections in 2023.

f. **Crime Statistics – December 2020**

A report from the Deputy Administration & HR Manager outlining and analysing the Biggleswade crime statistics for December 2020.

g. **CB/TRE/21/00006 - The Lodge, The Lawns, The Baulk, Biggleswade, SG18 8PT**

Works to trees protected by a tree preservation order: MB/99/0007 fell Beech Tree T21 (2838), remove deadwood to False Acacia Tree T10 (2841) and Beech Tree T16 (2840). Crown lift by 2.5m to Weeping Ash Tree T2 (2854).

The works proposed are essential safety works which have been identified in routine inspection carried out on behalf of CBC and then followed up by a more in depth examination by an independent consultant. Because of the location of the trees in relation to use by school and other facilities within the site and the potential for failure the decision notice has been released and approved.

h. **Town Clerk & Chief Executive Objectives**

Information is attached from Councillor Woodhead (Personnel Committee Chair) for Members to note.

13. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_S2wvXVFhQ8C5hPcm-3yU6w

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

14. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(15a. Staff matter)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

15. EXEMPT

a. Staff matter

For Members to receive a written report from the Town Clerk & Chief Executive which will be circulated to Members under confidential cover for consideration and decision at the meeting.

EXEMPT



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL
MEETING HELD ON TUESDAY 12TH JANUARY 2021
AT 7PM VIA ZOOM WEBINAR FUNCTION**



PRESENT:

Cllr M. Russell (Chairman)
Cllr G. Fage (Vice Chairman)
Cllr D. Albone
Cllr I. Bond
Cllr F. Foster
Cllr H. Ramsay
Cllr L. Fage
Cllr M. Foster
Cllr M. Knight
Cllr R. Pullinger
Cllr D. Strachan
Cllr C. Thomas
Cllr J. Woodhead

Mr P. Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P. Truppin – Assistant Town Clerk, Biggleswade Town Council
Ms N. Villa – Assistant Town Clerk, Biggleswade Town Council (Exempt meeting only)
Ms H. Calvert – Deputy Administration & HR Manager, Biggleswade Town Council
Mrs S. van der Merwe – Meeting Administrator, Biggleswade Town Council

Members of Public – 6

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Mayor advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Mayor asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

Cllrs K. Brown and M. North.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

None.

b. **Non-Pecuniary interests in any agenda item**

Cllr Pullinger – Item 9a – Planning Application for Apple Tree Close
Cllr L Fage – Item 9k – Planning Application for Boddington Gardens
Cllr M Russell – Item 11d – Planning Application for Ivel Gardens
Cllr D Strachan – Item 10 a. iv).

3. **TOWN MAYOR'S ANNOUNCEMENTS**

- a. Cllr Russell advised Members that Christmas greeting cards were exchanged with Erlensee Mayor Stefan Erb and Erlensee Council Chairman Uwe Laskowski.
- b. St Peter's Roman Catholic Church in Biggleswade sent a Christmas card to all the Town Council Members, Officers and staff wishing everyone good fortune throughout 2021 with the message *"Thank you all for serving us over many years"*.
- c. Cllr Russell attended the opening of Percy's Fish & Chip Shop with Richard Fuller (North Bedfordshire MP) at Sullivan Court on Kings on 11 December 2020. The shop is named after the owner's grandfather, who opened a fish and chip shop after being demobilised at the end of World War

4. **PUBLIC OPEN SESSION**

The IT Administrator advised members of the public wishing to speak to use the "raise hand" function on screen.

None.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

None.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received the minutes of the Council Meeting held on **Tuesday 8th December 2020** via Zoom Webinar.
- **Page 7 – Cllr G Fage – Item 11c: Back street parking** – Members raised concerns about the loss of one parking space given the limited parking and this should be included in the minutes.

Subject to this amendment, the minutes of **Tuesday 8th December 2020** were **APPROVED**.

8. **MATTERS ARISING**

Matters arising from the Minutes of the Town Council Meeting of **8th December 2020**.

- a. Cllr R Pullinger requested an update on the Workshop Depot. The Town Clerk & Chief Executive advised it is anticipated that the Public Realm Team will take occupation of the new permanent rental depot in the first week of March 2021. For the time being and subject to contract, it is anticipated that the equipment will be transferred to Units

1 and 2 within the next three weeks, and then into the permanent unit at the beginning of March 2021.

b. **CB/20/03884/FULL - 8 Parry Rise, Biggleswade, SG18 8FU**

Revised application: Single storey rear extension and part garage conversion.

Members were advised that permission for this application was formally granted on 7th January 2021 and that no further discussion was needed.

9. **PLANNING APPLICATIONS**

a. **CB/20/04541/FULL - 4 Apple Tree Close, Biggleswade, SG18 8NF**

Single storey side extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

b. **CB/20/04496/FULL - Petrol Filling Station, London Road, Biggleswade, SG18 8PL**

New 'Food Offer' pod to be constructed, with associated car parking spaces, refuse area & bollards.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

c. **CB/20/04501/FULL - 60 Saffron Road, Biggleswade, SG18 8DJ**

Reinstatement of single dwelling into two dwellings, 2 storey rear extensions to both properties.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

d. **CB/20/04249/ADV - UIP, Building G106, Lancaster Drive, Biggleswade, SG18 8TQ**

Advertisement: 3 high level fascia signs.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

e. **CB/20/04658/FULL - 4 Mitchell Green, Biggleswade, SG18 8GS**

Single storey rear extensions.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

f. **CB/20/00959/OUT - Land East of Biggleswade**

The Town Council has previously submitted comments on a number of occasions and Members would like the Town Council to submit a response in keeping with those previous comments to maintain the Council's stance. Members were advised of an objection from Central Bedfordshire Council around the junction at Chambers Way and London Road and Cllr Russell reminded Members that the Town Council had raised this concern with Central Bedfordshire Council nearly 5 years ago.

It was **RESOLVED** to write to Central Bedfordshire Council with previously issued comments and add that the Town Council wants the Chambers Way and London Road junction revision or upgrade to be included.

g. **CB/20/04634/FULL 16 South View, Biggleswade, SG18 8BZ**

Single storey rear extension following demolition of existing kitchen roof.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

h. **CB/20/04727/FULL - 120 London Road, Biggleswade, SG18 8EL**

First floor extension incorporating loft conversion and single storey rear extension incorporating detached garage.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. The Town Council want to emphasize to Central Bedfordshire Council Planning Team the importance of consulting with the neighbours due to the large size of this build and the resulting disruption and noise pollution that will affect the neighbours.

i. **CB/20/04700/FULL - 9 Auckland Road, Biggleswade, SG18 0DR**

Single storey front and two-storey rear extension to replace conservatory.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

j. **CB/20/04731/VOC - 24A and B High Street, Biggleswade, SG18 0JL**

Variation of condition number 2 of planning permission CB/17/02774/Full: Installation of replacement windows - Removal of condition Installed without wood grain effect to standard UPVC finish.

Members noted that the Town Council has a consistent position on requirements for buildings within the conservation area, which other properties within the close vicinity have complied with to ensure repairs are appropriate to the conservation area design guides.

It was **RESOLVED** to **STRONGLY OBJECT** to this planning application because it is in the Conservation Area. The original planning permission clearly sets out the type of window finish that should be complied with. Should the Central Bedfordshire Planning

Team be minded to approve this application, then the Town Council requests that the application is called in for review by the DMC in order to preserve the rules concerning the Conservation Area.

k. **CB/20/04370/FULL - 46 Boddington Gardens, Biggleswade, SG18 0PJ**

Rear dormer extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations-

l. **CB/20/04772/FULL - 8 Chamberlain Park, Biggleswade, SG18 8GT**

Single Storey Rear Extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

m. **CB/21/00018/FULL - 72 Windermere Drive, Biggleswade, SG18 8LT**

Single storey rear extension following demolition of conservatory.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

n. **29 Market Square, Biggleswade,**

Advertisement application in relation to Seasons Kitchen.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application.

o. **60 Laburnham Road, Biggleswade, SG18 0NY**

Replacement and enlarged single storey side/ rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this Planning Application providing the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

10. ACCOUNTS

a. Members received and **ADOPTED** the following accounts:

- i. Detailed Balance Sheet to 30/11/2020.
- ii. Summary Income and Expenditure by Committee 30/11/2020.
- iii. Detailed Income and Expenditure by Committee 30/11/2020.
- iv. Lloyds Bank Payment listing November 2020.

11. **ITEMS FOR CONSIDERATION**

a. **Council and Committee Meetings Dates**

Cllr F Foster extended thanks on behalf of the Town Council to the Town Clerk & Chief Executive, the Assistant Town Clerk and all the Town Council staff for ensuring the continued operation of the council despite staff absences and current staff vacancies. He added that visibly significant progress has been noted on matters that have been dormant for some time.

Members debated the current process with suggestions for returning to a bi-monthly meeting to offset longer agendas and over-running meetings or incepting a planning committee and other efficiencies. The Town Clerk & Chief Executive reminded Members there is a significant change agenda as the Council operations are being modernised and in order to deliver these changes to residents, significant input from Officers is required. The balance to ensure that they have the time to meet those strategic and operational changes is important.

It was **RESOLVED** to extend the current calendar and committee meetings dates trial period to May 2021 and take a final decision at the Annual Statutory Meeting.

b. **Highways Act 1980 Section 26 Pre-Order Creation of Bridleways West Sunderland Farm, Biggleswade, SG18 8SD Biggleswade CP**

Members advised the land affected by this plan currently has outline planning permission for a larger development. They felt this bridleway should have been considered first by the Garden Communities Project Board and included in the Site Master Plan, then considered by BRCC as this would become part of the Green Wheel. Members felt this application should only come back to Council for approval at the final step.

Members commented that the proposed bridleway between Points B and E on the plan appears to be a footpath only, further supporting the belief this should be reviewed and agreed by those agencies previously mentioned in order to meet the needs of the community within the scope of the Site Master Plan.

It was **RESOLVED** to write to Central Bedfordshire Council and say this proposal is premature and that:

- 1) the Site Master Plan review should include and formulate the positioning of this proposed bridleway,
- 2) that the Garden Communities Project and BRCC should be involved in the planning aspects of this bridleway since their remit has direct impact on applications such as this and;
- 3) the proposed bridleway between points B and E should be reviewed as this appears to be a footpath rather than a bridleway.

c. **Abbotsbury Care Home**

Cllr Knight extended the Town Council's thanks to Mr Stephenson for his presentation at the Town Council meeting of 8th December 2020. It is clear that Abbotsbury's facilities do not meet modern standards and it is necessary to move Abbotsbury residents into better quality accommodation.

It was **RESOLVED** for the Town Council to write to Central Bedfordshire Council in support of Option 2, namely relocation of current Abbotsbury residents and closing this facility. In addition, the Town Council would like to request the following:

1. That the review for future accommodation needs for Older Persons is brought forward one year to 2023 to ensure there is no risk that demand will exceed capacity before a new care home can be built.
2. Where additional capacity is delivered, this should be located in Biggleswade rather than the wider Ivel Valley area. Biggleswade is growing rapidly and it is important that any future residents are able to stay within Biggleswade should they need residential care. This will also provide valuable employment within the town.
3. That Central Bedfordshire Council work closely with Biggleswade Town Council to agree potential future use of the current Abbotsbury site.

d. **CB/TRE/20/00693 21 Ivel Gardens, Biggleswade, SG18 0AN**

Works to Trees Protected by Tree Preservation Order MB/09/0002/T8: Undertake regular pollarding process to rear Lime Tree and remove all regrowth back to original pollard points.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application.

e. **CB/TRE/20/00694 - 4 Eagle Farm Road, Biggleswade, SG18 8JD**

Works to trees protected by a Preservation order: MB/57/00003/G1 General pruning to Horse Chestnut and Lime Tree.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application.

f. **CB/TCA/20/00543 - 34 Shortmead Street, Biggleswade, SG18 0AP**

Works to trees within a Conservation Area: fell Sycamore Tree T1 to ground level.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application.

g. **CB/20/03824/FULL - 7 & 11 Britten Place, Sullivan Court, Biggleswade**

Conversion of commercial units (A2) to two residential dwellings.

Cllr G Fage advised Members this planning application was submitted for review in November 2020, consultation on this application ended December 2020 and this has been called in for review at CBC's Development Management Committee (DMC). Cllr G Fage added there is no evidence these commercial premises have been advertised on the property market at a competitive price for any length of time. A draft letter from the Town Council to Central Bedfordshire Council has been prepared.

It was **RESOLVED** that the Town Council write to Central Bedfordshire Council stating that the Council believes that this commercial property should be advertised on the property market for no less than one year at competitive rates before residential conversion can be permitted, in line with discussions regarding the Local Plan.

It was **RESOLVED** for Cllr G Fage to represent the Town Council at the DMC meeting to present the Town Council's position on this application.

h. **CB/TCA/21/00014 Millers Court, Biggleswade, SG18 0AL**

Work to Trees in a Conservation Area: remove lower canopy to Prunus Tree (1) and Weeping Birch Tree.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this application.

12. **ITEMS FOR INFORMATION**

a. **Planning Application outcomes**

Members noted this report.

b. **Crime Statistics – November 2020**

The Deputy Administration Manager and Amanda Cawthorn from Biggleswade Community Safety Group have been compiling crime statistics in a clear and easy to read form.

Cllr Strachan extended thanks to the Deputy Administration Manager and Amanda Cawthorn for their continued efforts on this report. Further comments and suggestions would be forthcoming by email separately due to some technical errors he was having during the meeting.

Cllrs Strachan and Russell, together with the Town Clerk & Chief Executive attended an introductory meeting with Chief Inspector Lee Haines (Bedfordshire Police) and Biggleswade's new Community Policing Inspector Louise Bates in December 2020. It was a productive meeting where the Council was able to open dialogue about concerns within Biggleswade.

Cllr G Fage advised Members there were a series of break-ins around the Town Centre on New Year's Day and these will be reflected in the December Crime Statistics. When the Crime Working Group met with the town's CCTV monitoring agency it was highlighted that reports can be requested from them which might be useful in providing contextual information for the Crime Statistics meetings.

Members noted the contents of the report with thanks.

c. **OPCC Newsletter**

Members noted this newsletter.

d. **Biggleswade Community Emergency Response Plan**

Members expressed concerns about the clause about the delegation of authority in the event of an emergency to the Mayor, Deputy Mayor or Committee Chairmen without any limitation.

(Due to technical difficulties, Cllr Strachan left the meeting as a panelist and re-joined the meeting via telephone.)

Cllr Strachan urged Members to adopt the document in its current format and to submit their concerns in writing to Officers. The Town Clerk & Chief Executive advised that these delegations had previously been adopted by Council and nothing relating to the hierarchy has been changed in this version of the document.

It was **RESOLVED** to adopt the current version of the Community Emergency Support Plan with a review date of 6 months. Members were requested to submit any comments to the Town Clerk & Chief Executive by email.

The Town Clerk & Chief Executive expressed thanks to staff members who were on standby to implement the Community Emergency Response Plan for Biggleswade between Christmas Eve and Boxing Day due to heavy rainfall and significant flooding events across Bedfordshire.

e. **Land to rear of 33 Shortmead Street, Biggleswade SG18 0AT CB/20/00985/FULL**

Town and Country Planning Act 1990 Appeal by Mr M Welbourn CB/20/00985/FULL
Appeal Reference APP/P0240/W/20/3257024 Site at Land to rear of 33 Shortmead Street, Biggleswade SG18 0AT

The decision on this appeal was 'Planning Appeal Dismissed.'

13. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow Members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

None.

14. **EXEMPT ITEMS**

The resolution was **moved** that it was advisable in the public interest that the public and press be excluded whilst the following exempt items were discussed.

14a. **Personnel Policies**

The Council received a number of updated personnel policies and procedures for approval.

It was **RESOLVED** that the Council approve the policies.

14b. **HR Update**

The Council received an update on a staffing matter.

It was **RESOLVED** that the Town Council note the report.

14c. **Rose Lane**

The Council received an update on the lease negotiations relating to Rose Lane Car Park

It was **RESOLVED** that the Town Council delegate authority to the Assistant Town Clerk to finalise the lease negotiations.

14d. **Town Clerk & Chief Executive Objectives**

It was **RESOLVED** to adopt the policy in reference to the Town Clerk's appraisal and progress review.

It was **RESOLVED** to share this as a for information item on the non-exempt agenda for the next full Council. Cllr Woodhead (Chair Personnel Committee) would be tasked with reviewing the document. Objective 6 would be amended to read – To demonstrate progress towards achieving the CilCA qualification by April 2022 and not February, recognising that the Town Clerk & Chief Executive cannot register until April 2021.

14e. **New Depot**

The Town Clerk & Chief Executive updated Members on the negotiation taking place with representatives of the Landlord. It was normal practice for tenants to make good any and all alterations at the end of the tenancy agreement thus incurring additional cost. The Town Clerk did not deem this to be satisfactory and has renegotiated a different position whereby the majority of adaptations will not be required to be returned to their original state. This important change is to be included in the contract (Head of Terms) currently being negotiated. The impact of this is to save the Council money at the end of the 15-year tenancy agreement should it wish to terminate.

14f. **Public Realm Manager**

The Town Clerk & Chief Executive updated Members in regard to the recruitment of a new Public Realm Manager following the resignation of Bob Catchpole.

DRAFT



MINUTES OF THE BIGGLESWADE TOWN COUNCIL
MEETING HELD ON TUESDAY 26th JANUARY 2021
AT 7PM VIA ZOOM WEBINAR FUNCTION



PRESENT:

Cllr M. Russell (Chairman)
Cllr G. Fage (Vice Chairman)
Cllr D. Albone
Cllr I. Bond
Cllr K. Brown
Cllr F. Foster
Cllr H. Ramsay
Cllr L. Fage
Cllr M. Foster
Cllr M. Knight
Cllr M. North
Cllr R. Pullinger
Cllr D. Strachan
Cllr C. Thomas
Cllr J. Woodhead

Mr P. Tarrant – Town Clerk & Chief Executive, Biggleswade Town Council
Mr P. Truppin – Assistant Town Clerk, Biggleswade Town Council
Mrs S. van der Merwe – Meeting Administrator, Biggleswade Town Council
Mr D. Kemp – Managing Director & Principal Consultant – DCK Accounting Solutions Ltd

Members of Public – 2

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Mayor advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Mayor asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

None.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

None.

b. **Non-Pecuniary interests in any agenda item**

None.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

a. **NALC presentation**

Cllr Russell and the Town Clerk & Chief Executive hosted a webinar presentation on 26th January 2021 for The National Association of Local Councils (NALC) on Zoom titled "Biggleswade: Strategic Planning for Larger Councils". The presentation was well attended and NALC have issued thanks to the Town Council for its contribution. The hope is that this has helped raise Biggleswade's profile.

4. **PUBLIC OPEN SESSION**

The IT Administrator advised members of the public wishing to speak to use the "raise hand" function on screen.

None.

5. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. It was **RESOLVED** to **DEFER** the review of the Minutes of the Council Meeting held on **Tuesday 12th December 2020** via Zoom Webinar to the Town Council Meeting to be held on **09th February 2020**.

6. **Budget and Precept 2021 - 2022**

Members were asked to consider the draft budget and precept paperwork for the 2021/2022 year.

The Town Clerk & Chief Executive advised Members that the budget report includes figures that focus on building up the general reserve and factoring calculated growth in, with focus for the year ahead being on renewing and driving forward the Corporate Plan to deliver key priorities over the next five years. The proposed budget and precept figures will allow for much-needed investment in the Council to help cater for long-term growth and helping to grow its revenues in addition to the precept.

Additionally, The Town Clerk & Chief Executive commented that he has, over the last six months, given Members a sense of potential commitments that are in the pipeline and which will be brought to the Council for approval. The recommended investment will make a fundamental difference to the community.

Cllr Ramsay said that Biggleswade has expanded from a population of over 9,000 to over 20,000, soon to be over 21,000. Biggleswade is now ranked in the top four towns in Bedfordshire and the Town Council needs to be fit for purpose to cope with future growth. Cllr Ramsay noted that training for staff, remote access and IT modernisation is an important part of supporting the population growth and the resulting additional responsibilities this has put on the Council. The purchase of more, as well as new, grounds maintenance equipment has become necessary to help maintain the Town's green spaces and numerous important projects planned for the year ahead need to be taken into consideration. The Town Council needs to ensure that sufficient funds are available to accommodate the growth planned for the Town as well as anything that might arise in the coming year.

Members offered opinions on their preferred options, with comment from Cllr Pullinger that consideration should be given to transferring more of the Capital Reserve funds into the General Reserve balance. He noted that only part of the current General Reserve has been earmarked for 2021 projects, with no detailed plans for the remaining balance. He reminded Members those funds were originally intended for building a new depot but the Council would now be leasing a depot.

The Town Clerk & Chief Executive reminded Members that the projected outturn is potentially open to change pending the closure of the financial year end records. Derek Kemp of DCK Accounting advised Members the current deficit is likely to rise as the original projected figures were calculated in the hiatus between the first and second lockdown and were made assuming revenue levels would be back to their normal levels. This has subsequently been undermined by a second lockdown and loss of revenues.

Cllr Ramsay said that local parish council budgets may be capped in the coming years. Derek Kemp of DCK Accounting confirmed that recent comment from Her Majesty's Treasury and The Ministry of Housing, Communities and Local Government is that the question of capping funding in parish councils remains under review.

Cllr Knight asked for a recorded vote per Standing Order No. 10. Members voted on the recommendation to increase the budget and precept by 9.5% per Standing Order Number 10 as follows:

<u>Name</u>	<u>Vote</u>
Cllr D Albone	For
Cllr I Bond	For
Cllr K Brown	Against
Cllr G Fage	Abstain
Cllr L Fage	For
Cllr F Foster	For
Cllr M Foster	Against
Cllr M Knight	Against
Cllr M North	For
Cllr R Pullinger	Against
Cllr H Ramsay	For
Cllr R Russell	For
Cllr D Strachan	For
Cllr C Thomas	Against
Cllr J Woodhead	Against

It was **RESOLVED** by the Town Council to **ADOPT** the recommendation to increase the budget and precept by 9.5%, a total monetary value of £1,289,691, for the financial year 2021/2022.

The Town Clerk & Chief Executive's report detailed additional recommendations in relation to:

- The Transformation Programme
- The Efficiency and Cost Reduction Review
- Additional Revenue streams
- Performance Indicators
- Staff Salary Review
- Residents Messaging

It was **RESOLVED** to **APPROVE** all the recommendations by the Town Clerk & Chief Executive in relation to the above-mentioned projects.

14. EXEMPT ITEMS

None.

21/01/2021

Biggleswade Town Council

22:34

Detailed Balance Sheet - Excluding Stock Movement**Month 9 Date 31/12/2020**

Page 1

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	428,478	1,384,566
2	OP'L L/H LAND & BUILDINGS	9,095	0	9,095
21	VEHICLES & EQUIPMENT	792,859	456,288	336,571
41	INFRASTRUCTURE ASSETS	301,806	238,084	63,722
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	2,932,184	1,122,850	1,809,334
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	7,325		
100	DEBTORS - TOWN COUNCIL	4,136		
101	DEBTORS - ALLOTMENTS	5,416		
102	DEBTORS - PITCH HIRE	3,772		
103	DEBTORS - ORCHARD CENTRE	26,810		
105	VAT REFUNDS	21,172		
202	LLOYDS CURRENT BANK A/C	252,068		
204	LLOYDS SALARY A/C	101		
210	PETTY CASH	1,495		
212	CASH CHANGE FLOAT	24		
224	PUBLIC SECTOR DEPOSIT	625,000		
	Total Current Assets		947,319	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	14,029		
510	ACCRUALS	2,000		
515	PAYE & NI DUE	(197)		
525	ALLOTMENT DEPOSITS	3,200		
530	INC IN ADVANCE - COMMUTED	26,400		
537	SUNDRY CREDITORS	252		
	Total Current Liabilities		45,684	
	Net Current Assets			901,635
	Total Assets less Current Liabilities			2,710,969
	<u>Long Term Liabilities</u>			
401	PWLB LOANS	115,993		
430	LEASE CREDITOR (GROSS)	4,917		
435	LEASE CREDITOR (DEF'D INT)	(368)		
	Total Long Term Liabilities		120,543	
	Total Assets less Total Liabilities			2,590,426
	<u>Represented by :-</u>			
301	CURRENT YEAR FUND	287,432		
310	GENERAL RESERVE	134,400		
327	EMR TWINNING	500		
329	EMR DEPOT	1,500		
349	ROLLING CAPITAL FUND	470,477		
350	CAPITAL FINANCING RESERVE	1,362,070		
451	DEF'D GRANTS APPLIED	608,674		

21/01/2021

Biggleswade Town Council

Page 2

22:34

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
452	DEF'D GRANTS W/BACK	(274,627)	
	Total Equity		<u>2,590,426</u>

21/01/2021

Biggleswade Town Council

22:36

Summary Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Committee Report

Page 1

			Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & General Purposes</u>									
101	B'SWADE MAGISTRATES COURT	Income	2,161	800	0	(800)			0.0%
		Expenditure	3,774	800	0	(800)		(800)	0.0%
	Movement to/(from) Gen Reserve		<u>(1,613)</u>	<u>0</u>					
108	GRANTS (INCL S137)	Expenditure	34,642	28,340	32,017	3,677		3,677	88.5%
109	CAPITAL EXPENDITURE	Income	0	1,020	0	(1,020)			0.0%
		Expenditure	120,359	86,579	120,200	33,621		33,621	72.0%
	Movement to/(from) Gen Reserve		<u>(120,359)</u>	<u>(85,559)</u>					
111	CORPORATE MANAGEMENT	Income	1,011,651	1,167,039	1,171,677	4,638			99.6%
		Expenditure	134,043	112,476	122,729	10,253		10,253	91.6%
	Movement to/(from) Gen Reserve		<u>877,608</u>	<u>1,054,563</u>					
112	DEMOCRATIC REP'N & MGM'T	Income	6,950	55	0	(55)			0.0%
		Expenditure	192,733	159,660	187,376	27,716		27,716	85.2%
	Movement to/(from) Gen Reserve		<u>(185,783)</u>	<u>(159,604)</u>					
113	CIVIC ACTIVITIES & EXPENSES	Income	538	577	0	(577)			0.0%
		Expenditure	1,695	0	3,600	3,600		3,600	0.0%
	Movement to/(from) Gen Reserve		<u>(1,157)</u>	<u>577</u>					
115	ORCHARD COMMUNITY CENTRE	Income	51,091	3,862	50,250	46,388			7.7%
		Expenditure	88,022	60,245	105,942	45,697		45,697	56.9%
	Movement to/(from) Gen Reserve		<u>(36,931)</u>	<u>(56,383)</u>					
901	CENTRAL SERVICES	Expenditure	0	0	0	0		0	0.0%
	Finance & General Purposes Income		<u>1,072,390</u>	<u>1,173,353</u>	<u>1,221,927</u>	<u>48,574</u>			96.0%
		Expenditure	<u>575,267</u>	<u>448,100</u>	<u>571,864</u>	<u>123,764</u>	0	123,764	78.4%
	Movement to/(from) Gen Reserve		<u>497,122</u>	<u>725,254</u>					
<u>Public Land & Open Spaces</u>									
102	ALLOTMENTS	Income	6,521	9,967	6,600	(3,367)			151.0%
		Expenditure	1,474	1,048	2,015	968		968	52.0%
	Movement to/(from) Gen Reserve		<u>5,047</u>	<u>8,920</u>					
104	BURIAL GROUNDS	Income	15,289	10,153	17,300	7,147			58.7%
		Expenditure	103,204	67,559	104,123	36,564		36,564	64.9%
	Movement to/(from) Gen Reserve		<u>(87,915)</u>	<u>(57,406)</u>					
210	GENERAL	Expenditure	0	3,876	3,000	(876)		(876)	129.2%
212	RECREATION GROUNDS	Income	9,305	6,018	9,240	3,222			65.1%
		Expenditure	368,426	224,933	369,209	144,276		144,276	60.9%
	Movement to/(from) Gen Reserve		<u>(359,121)</u>	<u>(218,915)</u>					
902	WORKS SERVICES	Expenditure	1,500	(0)	0	0		0	0.0%
			<u> </u>						

Continued over page

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Public Land & Open Spaces Income	31,114	26,139	33,140	7,001			78.9%
Expenditure	474,603	297,416	478,347	180,931	0	180,931	62.2%
Movement to/(from) Gen Reserve	<u>(443,489)</u>	<u>(271,277)</u>					

Town Centre Management

103	STREET LIGHTS	Expenditure	10,302	3,894	0	(3,894)		(3,894)	0.0%
105	CAR PARKS	Income	55,920	10,106	53,000	42,894			19.1%
		Expenditure	99,844	67,195	94,732	27,537		27,537	70.9%
		Movement to/(from) Gen Reserve	<u>(43,924)</u>	<u>(57,089)</u>					
106	MARKET	Income	12,213	2,805	13,400	10,595			20.9%
		Expenditure	33,616	28,161	32,623	4,462		4,462	86.3%
		Movement to/(from) Gen Reserve	<u>(21,403)</u>	<u>(25,357)</u>					
107	TOWN CENTRE GENERAL	Income	702	340	0	(340)			0.0%
		Expenditure	100,352	65,621	119,141	53,520		53,520	55.1%
		Movement to/(from) Gen Reserve	<u>(99,651)</u>	<u>(65,281)</u>					
110	PUBLIC CONVENIENCES	Expenditure	22,324	14,925	24,760	9,835		9,835	60.3%
	Town Centre Management	Income	68,834	13,251	66,400	53,149			20.0%
		Expenditure	266,438	179,796	271,256	91,460	0	91,460	66.3%
		Movement to/(from) Gen Reserve	<u>(197,604)</u>	<u>(166,545)</u>					

Grand Totals:- Income	1,172,338	1,212,743	1,321,467	108,724			91.8%
Expenditure	1,316,309	925,311	1,321,467	396,156	0	396,156	70.0%
Net Income over Expenditure	<u>(143,970)</u>	<u>287,432</u>	<u>0</u>	<u>(287,432)</u>			
Movement to/(from) Gen Reserve	<u>(143,970)</u>	<u>287,432</u>					

21/01/2021

Biggleswade Town Council

Item 10aiii Detailed Inc & Exp

22:35

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Committee Report

Page 1

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes</u>								
<u>101 B'SWADE MAGISTRATES COURT</u>								
1081 INC-RENT	2,161	680	0	(680)			0.0%	
1091 INC-MISCELLANEOUS	0	120	0	(120)			0.0%	
B'SWADE MAGISTRATES COURT :- Income	2,161	800	0	(800)				0
4007 HEALTH & SAFETY	0	294	0	(294)		(294)	0.0%	
4011 RATES	14,313	10,440	11,960	1,521		1,521	87.3%	
4012 WATER RATES	560	343	500	157		157	68.7%	
4013 RENT	(37,147)	(34,287)	(34,760)	(473)		(473)	98.6%	
4014 ELECTRICITY	2,928	2,090	3,000	910		910	69.7%	
4015 GAS	1,652	2,667	2,000	(667)		(667)	133.3%	
4016 CLEANING COSTS	11,757	9,632	9,000	(632)		(632)	107.0%	
4021 TELEPHONE & FAX	0	122	0	(122)		(122)	0.0%	
4026 COMPUTER	0	59	0	(59)		(59)	0.0%	
4029 OFFICE REFURBISHMENT	360	20	0	(20)		(20)	0.0%	
4036 PROPERTY MAINTENANCE	4,494	678	4,000	3,322		3,322	16.9%	
4042 EQUIPT MAINT/REPAIR	620	481	500	19		19	96.2%	
4067 PEST CONTROL	0	0	100	100		100	0.0%	
4104 REFUSE COLLECTION	1,161	825	1,000	175		175	82.5%	
4110 FIRE PRECAUTIONS	477	431	1,200	769		769	35.9%	
4134 SECURITY/CCTV	986	7,005	1,500	(5,505)		(5,505)	467.0%	
4790 DEFERRED GRANTS RELEASED	(2,593)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	4,206	0	0	0		0	0.0%	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	3,774	800	0	(800)	0	(800)		0
Net Income over Expenditure	(1,613)	0	0	0				
<u>108 GRANTS (INCL S137)</u>								
4261 GRANTS UNDER OTHER POWERS	23,392	16,840	20,767	3,927		3,927	81.1%	
4264 Community Agent Grant	11,250	11,500	11,250	(250)		(250)	102.2%	
GRANTS (INCL S137) :- Indirect Expenditure	34,642	28,340	32,017	3,677	0	3,677	88.5%	0
Net Expenditure	(34,642)	(28,340)	(32,017)	(3,677)				
<u>109 CAPITAL EXPENDITURE</u>								
1074 INC-DONATIONS	0	1,020	0	(1,020)			0.0%	
CAPITAL EXPENDITURE :- Income	0	1,020	0	(1,020)				0
4053 LOAN INTEREST	5,879	2,755	5,383	2,628		2,628	51.2%	

Continued over page

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4253 LEASE INTEREST REPAID	401	301	401	100		100	75.1%	
4802 CP - New Computer Installation	(0)	3,817	0	(3,817)		(3,817)	0.0%	
4808 CP - Website Re-design	0	0	5,000	5,000		5,000	0.0%	
4842 CP - The Orchard Furniture & E	0	0	0	0		0	0.0%	
4843 CP - Street Furniture	0	1,020	0	(1,020)		(1,020)	0.0%	
4900 ROLLING CAPITAL FUND ALLOC'N	100,000	71,500	71,500	0		0	100.0%	
4979 NEW LOAN COSTS	0	0	28,500	28,500		28,500	0.0%	
4980 LOAN REPAYMENT	9,115	4,683	9,453	4,770		4,770	49.5%	
4981 TFR TO CFR NEW ASSETS	13,526	0	0	0		0	0.0%	
4982 LEASE CAPITAL REPAID	4,963	3,722	4,963	1,241		1,241	75.0%	
4990 ASSET FUNDING FROM RCP	(13,526)	(1,220)	(5,000)	(3,780)		(3,780)	24.4%	
CAPITAL EXPENDITURE :- Indirect Expenditure	120,359	86,579	120,200	33,621	0	33,621	72.0%	0
Net Income over Expenditure	(120,359)	(85,559)	(120,200)	(34,641)				
111 CORPORATE MANAGEMENT								
1076 PRECEPT RECEIVED	1,011,058	1,166,677	1,166,677	0			100.0%	
1096 INTEREST RECEIVED	593	362	5,000	4,638			7.2%	
CORPORATE MANAGEMENT :- Income	1,011,651	1,167,039	1,171,677	4,638			99.6%	0
4057 AUDIT FEES	3,735	0	3,720	3,720		3,720	0.0%	
4901 C.S. SALARY RECHARGE	70,888	44,714	63,456	18,742		18,742	70.5%	
4911 C.S. O'HEAD RECHARGE	59,420	67,762	55,553	(12,209)		(12,209)	122.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	134,043	112,476	122,729	10,253	0	10,253	91.6%	0
Net Income over Expenditure	877,608	1,054,563	1,048,948	(5,615)				
112 DEMOCRATIC REP'N & MGM'T								
1074 INC-DONATIONS	0	55	0	(55)			0.0%	
1078 INC-MISC GRANTS	6,950	0	0	0			0.0%	
DEMOCRATIC REP'N & MGM'T :- Income	6,950	55	0	(55)				0
4024 SUBSCRIPTIONS	3,355	2,957	3,200	243		243	92.4%	
4026 COMPUTER	0	0	1,500	1,500		1,500	0.0%	
4082 NEIGHBOURHOOD PLAN	7,621	6,734	20,000	13,266		13,266	33.7%	
4135 ELECTION PROVISION	528	0	4,000	4,000		4,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(1,806)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	94,518	59,618	84,608	24,990		24,990	70.5%	
4911 C.S. O'HEAD RECHARGE	79,226	90,350	74,068	(16,282)		(16,282)	122.0%	
4999 DEPRECIATION CHARGED	9,292	0	0	0		0	0.0%	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	192,733	159,660	187,376	27,716	0	27,716	85.2%	0
Net Income over Expenditure	(185,783)	(159,604)	(187,376)	(27,772)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
113 CIVIC ACTIVITIES & EXPENSES								
1091 INC-MISCELLANEOUS	585	577	0	(577)			0.0%	
1300 INC-MAYORS CHARITY	(47)	0	0	0			0.0%	
CIVIC ACTIVITIES & EXPENSES :- Income	538	577	0	(577)				0
4008 STAFF TRAINING	290	0	500	500		500	0.0%	
4009 STAFF TRAVEL	0	0	500	500		500	0.0%	
4112 TOWN MAYOR'S ALLOW.	845	0	1,000	1,000		1,000	0.0%	
4166 TWINNING	0	0	1,000	1,000		1,000	0.0%	
4179 CIVIC FUNCTIONS	60	0	1,000	1,000		1,000	0.0%	
4180 CIVIC REGALIA REPAIRS ETC	0	0	100	100		100	0.0%	
4991 TRANSFER TO E/MARKED RESERVE	500	0	0	0		0	0.0%	
4992 TRANSFER FROM E/MARKED RESERVE	0	0	(500)	(500)		(500)	0.0%	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	1,695	0	3,600	3,600	0	3,600		0
Net Income over Expenditure	(1,157)	577	(3,600)	(4,177)				
115 ORCHARD COMMUNITY CENTRE								
1077 INC-S106 GRANTS	800	0	0	0			0.0%	
1078 INC-MISC GRANTS	18,000	0	18,000	18,000			0.0%	
1081 INC-RENT	54	0	0	0			0.0%	
1082 INC-LETTINGS	32,014	3,862	32,000	28,138			12.1%	
1109 INC-COFFEE MACHINE	224	0	250	250			0.0%	
ORCHARD COMMUNITY CENTRE :- Income	51,091	3,862	50,250	46,388			7.7%	0
4001 STAFF SALARIES	53,589	37,768	54,599	16,831		16,831	69.2%	
4002 EMPLOYERS N.I	5,014	3,394	5,153	1,759		1,759	65.9%	
4003 EMPLOYERS SUPERANN.	12,754	9,366	13,540	4,174		4,174	69.2%	
4007 HEALTH & SAFETY	0	802	500	(302)		(302)	160.3%	
4009 STAFF TRAVEL	429	87	300	213		213	28.9%	
4011 RATES	0	0	5,500	5,500		5,500	0.0%	
4012 WATER RATES	789	115	450	335		335	25.6%	
4014 ELECTRICITY	4,231	3,296	10,000	6,704		6,704	33.0%	
4015 GAS	209	753	4,500	3,747		3,747	16.7%	
4016 CLEANING COSTS	4,795	1,440	4,500	3,060		3,060	32.0%	
4020 MISC. ESTABLISH.COST	9	226	500	274		274	45.1%	
4021 TELEPHONE & FAX	190	0	1,200	1,200		1,200	0.0%	
4026 COMPUTER	565	585	1,500	915		915	39.0%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	2,089	80	1,000	920		920	8.0%	
4038 MAINTENANCE CONTRACT	4,005	978	1,500	522		522	65.2%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4042 EQUIPT MAINT/REPAIR	0	103	200	97		97	51.6%	
4081 Licences	309	158	300	143		143	52.5%	
4128 EQUIPMENT	60	1,095	200	(895)		(895)	547.5%	
4790 DEFERRED GRANTS RELEASED	(12,430)	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	11,417	0	0	0		0	0.0%	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	88,022	60,245	105,942	45,697	0	45,697	56.9%	0
Net Income over Expenditure	(36,931)	(56,383)	(55,692)	691				
901 CENTRAL SERVICES								
4001 STAFF SALARIES	186,172	118,682	193,197	74,515		74,515	61.4%	
4002 EMPLOYERS N.I	14,645	9,937	18,323	8,386		8,386	54.2%	
4003 EMPLOYERS SUPERANN.	35,477	20,427	47,915	27,488		27,488	42.6%	
4005 AGENCY STAFF	43,519	94,433	0	(94,433)		(94,433)	0.0%	
4007 HEALTH & SAFETY	0	314	2,500	2,186		2,186	12.6%	
4008 STAFF TRAINING	2,827	1,032	2,000	968		968	51.6%	
4009 STAFF TRAVEL	3,147	895	3,000	2,105		2,105	29.8%	
4010 MISC. STAFF COSTS	180	543	1,000	457		457	54.3%	
4013 RENT	37,147	34,287	34,760	473		473	98.6%	
4020 MISC. ESTABLISH.COST	137	0	250	250		250	0.0%	
4021 TELEPHONE & FAX	8,208	6,985	6,500	(485)		(485)	107.5%	
4022 POSTAGE	547	766	1,000	234		234	76.6%	
4023 STATIONERY	5,971	1,640	5,000	3,360		3,360	32.8%	
4025 INSURANCE	19,492	19,545	21,000	1,455		1,455	93.1%	
4026 COMPUTER	33,873	34,964	30,000	(4,964)		(4,964)	116.5%	
4027 PHOTOCOPIER	2,771	1,770	3,500	1,730		1,730	50.6%	
4031 ADVERTISING	0	550	400	(150)		(150)	137.5%	
4032 PUBLICITY	2,420	2,126	3,500	1,374		1,374	60.7%	
4042 EQUIPT MAINT/REPAIR	314	0	0	0		0	0.0%	
4051 BANK CHARGES	2,109	674	2,100	1,426		1,426	32.1%	
4056 LEGAL EXPENSES	1,850	2,230	1,220	(1,010)		(1,010)	182.8%	
4058 PROFESSIONAL FEES	12,030	14,893	2,000	(12,893)		(12,893)	744.7%	
4060 OFFICE EQUIPMENT	2,645	147	500	353		353	29.4%	
4073 PAYROLL BUREAU FEES	794	1,703	2,000	297		297	85.2%	
4074 ACCOUNTANCY FEES	15,693	6,326	15,000	8,674		8,674	42.2%	
4125 Misc Costs	86	52	30	(22)		(22)	171.7%	
4901 C.S. SALARY RECHARGE	(236,294)	(149,046)	(211,520)	(62,474)		(62,474)	70.5%	
4911 C.S. O'HEAD RECHARGE	(198,065)	(225,875)	(185,175)	40,700		40,700	122.0%	
4999 DEPRECIATION CHARGED	2,307	0	0	0		0	0.0%	
CENTRAL SERVICES :- Indirect Expenditure	0	0	0	0	0	0		0
Net Expenditure	0	0	0	0				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes :- Income	1,072,390	1,173,353	1,221,927	48,574			96.0%	
Expenditure	575,267	448,100	571,864	123,764	0	123,764	78.4%	
Movement to/(from) Gen Reserve	<u>497,122</u>	<u>725,254</u>						
Public Land & Open Spaces								
102 ALLOTMENTS								
1087 INC-ALLOTMENTS	6,521	9,967	6,600	(3,367)			151.0%	
ALLOTMENTS :- Income	<u>6,521</u>	<u>9,967</u>	<u>6,600</u>	<u>(3,367)</u>			<u>151.0%</u>	<u>0</u>
4013 RENT	233	465	465	0		0	100.0%	
4037 GROUNDS MAINTENANCE	399	73	1,000	928		928	7.3%	
4067 PEST CONTROL	675	510	550	40		40	92.7%	
4999 DEPRECIATION CHARGED	167	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	<u>1,474</u>	<u>1,048</u>	<u>2,015</u>	<u>968</u>	<u>0</u>	<u>968</u>	<u>52.0%</u>	<u>0</u>
Net Income over Expenditure	<u>5,047</u>	<u>8,920</u>	<u>4,585</u>	<u>(4,335)</u>				
104 BURIAL GROUNDS								
1084 INC-BURIAL FEES	14,453	10,153	17,000	6,847			59.7%	
1097 INC-MEMORIALS	836	0	300	300			0.0%	
BURIAL GROUNDS :- Income	<u>15,289</u>	<u>10,153</u>	<u>17,300</u>	<u>7,147</u>			<u>58.7%</u>	<u>0</u>
4011 RATES	4,702	3,523	4,800	1,277		1,277	73.4%	
4012 WATER RATES	80	67	150	83		83	44.8%	
4014 ELECTRICITY	2,868	85	150	65		65	56.4%	
4036 PROPERTY MAINTENANCE	1,088	455	2,000	1,545		1,545	22.8%	
4104 REFUSE COLLECTION	0	303	0	(303)		(303)	0.0%	
4110 FIRE PRECAUTIONS	368	153	500	347		347	30.7%	
4178 PATHS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4901 C.S. SALARY RECHARGE	14,178	8,943	12,691	3,748		3,748	70.5%	
4902 W.S. SALARY RECHARGE	49,101	35,049	59,441	24,392		24,392	59.0%	
4911 C.S. O'HEAD RECHARGE	11,884	13,552	11,111	(2,441)		(2,441)	122.0%	
4912 W.S. O'HEAD RECHARGE	16,685	5,428	12,280	6,852		6,852	44.2%	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	0.0%	
BURIAL GROUNDS :- Indirect Expenditure	<u>103,204</u>	<u>67,559</u>	<u>104,123</u>	<u>36,564</u>	<u>0</u>	<u>36,564</u>	<u>64.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(87,915)</u>	<u>(57,406)</u>	<u>(86,823)</u>	<u>(29,417)</u>				
210 GENERAL								
4064 ANNUAL HANGING BASKETS	0	3,876	3,000	(876)		(876)	129.2%	
GENERAL :- Indirect Expenditure	<u>0</u>	<u>3,876</u>	<u>3,000</u>	<u>(876)</u>	<u>0</u>	<u>(876)</u>	<u>129.2%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(3,876)</u>	<u>(3,000)</u>	<u>876</u>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212 RECREATION GROUNDS								
1077 INC-S106 GRANTS	2,600	0	0	0			0.0%	
1081 INC-RENT	4,521	2,449	5,240	2,791			46.7%	
1082 INC-LETTINGS	(202)	0	0	0			0.0%	
1083 INC-PITCH HIRE	2,385	262	4,000	3,738			6.5%	
1091 INC-MISCELLANEOUS	0	3,308	0	(3,308)			0.0%	
RECREATION GROUNDS :- Income	9,305	6,018	9,240	3,222			65.1%	0
4011 RATES	4,468	3,336	4,565	1,229		1,229	73.1%	
4012 WATER RATES	2,430	8,902	11,000	2,099		2,099	80.9%	
4013 RENT	0	0	1	1		1	0.0%	
4014 ELECTRICITY	6,721	1,215	6,000	4,785		4,785	20.3%	
4016 CLEANING COSTS	98	0	400	400		400	0.0%	
4036 PROPERTY MAINTENANCE	0	0	5,000	5,000		5,000	0.0%	
4037 GROUNDS MAINTENANCE	1,151	0	2,500	2,500		2,500	0.0%	
4038 MAINTENANCE CONTRACT	7,896	5,583	6,500	917		917	85.9%	
4039 PLAY. EQUIP. MAINT.	2,057	0	3,000	3,000		3,000	0.0%	
4043 FENCING & GATES	157	0	1,000	1,000		1,000	0.0%	
4044 TREES & PLANTS	3,543	1,110	2,500	1,390		1,390	44.4%	
4067 PEST CONTROL	700	300	1,500	1,200		1,200	20.0%	
4100 FERT./SEEDS/WEEDKILL	174	41	2,000	1,959		1,959	2.0%	
4104 REFUSE COLLECTION	3,828	2,314	6,000	3,686		3,686	38.6%	
4110 FIRE PRECAUTIONS	753	476	750	274		274	63.5%	
4114 LITTER BINS	1,437	0	2,000	2,000		2,000	0.0%	
4139 GRASS CUTTING	4,236	0	0	0		0	0.0%	
4790 DEFERRED GRANTS RELEASED	(11,187)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	37,807	23,847	33,843	9,996		9,996	70.5%	
4902 W.S. SALARY RECHARGE	171,855	122,672	208,042	85,370		85,370	59.0%	
4911 C.S. O'HEAD RECHARGE	31,691	36,140	29,628	(6,512)		(6,512)	122.0%	
4912 W.S. O'HEAD RECHARGE	58,398	18,998	42,980	23,983		23,983	44.2%	
4999 DEPRECIATION CHARGED	40,215	0	0	0		0	0.0%	
RECREATION GROUNDS :- Indirect Expenditure	368,426	224,933	369,209	144,276	0	144,276	60.9%	0
Net Income over Expenditure	(359,121)	(218,915)	(359,969)	(141,054)				
902 WORKS SERVICES								
4001 STAFF SALARIES	192,644	136,408	222,166	85,758		85,758	61.4%	
4002 EMPLOYERS N.I	17,059	11,601	19,939	8,338		8,338	58.2%	
4003 EMPLOYERS SUPERANN.	35,804	27,236	55,098	27,862		27,862	49.4%	
4007 HEALTH & SAFETY	503	509	500	(9)		(9)	101.8%	
4008 STAFF TRAINING	1,809	132	2,500	2,368		2,368	5.3%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4009 STAFF TRAVEL	291	46	300	254		254	15.3%	
4010 MISC. STAFF COSTS	0	0	300	300		300	0.0%	
4014 ELECTRICITY	5,507	(4,435)	200	4,635		4,635	(2217.4	
4025 INSURANCE	636	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	115	0	200	200		200	0.0%	
4041 EQUIPMENT HIRE	216	183	400	217		217	45.8%	
4042 EQUIPT MAINT/REPAIR	3,562	2,792	4,500	1,708		1,708	62.0%	
4046 VEHICLE LEASING	9,650	7,211	11,000	3,789		3,789	65.6%	
4047 MATERIALS/TOOLS	16,719	8,411	12,000	3,589		3,589	70.1%	
4048 VEHICLE MAINT/REPAIR	10,465	3,261	10,000	6,739		6,739	32.6%	
4049 VEHICLE FUEL	7,435	3,753	8,000	4,247		4,247	46.9%	
4050 VEHICLE TAX	455	675	500	(175)		(175)	135.0%	
4103 PROTECTIVE CLOTHING	2,636	2,729	2,500	(229)		(229)	109.2%	
4119 SKIP HIRE	2,981	1,470	3,000	1,530		1,530	49.0%	
4125 Misc Costs	16	0	0	0		0	0.0%	
4128 EQUIPMENT	442	401	500	99		99	80.2%	
4134 SECURITY/CCTV	0	0	2,000	2,000		2,000	0.0%	
4136 RENEWALS/REPLACEMENT	0	0	3,000	3,000		3,000	0.0%	
4790 DEFERRED GRANTS RELEASED	(2,536)	0	0	0		0	0.0%	
4902 W.S. SALARY RECHARGE	(245,507)	(175,245)	(297,203)	(121,958)		(121,958)	59.0%	
4912 W.S. O'HEAD RECHARGE	(83,425)	(27,139)	(61,400)	(34,261)		(34,261)	44.2%	
4991 TRANSFER TO E/MARKED RESERVE	1,500	0	0	0		0	0.0%	
4999 DEPRECIATION CHARGED	22,524	0	0	0		0	0.0%	

WORKS SERVICES :- Indirect Expenditure	1,500	(0)	0	0	0	0		0
--	-------	-----	---	---	---	---	--	---

Net Expenditure	(1,500)	0	0	(0)
-----------------	---------	---	---	-----

Public Land & Open Spaces :- Income	31,114	26,139	33,140	7,001			78.9%
-------------------------------------	--------	--------	--------	-------	--	--	-------

Expenditure	474,603	297,416	478,347	180,931	0	180,931	62.2%
-------------	---------	---------	---------	---------	---	---------	-------

Movement to/(from) Gen Reserve	(443,489)	(271,277)
--------------------------------	-----------	-----------

Town Centre Management

103 STREET LIGHTS

4014 ELECTRICITY	10,302	3,894	0	(3,894)		(3,894)	0.0%
------------------	--------	-------	---	---------	--	---------	------

STREET LIGHTS :- Indirect Expenditure	10,302	3,894	0	(3,894)	0	(3,894)		0
---------------------------------------	--------	-------	---	---------	---	---------	--	---

Net Expenditure	(10,302)	(3,894)	0	3,894
-----------------	----------	---------	---	-------

105 CAR PARKS

1088 INC-CAR PARKING FEES	34,975	7,264	36,000	28,736			20.2%
---------------------------	--------	-------	--------	--------	--	--	-------

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1089 INC - PARKING PERMITS WORK	11,722	619	11,000	10,381			5.6%	
1099 INC-INSURANCE (CLAIM)	2,688	0	0	0			0.0%	
1189 INC-PARKING PERMITS RES	6,534	2,223	6,000	3,777			37.1%	
CAR PARKS :- Income	55,920	10,106	53,000	42,894			19.1%	0
4011 RATES	25,704	19,379	26,250	6,871		6,871	73.8%	
4014 ELECTRICITY	0	0	500	500		500	0.0%	
4021 TELEPHONE & FAX	0	0	600	600		600	0.0%	
4038 MAINTENANCE CONTRACT	10,322	6,054	7,500	1,446		1,446	80.7%	
4047 MATERIALS/TOOLS	2,025	810	2,000	1,190		1,190	40.5%	
4056 LEGAL EXPENSES	0	495	1,000	505		505	49.5%	
4092 Card Processing Fees	1,145	370	1,000	630		630	37.0%	
4108 SURFACE REPAIRS	0	0	3,000	3,000		3,000	0.0%	
4126 CAR PARK LEASE	29,000	24,345	29,001	4,656		4,656	83.9%	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,544	2,236	3,173	937		937	70.5%	
4902 W.S. SALARY RECHARGE	12,275	8,762	14,860	6,098		6,098	59.0%	
4911 C.S. O'HEAD RECHARGE	2,971	3,388	2,778	(610)		(610)	122.0%	
4912 W.S. O'HEAD RECHARGE	4,171	1,357	3,070	1,713		1,713	44.2%	
4999 DEPRECIATION CHARGED	9,428	0	0	0		0	0.0%	
CAR PARKS :- Indirect Expenditure	99,844	67,195	94,732	27,537	0	27,537	70.9%	0
Net Income over Expenditure	(43,924)	(57,089)	(41,732)	15,357				
106 MARKET								
1085 INC-TUESDAY MARKET RENTS	2,250	459	2,900	2,441			15.8%	
1086 INC-SATURDAY MARKET RENTS	9,605	2,346	10,500	8,154			22.3%	
1091 INC-MISCELLANEOUS	357	0	0	0			0.0%	
MARKET :- Income	12,213	2,805	13,400	10,595			20.9%	0
4001 STAFF SALARIES	0	388	0	(388)		(388)	0.0%	
4004 MARKET STAFF	4,959	3,107	5,250	2,143		2,143	59.2%	
4011 RATES	5,097	4,002	5,205	1,203		1,203	76.9%	
4012 WATER RATES	42	534	0	(534)		(534)	0.0%	
4014 ELECTRICITY	440	776	1,200	424		424	64.7%	
4032 PUBLICITY	343	608	550	(58)		(58)	110.5%	
4047 MATERIALS/TOOLS	218	0	250	250		250	0.0%	
4081 Licences	0	0	333	333		333	0.0%	
4901 C.S. SALARY RECHARGE	11,815	7,452	10,576	3,124		3,124	70.5%	
4911 C.S. O'HEAD RECHARGE	9,903	11,294	9,259	(2,035)		(2,035)	122.0%	
4999 DEPRECIATION CHARGED	800	0	0	0		0	0.0%	
MARKET :- Indirect Expenditure	33,616	28,161	32,623	4,462	0	4,462	86.3%	0
Net Income over Expenditure	(21,403)	(25,357)	(19,223)	6,134				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 TOWN CENTRE GENERAL								
1145 INC-CHRISTMAS ACTIVITIES	702	340	0	(340)			0.0%	
TOWN CENTRE GENERAL :- Income	702	340	0	(340)				0
4001 STAFF SALARIES	24,799	19,281	26,050	6,769		6,769	74.0%	
4002 EMPLOYERS N.I	2,232	1,752	2,402	650		650	72.9%	
4003 EMPLOYERS SUPERANN.	5,902	4,739	6,458	1,719		1,719	73.4%	
4009 STAFF TRAVEL	499	98	250	152		152	39.4%	
4014 ELECTRICITY	7	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	194	150	1,000	850		850	15.0%	
4044 TREES & PLANTS	0	200	0	(200)		(200)	0.0%	
4064 ANNUAL HANGING BASKETS	2,991	0	0	0		0	0.0%	
4116 WAR MEM & REM SERV	301	0	750	750		750	0.0%	
4117 CLOCK REPAIRS	0	0	350	350		350	0.0%	
4138 MARKET SQUARE EVENTS	0	2,526	15,000	12,474		12,474	16.8%	
4140 CHRISTMAS ACTIVITIES	6,413	1,815	7,000	5,185		5,185	25.9%	
4144 CCTV	14,833	2,045	18,000	15,955		15,955	11.4%	
4145 CHRISTMAS LIGHTS	18,660	17,271	18,000	729		729	96.0%	
4790 DEFERRED GRANTS RELEASED	(571)	0	0	0		0	0.0%	
4901 C.S. SALARY RECHARGE	3,544	2,236	3,173	937		937	70.5%	
4902 W.S. SALARY RECHARGE	12,275	8,762	14,860	6,098		6,098	59.0%	
4911 C.S. O'HEAD RECHARGE	2,971	3,388	2,778	(610)		(610)	122.0%	
4912 W.S. O'HEAD RECHARGE	4,171	1,357	3,070	1,713		1,713	44.2%	
4999 DEPRECIATION CHARGED	1,131	0	0	0		0	0.0%	
TOWN CENTRE GENERAL :- Indirect Expenditure	100,352	65,621	119,141	53,520	0	53,520	55.1%	0
Net Income over Expenditure	(99,651)	(65,281)	(119,141)	(53,860)				
110 PUBLIC CONVENIENCES								
4011 RATES	3,093	2,309	3,160	851		851	73.1%	
4012 WATER RATES	2,143	(110)	1,600	1,710		1,710	(6.9%)	
4014 ELECTRICITY	180	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	181	6,516	2,500	(4,016)		(4,016)	260.6%	
4038 MAINTENANCE CONTRACT	16,667	6,210	16,500	10,290		10,290	37.6%	
4999 DEPRECIATION CHARGED	60	0	0	0		0	0.0%	
PUBLIC CONVENIENCES :- Indirect Expenditure	22,324	14,925	24,760	9,835	0	9,835	60.3%	0
Net Expenditure	(22,324)	(14,925)	(24,760)	(9,835)				
Town Centre Management :- Income	68,834	13,251	66,400	53,149			20.0%	
Expenditure	266,438	179,796	271,256	91,460	0	91,460	66.3%	
Movement to/(from) Gen Reserve	(197,604)	(166,545)						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,172,338	1,212,743	1,321,467	108,724			91.8%	
Expenditure	1,316,309	925,311	1,321,467	396,156	0	396,156	70.0%	
Net Income over Expenditure	<u>(143,970)</u>	<u>287,432</u>	<u>0</u>	<u>(287,432)</u>				
Movement to/(from) Gen Reserve	<u>(143,970)</u>	<u>287,432</u>						

Date: 21/01/2021

Biggleswade Town Council

Item 10aiv Lloyds Payment

Time: 22:36

Lloyds Current A/C

List of Payments made between 01/12/2020 and 31/12/2020

Page 1

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	Petty Cash	000328	200.00		Petty Cash (Santa's Grotto)
01/12/2020	The Post Office	CNXL000325	-760.00		The Post Office-CNXLCHQ
01/12/2020	Land Registry	DC	12.00		Land Registry
05/12/2020	Central Bedfordshire Council	Std Ord	5,120.00		Central Beds Rates 20/21
07/12/2020	ADT Fire & Security plc	201572	400.98		1103-Fire alarm system maint
07/12/2020	British Telecommunications PLC	201573	559.52		1099-Montly phone service
07/12/2020	BATPC	201574	300.00		1106-Clerk coreskills training
07/12/2020	Rosetta Publishing Ltd	201575	290.40		1125-Beds Bulletin Dec 20
07/12/2020	Chubb Fire Ltd	201576	123.84		1104-Fire alarm spare parts
07/12/2020	Harrier Office Supplies Ltd	201577	82.15		1114-Strip-cut shredder
07/12/2020	Lamps & Tubes Illuminations Lt	201578	7,671.00		1112-Xmas light display 2020
07/12/2020	LGRC Associates Ltd	201579	11,908.80		1111-Locum Clerk Nov 2020
07/12/2020	Hire or Buy Group Ltd	201580	29.00		1124-Stihl Chain oil
07/12/2020	SLCC Enterprises Ltd	201581	84.00		1105-Agendas & Minutes
07/12/2020	Turfcare Leisure Services Ltd	201582	690.47		1107-Bowling green maint
07/12/2020	Veolia UK Ltd	201583	106.92		1115-Lift rental
07/12/2020	OPUS Energy (Corporate) Limite	DDR1	54.69		1050-Gas Oct 2020 kings Reach
07/12/2020	OPUS Energy (Corporate) Limite	DDR2	1,503.43		1154-Elec Oct-Stratton Way
07/12/2020	OPUS Energy (Corporate) Limite	DDR01	309.50		1119-Gas Oct Court house
08/12/2020	Cancelled Chq	332	0.00		Cancelled Chq
08/12/2020	Cancelled Chq	333	0.00		Cancelled Chq
08/12/2020	Cancelled Chq	334	0.00		Cancelled Chq
08/12/2020	Cancelled Chq	335	0.00		Cancelled Chq
08/12/2020	M Patterson	337	50.00		M Patterson Allot refund
08/12/2020	DCK Accounting Solutions Ltd	331	1,424.28		Purchase Ledger Payment
08/12/2020	Enterprise Personnel Ltd	338	1,217.36		Purchase Ledger Payment
09/12/2020	J Jones	336	60.00		J Jones Allot refund
09/12/2020	Cancelled Chq	339	0.00		Cancelled Chq
09/12/2020	Post Office	000339	358.00		Postage Stamps
11/12/2020	Node IT Solutions Ltd	DDR3	125.85		Purchase Ledger Payment
11/12/2020	Node IT Solutions Ltd	DDR4	211.20		5523/1254/Node IT Solutions Lt
11/12/2020	Node IT Solutions Ltd	DDR5	2,882.66		1100-Monthly IT Service
11/12/2020	BNP Paribas Ltd	DDR	584.17		LN69 XVL Lease
14/12/2020	Lloyds Salary A/C	Tfr	30,300.00		
14/12/2020	The right Fuelcard Company Lim	DDR6	3.60		Purchase Ledger Payment
15/12/2020	Lex Autolease Ltd	DDR	410.64		EX1591258/1192/Lex Autolease
16/12/2020	Cash	340	800.00		Cash
16/12/2020	Cash	341	140.00		Cash
16/12/2020	Fuel Genie DDR	DDR7	554.73		Purchase Ledger Payment
18/12/2020	AIB Merchant Services	DDR8	39.20		1108-Car park card processing
21/12/2020	AMF Services (Bedford) Ltd	201584	299.70		23697/1178/27220/AMF Services
21/12/2020	Deeping Direct Limited	201585	57.60		13238/1179/Deeping Direct Limi
21/12/2020	Flowbird Smart City UK Ltd	201586	1,194.43		UK134145/1203/Flowbird Smart C
21/12/2020	Harrier Office Supplies Ltd	201587	117.04		447946/1205/Harrier Office Sup
21/12/2020	Henlow Building Supplies	201588	2,162.15		D0123908/1188/Henlow Building
21/12/2020	HM Revenue & Customs	201590	10,361.82		DEC20/1189/HM Revenue & Custom
21/12/2020	Huxley Electrical Services	201589	365.00		161220/1190/Huxley Electrical

Continued on Page 2

List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/12/2020	David Kaiserman	201591	900.00		81220/1191/27203/David Kaiserm
21/12/2020	The Lion Press (Sandy) Ltd	201592	273.60		5754/1193/The Lion Press (Sand
21/12/2020	Professional Pest Management	201593	150.00		INV-32682/1208/Professional Pe
21/12/2020	Peninsula Business Services Li	201595	1,535.81		U001926510/1207/Peninsula Busi
21/12/2020	Allan Peacock (Street Lighting	201594	240.00		19908/1194/Allan Peacock (Stre
21/12/2020	RIGBY TAYLOR LTD	201596	907.20		RSIN0357715/1198/RIGBY TAYLOR
21/12/2020	R & C Hyett	201597	2,470.00		BTC268/1201/R & C Hyett
21/12/2020	Wallgate Limited	201598	61.80		00022786/1199/27228/Wallgate L
21/12/2020	Brite Signs Ltd	201599	35.00		2472/1238/Brite Signs Ltd
21/12/2020	Lloyds Salary A/C	Tfr	1,300.00		
21/12/2020	The right Fuelcard Company Lim	DDR9	77.54		Purchase Ledger Payment
23/12/2020	EE - DDR	DDR10	91.49		V01824221690/1202/EE - DDR
29/12/2020	Opus Energy	DDR11	68.83		25946530/1250/Opus Energy
29/12/2020	Opus Energy	DDR12	392.59		25946529/1251/Opus Energy
29/12/2020	Lloyds Bank	DDR	79.26		Bank charges
30/12/2020	F & R Cawley Ltd	DDR13	433.73		1160-waste collection Nov
31/12/2020	OPUS Energy (Corporate) Limite	DDR14	1,750.17		40008406/1267/OPUS Energy (Cor
31/12/2020	Kubota Finance	Std Ord	536.40		Kubota Finance Leasing
Total Payments			93,709.55		

BIGGLESWADE TOWN COUNCIL
Report to Full Council Meeting 9th February 2021
Review of Standing Orders

Implications of Recommendations

Corporate Strategy: None

Finance: None

Equality: None

Environment: None

Community Safety: None

Background

It is a governance requirement that Council review its Standing Orders on an annual basis, and this report should be considered as compliance with the requirement.

Standing Orders of Council are a keystone to effective governance, principally but not exclusively, through the rules for the conduct of meetings and need to take account of current legislation and examples of good practice.

The last time Standing Orders were considered was through an Interim Report to Council on 14th January 2020 and consideration of a number of updating amendments is now due.

Introduction

The proposed changes are designed to improve the effective working of the Council and to recognise what should be considered as good practice. In proposing these amendments, the NALC Model Standing Orders have been taken into account as well as reference to the Standing Orders of other large Town Councils.

There are some minor typographical errors in the current Standing Orders of Council to be corrected but, more significantly, a number of substantive points require attention. The proposed changes, if adopted, will require consequential renumbering within the document.

Summary

Substantive points to be addressed:

SO1: There is no reference in Standing Orders to calling/notice of meetings (except for reference to extraordinary meetings at SO39). The following text should be added:

The Proper Officer shall at least three clear days before a meeting of the Council, a committee or a sub-committee,

- Serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
- Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

A minimum three clear days' notice of a meeting must be given. This does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

SO16k: This refers to an item in the order of business of meetings and is worded:

To receive and consider reports and minutes of committees.

This does not correspond with the wording that has been used on Council agendas, which reads:

Minutes and recommendations of meetings.

Whether the Standing order needs to be altered to reflect practice is a matter for debate but, under either wording it is clear that the minutes of committees can come to Council and the need to have a separate report of recommendations that will be in the minutes is unnecessary.

SO37e: Appointing non-Members to committees includes Finance & General Purposes at present. This requires amendment to the following:

The Members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

SO47b: This reads:

Any Council Member shall, unless the Council otherwise orders, be entitled to be present as a spectator on the public benches at the meetings of any committee or sub-committee of which he/she is not a Member, but he/she shall not be entitled to vote and he/she shall not take part in the consideration of any business save by leave of the person presiding. This is not standard practice.

The recommended replacement wording is;

Any Council Member shall, unless the Council otherwise orders, be entitled to be present at the meetings of any committee or sub-committee of which he/she is not a Member, and he/she shall be permitted to speak to particular items of business provided that prior notice of the request is given and the committee approves the request, but he/she shall not be entitled to vote.

This change would give the Member the right to attend the meeting as a councillor and to speak (with consent of the meeting) but still not to vote.

SO68: This refers to 'Code of Conduct on Complaints' but not 'Code of Conduct Complaints', The latter being the province of the Monitoring Officer of the Unitary Authority.

The NALC text on this subject is as follows and should also be read in conjunction with current SOs 48, 49 and 50:

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order [], report this to the Council.
- b Where the notification in standing order [] relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff Member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what,

if any, action to take against him. Such action excludes disqualification or suspension from office.

These additional provisions are not included in Standing Orders at the moment:
Taken from NALC Model:

RESPONSIBLE FINANCIAL OFFICER

The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

This needs to be included with a sentence to state that the Responsible Financial Officer is the Town Clerk, so as to achieve consistency with the Financial Regulations.

Recommendations

Members are asked to note that, under the current Standing Order 70, a resolution to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, unless a written draft of the changes has been prepared by the Town Clerk and has been circulated with the agenda.

These amendments are prepared by the Assistant Town Clerk. In view of this, a proposer and seconder for the changes is required in order to proceed for consideration, and to be deferred to the meeting of Council to be held on 9th March 2021.

Philip Truppin
Assistant Town Clerk

BIGGLESWADE TOWN COUNCIL
Report to Council 9th February 2021
Review of Fees & Charges 2021/22

Implications of Recommendations

Corporate Strategy: None

Finance: Marginal effect on budgets

Equality: None

Environment: None

Community Safety: None

Background

Fees and Charges are subject to annual review by the Council. The attached schedules show the proposed levels for 2021/22 with a comparison against those in the current financial year. Additionally, the proposals include Allotment fees for 2022/23 since these should be established a year in advance in order to give adequate notice to the allotment tenants.

Introduction

The proposals cover the activities and services provided by the Council that generate income, namely:

Sports Facilities
The Orchard Community Centre
Allotments
Markets
Cemeteries

Summary

The proposal is to use the latest available annual increase in CPI, measured at 0.8% in December 2020 and to round up or down to the nearest whole pound. Where VAT is charged this is included in the calculations. Exceptions are as follows:

1. Market Fees – these to be held at current levels until consideration of the Market Strategy has been completed and the report finalised.
2. Cemeteries – due to the Covid-19 Pandemic, no change is proposed.
3. Allotment Rents – no change is being proposed for 2021/22 but there is provision to increase the rents for 2022/23 now to ensure that the one year's notice of fee increases is given. For this reason, the increase proposed is 1.6% in 2022/23, using the current CPI increase and taking a further 0.8% as indicative for the next year.

It has been the practice in the past to propose these charges at the Finance & General Purposes Committee held in November but this did not happen in 2020. Councillors are requested to note that the next review will be on the agenda for the Finance & General Purposes Committee that is planned to be held on 2nd November 2021.

Recommendation

Councillors are recommended to adopt the proposals for Fees and Charges in this report.

Philip Truppin
Assistant Town Clerk



ANNUAL TOWN COUNCIL FEES REVIEW

SCALE OF CHARGES FOR HIRING OF SPORTS FACILITIES

FEES TO TAKE EFFECT FROM 1 APRIL 2021

FOOTBALL PITCHES Eagle Farm Road, The Lakes and Stratton Way Recreation Grounds		2020/2021	2021/2022
Juniors	Pitch & changing rooms	£10.83 + VAT = £13.00	£10.91 + VAT = £13.00
Adults (Stratton Way only)	Pitch only	£27.50 + VAT = £33.00	£27.72 + VAT = £33.00
Adults (Stratton Way only)	Pitch & changing rooms	£45.83 + VAT = £55.00	£46.19 + VAT = £55.00

DROVE ROAD TENNIS COURTS		2020/2021	2021/2022
Monday to Sunday and Bank Holidays	Per Person Per Hour Per Court	No Charge	No Charge
OAPS, unemployed and Children	Per Person Per Hour Per Court	No Charge	No Charge

DROVE ROAD BOWLING GREEN		2020/2021	2021/2022
Rink **	Per hour per person	£2.50 + VAT = £3.00	£2.51 + VAT = £3.00
Rink season ticket	Adults	£41.66 + VAT = £50.00	£41.79 + VAT = £50.00
Rink season ticket	OAPs, unemployed and children	£20.83 + VAT = £25.00	£20.95 + VAT = £25.00
** One rink to remain available to public at all times			

DROVE ROAD BOWLS CLUB Biggleswade Town Bowls Club Charges		2020/2021	2021/2022
Drove Road Recreation Ground and Bowls Pavilion		£2,300 + VAT = £2,760.00	£2,318.40 + VAT = £2,782.00

FAIRFIELD ROAD (1ST MEADOW) Biggleswade Town Cricket Club Charges		2020/2021	2021/2022
Lindsell Ground & Pavilion Contribution towards repair & re-decoration, insurance and water charges		£850 + VAT = £1,020.00	£856.80 + VAT = £1,028.00



ANNUAL TOWN COUNCIL FEES REVIEW
ORCHARD COMMUNITY CENTRE
FEES TO TAKE EFFECT FROM 1 APRIL 2021

MAIN HALL	2020/2021	2021/2022
Hire of Main Hall Per Hour	£20.00 per hour	£20.00 per hour
Cost of setting up and / or clearing up hall	£20.00 per hour	£20.00 per hour
Refundable Deposit	£100.00	£100.00
<ul style="list-style-type: none"> Reduction for Local Charities or Local Not for Profit Organisations registered with HMRC for Gift Aid. (Local means within the Parish of Biggleswade)* 	50% Reduction	50% Reduction
<ul style="list-style-type: none"> Reduction for Block Bookings* 	10% Reduction for 7 or more bookings	10% Reduction for 7 or more bookings
*Only one discount may be applied		

TRAINING ROOM	2020/2021	2021/2022
Hire Charge Per Day	£120.00 per day	£121.00 per day
Hire Charge Per Half Day	£72.00 per ½ day	£73.00 per ½ day
Refreshments Charge	£10.00 + VAT = £12.00	£10.00 + VAT = £12.00
No discounts apply to the Training Room		



ANNUAL TOWN COUNCIL FEES REVIEW

SCALE OF CHARGES FOR ALLOTMENT HOLDERS

FEES FOR 2020/21, 2021/2022 AND 2022/23

ALLOTMENT RENT	2020/2021 Approved Fees 1 September 2020	2021/2022 Proposed Fees 1 September 2021	2022/2023 Proposed Fees 1 September 2022
Rent of Small Plot (approx. 10m x 5m)	£35.00	£35.00	£36.00
Rent of Large Plot (approx. 20m x 5m)	£50.00	£50.00	£51.00

DEPOSIT (New Tenants Only)	
Full and Half Plot	£50.00 *

* Deposit refundable subject to the Terms & Conditions of the Tenancy Agreement

* Increase amounts to 1.6% CPI for 2021



ANNUAL TOWN COUNCIL FEES REVIEW

SCALE OF CHARGES FOR MARKET STALL RENTS ETC.

FEES TO TAKE EFFECT FROM 1 APRIL 2021*

MARKET STALLS Payment is due on arrival	2020/2021	2021/2022
Rent of pitch Own stall/open space Maximum size 10' x 10'	£13.33 + VAT = £16.00	£13.33 + VAT = £16.00
Rent of pitch Own stall/open space Size 11' x 11' to 15' x 15'	£18.33 + VAT = £22.00	£18.33 + VAT = £22.00
Rent of pitch Own stall/open space Size 16' x 16' to 20' x 20'	£24.17 + VAT = £29.00	£24.17 + VAT = £29.00
Lighting of stall	Free	Free
Farmers Market Stall	£20.00 + VAT = £24.00	£20.00 + VAT = £24.00
Tuesday Market Minimum charge	£12.50 + VAT = £15.00	£12.50 + VAT = £15.00
Clearance of unauthorised market trade waste Minimum charge	£50.00 + VAT = £60.00	£50.00 + VAT = £60.00

CHARITY STALLS	2020/2021	2021/2022
Biggleswade Voluntary Organisations Deposit payable in advance. The deposit is refundable only on taking up the trading position on the day.	£16.00	£16.00
Non-Biggleswade Voluntary Organisations Rent payable in advance (non-refundable)	£13.33 + VAT = £16.00	£13.33 + VAT = £16.00
<ul style="list-style-type: none"> • One Charity Stall for use by Voluntary Organisations will be available each Market. • Only 2 bookings allowed per year for each Charitable Organisation. • Booking of the Charity Stall must be made via the Town Council Office. 		

* Fees are liable for review once the Market Strategy Working Group Review has been completed.



ANNUAL TOWN COUNCIL FEES REVIEW

MEMORIAL FEES DROVE ROAD AND STRATTON WAY BURIAL GROUNDS

FEES TO TAKE EFFECT 1 APRIL 2021

ALL FEES ARE TO BE DOUBLED FOR NON-PARISHIONER

This includes anyone who has lived outside Biggleswade for ten years or more

Due to the COVID-19 Pandemic burial, cremation, interment and memorial fees are proposed to remain unchanged for 2021/2022

GRANT FOR the RIGHT TO ERECT OR PLACE MEMORIAL	INFORMATION	2020/2021	2021/2022
Adult grave Monument or headstone and or kerb stones/and or flat stones/and or kerbs	Not to exceed 4' in height and 7' in length or 3' in width (7' in width for double plot)	£95.00	£95.00
Adult grave Flat plaque	Not to exceed 2' 6" x 2' 6"	£47.00	£47.00
Adult grave Headstone	Not to exceed 4' in height and 3' in width	£47.00	£47.00
Child grave Monument or headstone and/or kerb stones and/or flat stones and/or kerbs	Not to exceed 2' in height and 4' in length and 2' in width	£25.00	£25.00
Cremated remains – Old Sections Cremated remains – New Sections	Not to exceed 24" x 18" flat plaque only not to exceed 18" x 18"	£25.00	£25.00
Vase only	Not to exceed 18" in height	£15.00	£15.00
Added inscription	-	£18.00	£18.00
Adult Grave Kerb Stones Only	-	£47.00	£47.00

		2020/2021	2021/2022
BURIAL RECORD SEARCH FEES	Each individual search covering period less than 5 years	£10.00 + VAT = £12.00	£10.00 + VAT = £12.00
	Each individual search covering period over 5 years (charge per hour)	£15.00 + VAT = £18.00 per hour	£15.00 + VAT = £18.00 per hour
	Every certified copy of an entry in burial Register	£5.00 + VAT = £6.00	£5.00 + VAT = £6.00
MEMORIAL BENCH INSTALLATION	Supply and installation of memorial bench. Contact for more information.	£711.00 + VAT = £853.20	£711.00 + VAT = £853.20
	Supply and installation of memorial bench with plaque. Contact for more information.	£838.00 + VAT = £955.20	£838.00 + VAT = £955.20



ANNUAL TOWN COUNCIL FEES REVIEW

DROVE ROAD AND STRATTON WAY BURIAL GROUNDS FEES TO TAKE EFFECT 1 APRIL 2021

ALL FEES ARE DOUBLED FOR NON-PARISHIONERS

This includes anyone who has lived outside Biggleswade for ten years or more

Due to the COVID-19 Pandemic burial, cremation, interment and memorial fees are proposed to remain unchanged for 2021/2022

INTERMENT (excluding digging the grave)	INFORMATION	2020/2021	2021/2022
Baby the body of a still-born child, or of a child whose age at the time of death did not exceed 1 month	Single depth	No Charge (Only pay for purchase of plot - see below)	No Charge (Only pay for purchase of plot - see below)
Child the body of a child whose age at the time of death exceeded 1 month but did not exceed 18 years	Single depth	£60.00	£60.00
Adult the body of a person whose age at the time of death exceeded 18 years	Single depth	£280.00	£280.00
Adult the body of a person whose age at the time of death exceeded 18 years	Double depth	£345.00	£345.00
Cremated Remains	-	£115.00	£115.00
Cremated Remains of Still-Born Baby into Established Plot	-	Free	Free
Walled graves and vaults To be constructed at the expense of the family in consultation with the Funeral Director and Biggleswade Town Council	-	£980.00	£980.00

EXCLUSIVE RIGHT OF BURIAL	INFORMATION	2020/2021	2021/2022
Adult grave 7' 6" x 3' 6"	100 years	£210.00	£210.00
Child grave 4' x 2'	100 years	£140.00	£140.00
Cremated remains grave 2' x 2'	100 years	£130.00	£130.00
Transfer Exclusive Right of Burial to relative or trustee (owner living)	100 years from the date of original grant	£25.00	£25.00
Transfer Exclusive Right of Burial to relative or trustee (owner deceased)	100 years from the date of original grant	£75.00	£75.00

President
Richard Robinson**BedfordshireFA**www.bedfordshirefa.com
Info@bedfordshirefa.com
TEL: 01582 56511
@BedsFA**Chairman**
Richard EverittCentury House
Skimpot Road
Dunstable
Bedfordshire
LU5 4JU**Chief Executive
Officer**
Alan YoungWednesday 3rd February 2021**RE: Stratton Way Recreation Ground - 3G Football Turf Pitch Proposal**

Dear Peter Tarrant,

Biggleswade boasts a hot-bed of football activity for a town of its size and the ambition of the past decade has been to provide a full-sized 11v11 3G football turf pitch that its clubs deserve. The 3G pitches are used all-year round and include floodlights, which enables training and matches to take place without postponements due to poor weather with the added advantage of providing midweek winter training for local clubs.

Bedfordshire FA tried to secure a 3G pitch as part of the Kings Reach housing development back in 2015, however this was not feasible. Additional grass pitches for local teams were constructed for weekend usage at POS 1 and POS 5, however this hasn't stopped clubs struggling to find suitable winter training that normally results in travelling outside of Bedfordshire at a greater cost to achieve.

Biggleswade Town, Biggleswade FC & Biggleswade United are amongst the most senior adult football clubs in Bedfordshire. Despite this, the majority of Biggleswade clubs in the area resort to short-term fixes that don't solve the problems or provide a bigger picture solution. This has resulted in over-used 1st team grass pitches and portable floodlights being purchased just to get through each season until the under-supply issue is resolved.

Whilst football continues to grow in Biggleswade, so too does the need to provide a floodlit 3G football pitch to accommodate training requirements. The youth and adult clubs account for 47 teams within Biggleswade alone and this makes it a high priority deficit area for Central Bedfordshire to support us with as a matter of urgency.

The site at Stratton Way Recreation Ground has been identified as a potential venue for the 3G pitch location. Changing rooms and car parking infrastructure on-site would make the site even more of a desirable prospect for Football Foundation to support. They are the main grant funders for football projects and are aware that subject to successful planning and permission from the leaseholder, we will be supported with significant investment to make the project happen.

In order to explore the potential further, we would like to request permission for Biggleswade Town Council to consider providing the area where a 3G pitch could be located with a long-term lease (25+ years minimum for funding conditions) on a peppercorn rent to Bedfordshire FA. This would effectively enable Bedfordshire FA to work with Biggleswade Town Council to procure the project initially by progressing to a feasibility study. This is with a view to Bedfordshire FA taking on the financial responsibility and management of the site to meet funding terms and conditions of any subsequent grants.

Politically, it would be ideal for Bedfordshire FA to manage any potential 3G pitch because we are an independent organisation that governs local football in Bedfordshire. We have experience of running similar sites and will ensure the local football clubs all benefit from using the 3G pitch that costs circa £750-800,000 to build.

We hope that you can support our aim to make the much-needed facility become a reality. In doing so it will provide a long-overdue facility that the local football community in Biggleswade can be proud of.

Yours Sincerely

Alan Young
Chief Executive Officer
Bedfordshire FA

OUTCOME OF CBC DETERMINED PLANNING

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2018							
Ullswater Close, 2	18/04253/FULL	27/11/2018	No Objection.	Single & two storey rear extension.		Awaiting Decision	
2019							
Dunton Lane, Stratton Park Drive	19/02839/VOC	08/10/2019	No Objection.	Variation of Condition no.1 on Planning Permission MB/83/456 "Renewal of Planning Permission for caravan park on a permanent basis" to state that the total number of caravans shall not exceed twenty-two at any time.		Awaiting Decision	
Land North of Biggleswade	19/04301/OUT	14/01/2020	Strongly Object - does not comply with NPPF and various other comments made against the Applicant.	Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 406 dwellings including affordable housing: green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure; including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.		Consultation Period	
Land North of Biggleswade	19/02827/PAPC	08/09/2020	Strongly Object - For reasons set out in previous correspondences. Council also agreed that Cllr G Fage would be appointed to represent BTC and to speak at the Development Management Committee Meeting. It was Resolved that the draft letter be approved, and that letter and the previous letter of objection be sent to the named planning officer and to the general planning address. Further, that a shorter version be circulated to Members of the CBC Development Management Committee for information.	Development Brief relating to residential scheme of around 400 dwellings at land north of Biggleswade, with access taken from Furzenhall Road.		No Information as at 01/02/2021	
Lincoln Crescent, 48	19/03482/FULL	12/11/2019	No Objection.	Proposed Single Storey rear extension.		Awaiting Decision	
2020							
Apple Tree Close, 4	20/04541/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey side extension.	Extension to 13/01 for comments	Granted 20/01/2021	
Auckland Road, 9	20/04700/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey front and two-storey rear extension to replace conservatory.		Awaiting Decision	

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2020 (Cont.)							
Biggleswade Road, Land East of	20/00959/OUT	28/04/2020	No Objection - provided the following points are considered: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive be reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities be provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to the A1.	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.		See Below	Yes
Biggleswade Road, Land East of	20/00959/OUT	11/08/2020	As above	Outline application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,bc,B2, B8) up to 5ha of primary school development (class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61 ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities.		See Below	
Biggleswade Road, Land East of	20/00959/OUT	13/10/2020	As above	Outline Application: seeking Planning Permission for up to 1,500 dwellings (use Class C3) and up to a 2ha of commercial development (use Class A1, A2, A3, A4, A5, B1a,b,c, B2, B8) up to 5ha of primary school development (Class D1) and up to 4ha of other leisure and community development (Use Classes D1 and D2) up to 61ha of open space including play space, allotments and a country park, infrastructure including site access, internal roads, car parking, footpaths, cycle ways, drainage and utilities. Subject to Environmental statement.		See Below	
Biggleswade Road, Land East of	20/00959/OUT	12/01/2021	It was Resolved that the Town Council will submit further correspondence to Central Bedfordshire Council to include the previous comments of objections due to: 1) Dunton Lane is upgraded. 2) The speed limit from Saxon Drive reduced from the current 60 mile per hour to 40 miles per hour. 3) The necessary facilities provided for pedestrian footpath and cyclist pathway. 4) Adequate access for Motorists to A1. Additional comment: 5) There are to be improvements to Chambers Road/London Road junction.	As above.		Awaiting Decision	
Boddington Gardens 46	20/04370/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Rear dormer extension.		Consultation Period	

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2020 (Cont.)							
Chamberlain Park 8	20/04772/FULL	12/01/2020	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single Storey Rear Extension.		Consultation Period	
Church Street, Asda Store	20/03923/VOC	10/11/2020	No Objection - provided that all lorry delivery hours not changed.	Variation of condition 3 of appeal decision APP/P0240/A/12/2185842 (Redevelopment for construction of retail store with catering facilities, bakery, pharmacy, dry cleaners, crèche and associated level parking for 363 cars, store serving and access arrangements (all matters reserve except siting and means of access). Change of opening hours.		Awaiting Decision	
Courtlands Drive, 40	20/04279/FULL	08/12/2020	No Objection - provided consideration is taken particularly to the effect on the adjoining property.	Proposed Single Storey Front Extension.		Granted 13/01/2021	
Drove Road, The Annexe, 148B	20/04125/FULL	08/12/2020	No Objection.	Retrospective planning permission for annexe.		Awaiting Decision	
Dunton Lane, Home Farm House	20/03030/OUT	08/09/2020	No Objection.	Erection of a detached dwelling and associated works.		Granted 18/01/2021	
Dunton Lane, Park Corner Farm	20/03908/VOC	10/11/2020	No Objection.	Variation of Condition 3 from planning permission CB/17/02726/FULL (Erection of an agricultural building for the storage and grading of potatoes and storage of associated farming machinery).		Awaiting Decision	
Fairfield Road, Second Meadow, Biggleswade United Football Club	20/03396/FULL	08/12/2020	No Objection.	Replace current four floodlight stanchions with four new floodlight stanchions in each corner of the football ground.		Granted 08/01/2021	
High Street, 2-6	20/03616/FULL	08/12/2020	No Objection.	Listed building: Alterations to courtyard involving demolition of existing single storey outbuildings and repairs to existing boundary wall.		Granted 12/01/2021	
High Street 24A and B	20/04731/VOC	12/01/2021	Strongly Object - because it is in the conservation area. The original planning permission clearly sets out the type of window finish that should be complied with. Should the Central Bedfordshire Planning Team approve this application, then the Town Council requests that this planning application is called in for review by the DMC in order to preserve the Town Council's conservation area rules.	Variation of condition number 2 of planning permission CB/17/02774/Full Installation of replacement windows - Removal of condition Installed without wood grain effect to standard UPVC finish.		Consultation Period	
High Street, 63	20/04221/FULL	08/12/2020	No Objection - provided: 1) CBC conduct a noise assessment and take due consideration of impact of noise from business next door. 2) The residents are aware that in terms of BTC Parking Permit Policy, there will be no eligibility for resident parking permits. 3) The Physiotherapy Clinic will be eligible for worker permits.	Resubmission of planning application CB/20/02609/FULL Conversion of existing bank to physiotherapy clinic at ground floor and residential flats above. Construction of new residential block to rear. Change of use.		Awaiting Decision	
High Street, 63	20/04222/LB	08/12/2020	As above	Building: Conversion of existing bank to physiotherapy clinic at ground floor and residential flats above. Construction of new residential block to rear.		Awaiting Decision	

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2020 (Cont.)							
Lancaster Drive, UIP, Building G106	20/04249/ADV	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Advertisement: 3 high level fascia signs.		Granted 18/01/2021	
London Road, Petrol Filling Station	20/04496/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	New 'Food Offer' pod to be constructed, with associated car parking spaces, refuse area & bollards.	Extension to 13/01 for comments	Consultation Period	
London Road, 120	20/04727/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. The Town Council want to emphasize to Central Bedfordshire Council Planning Team the importance of consulting with the neighbours due to the large size of this build and the resulting disruption and noise pollution that will affect the neighbours.	First floor extension incorporating loft conversion and single storey rear extension incorporating detached garage.		Awaiting Decision	
Market Square, 29	20/04412/LB	08/12/2020	No Objection.	Listed Building: Hand painted 'Seasons Kitchen' logo on existing fascia above front door. Hand painted fascias above windows x 2 displaying the words 'Fruit & Vegetables, Groceries, Cheese, Charcuterie'; and replacement canvas for existing canopies with 'Seasons Kitchen' logo x 2.		Awaiting Decision	
Market Square, 29	20/04413/LB	08/12/2020	No Objection.	Listed Building: Installation of a staircase from the ground floor into the basement to enable the use of the basement as additional shop floor, removal of the kitchenette on the first floor & installation of a kitchen on the second floor.		Granted 26/01/2021	
Market Square, 29	20/04408/ADV	12/01/2021	No Objection.	Listed Building: Advertisement hand painted 'Seasons Kitchen' logo on existing fascia sign above front door. Two hand painted fascia signs above windows, displaying the words 'Fruit & Vegetables, Groceries, Cheese, Charcuterie'. Two replacement canvas's for existing canopies with 'Seasons Kitchen' Logo.		Consultation Period	
Mill Close, 1	20/03402/FULL	13/10/2020	No objection to amended planning application provided that all the neighbours are consulted and that they are aware of this application and any comments the neighbours may make are fully considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.	Proposed Single Storey rear extension.		Granted 19/01/2021	
Mitchell Green, 4	20/04658/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extensions.		Awaiting Decision	

Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"
2020 (Cont.)							
Parry Rise, 8	20/03884/FULL	10/11/2020	Objection - due to loss of off-street parking and the restrictions on street parking.	Single storey rear extension and part garage conversion.		See Below	
Parry Rise, 8	20/03884/FULL	08/12/2020	It was Resolved that the Town Council remains of the view that: 1) There is insufficient off-street parking as a result of the part garage conversion and requires further clarification as to whether this planning application meets the standards set by CBC for off-street parking for the property. 2) Assurances need to be obtained from CBC that these standards have been met. Correspondence to be sent to the respective Planning Officer for advice on the matter, a further comment therefrom may be forthcoming from the Town Council.	Single storey rear extension and part garage conversion.	Revised application	See Below	
Parry Rise, 8	20/03884/FULL	12/01/2021	It was Resolved that the Town Council remains of the view that there is insufficient off-street parking as a result of the part garage conversion and requires further clarification as to whether this planning application meets the standards set by CBC for off street parking for the property. Assurances need to be obtained from CBC that these standards have been met.	Single storey rear extension and part garage conversion.	Revised building plans/items for Consideration 8b /plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PgeConditions&TheSystemkey=620556	Granted 07/01/2021 Please click on link for further information	
Pegasus Drive, Land at Phase 6 Stratton Business Park, Land East of	20/03820/VOC	10/11/2020	No Objection.	Variation of Conditions 3 and 7 of planning permission CB/19/00066/RM (Reserved matters approval is sought for the appearance, landscaping, layout and scale of a 61,427 sq.m (661,201 sq.ft.) Distribution Centre (B8 Use), including ancillary office space and VOSA approved vehicle maintenance unit. Following Outline Consent CB/15/3078/OUT).		Granted 04/01/2021	
Pegasus Drive, Land at Phase 6 Stratton Business Park, Land East of	20/04266/ADV	08/12/2020	No Objection - provided the neighbours are consulted and that any comments they make are considered by CBC in their deliberations.	Advertisement: 3 x Fascia 1x Roof Identification Sign 2 x Main Statement Sign 6 x Directional Sign 1 x Building Specific Signs.		Granted 08/01/2021	
Saffron Road, 60	20/04501/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.	Reinstatement of single dwelling into two dwellings, 2 storey rear extensions to both properties.		Awaiting Decision	
Shortmead Street, 33 Land to the rear of	20/00985/FULL	28/04/2020 12/01/2021	Objection - 1) Overdevelopment of the site. 2) The access to Sun Street will be compromised. 3) The privacy of the neighbours will be compromised. 4) There is inadequate parking.	Resubmission of planning permission CB/19/03921.	Virtual Council Meeting held 28/04/2020 Planning Appeal dismissed Item 12e on Council 12/01/2021 //plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PgeConditions&TheSystemkey=617652	Refused 19/05/2020 Appeal 05/08/2020 Appeal Dismissed 05/01/2021 Please click on link for further information	
South View, 16	20/04634/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension following demolition of existing kitchen roof.		Granted 27/01/2021	
Address	Application No.	Committee date	BTC Decision	Description	Comments	Central Beds Outcome/Date	"Called In"

2021							
Laburnham Road, 60	21/00058/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Replacement and enlarged single storey side/ rear extension.		Consultation Period	
Windermere Drive, 72	21/00018/FULL	12/01/2021	No Objection - provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.	Single storey rear extension following demolition of conservatory.		Consultation Period	

PUBLIC NOTICE

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE FOOTPATH NO 30)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2019

Notice is hereby given that the Order made by Central Bedfordshire Council on the 14th January 2019, the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 30, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 2023 4576 to OS GR TL 2042 4586 has been continued in force with the approval of the Secretary of State for Transport until 22 January 2022.

This temporary closure is required to allow for ongoing construction works. The closure is expected to continue from 23 January 2021 to 22 January 2022.

The alternative routes for Footpath users while the closure is in operation will be:

Torquay Close, Devon Drive, Potton Road and Baden Powell Way.

Further details, including a map, can also be found on the Council's website at:

https://www.centralbedfordshire.gov.uk/info/82/countryside/431/rights_of_way/2

The Order will continue in force until 22 January 2022 or until the works have been completed, whichever is the earlier. If the works are not completed within twelve months the Order may be extended for a longer period with the consent of the Secretary of State for Transport.

For further information, please contact Chris Dorow, Tel: 0300 3006906,

christopher.dorow@centralbedfordshire.gov.uk

DATED 22 January 2021

Priory House, Monks Walk
Chicksands, Shefford
Beds SG17 5TQ

Daryl Harvey
Head of Highways



PUBLIC NOTICE

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: FOOTPATH NO 33)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2019

Notice is hereby given that the Order made by Central Bedfordshire Council on the 21 January 2019 the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 33, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 2064 4566 to OS GR TL 1993 4528 has been continued in force with the approval of the Secretary of State for Transport until 29 January 2022.

This temporary closure is required to allow for ongoing construction works. The closure is expected to continue from 30 January 2021 to 29 January 2022.

The alternative routes for Footpath users while the closure is in operation will be:

Footpath No 25, Bridleway No 28, Stratton Way and Potton Road.

Further details, including a map, can also be found on the Council's website at:

https://www.centralbedfordshire.gov.uk/info/82/countryside/431/rights_of_way/2

The Order will continue in force until 29 January 2022 or until the works have been completed, whichever is the earlier. If the works are not completed within twelve months the Order may be extended for a longer period with the consent of the Secretary of State for Transport.

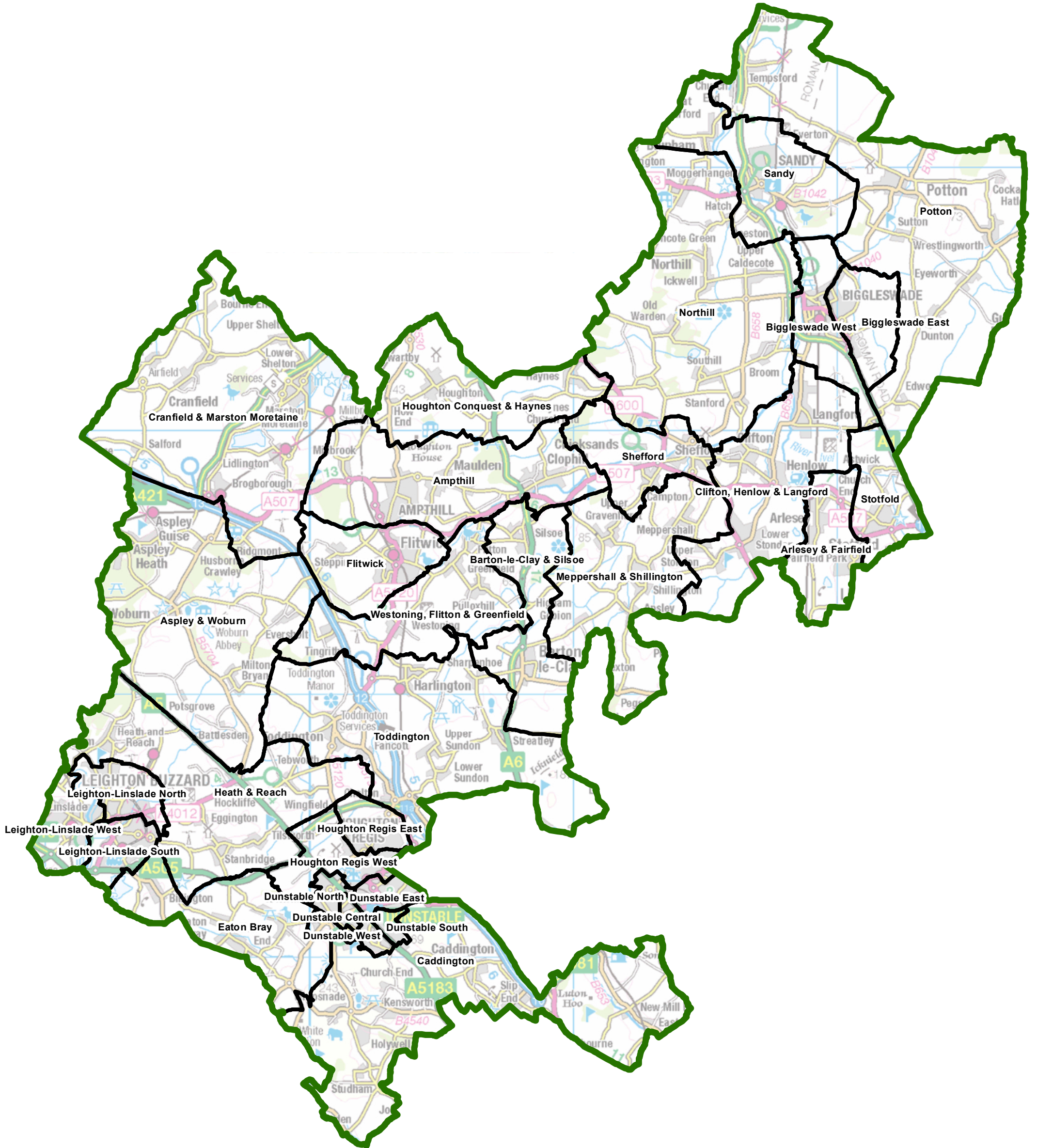
For further information, please contact Chris Dorow, Tel: 0300 3006906,

christopher.dorow@centralbedfordshire.gov.uk

DATED 29 January 2021

Priory House, Monks Walk
Chicksands, Shefford
Beds SG17 5TQ

Daryl Harvey
Head of Highways



BIGGLESWADE TOWN COUNCIL
Report to Council Tuesday 9th February 2021
Crime Statistics December 2020

Implications of Recommendations

Corporate Strategy: No implication

Finance: No implication

Equality: No implication

Environment: No implication

Community Safety: Seeks to meet Councils Statutory Safety Community responsibilities by ensuring that we have an overview of the relevant crime statistics for the month

Background

This report has been created following Members requests at the 25th August 2020 Council Meeting for a more user-friendly display of the crime statistics. An alternative crime statistics report has been presented to Council each month following this request. Members were pleased with the alternative format. The report below hopes to continue to provide a comprehensive overview of criminal activity trends within Biggleswade for the month of December 2020.

Introduction

The report displays the crime data for Biggleswade for December 2020. The report provides a comparison of 2019 and 2020 criminal activity within Biggleswade to understand if there has been an increase in certain categories of crime. Please note that the January 2021 crime data is not included within this report as this data has not yet been received. Please note that if there have been no reported crimes of a category of crime then this will not be displayed in the graph. The figures used within this report are the crimes recorded in Biggleswade by Bedfordshire Police and that can be shared with the public. The Council wish to thank Amanda Cawthorn, Chair of Biggleswade Community Safety Group, for her continued support.

Appendix

The appendix provides a breakdown of how the different types of crime reported in Biggleswade have been categorised.

Table 1 analysis

Table 1 displays the number of reported crimes for each category of crime for both 2019 and 2020. The table also provides a percentage change for each category of crime between the years 2019 and 2020. The majority of crimes reported within Biggleswade have decreased in 2020 when compared with 2019. However, the levels of hate crime have increased significantly for 2020 when compared with the levels reported in 2019.

Graph 1 analysis

The majority of crimes reported within Biggleswade have decreased in 2020 when compared with the levels of crime reported in 2019. However, levels of Hate Crime have increased significantly for 2020 when compared with levels recorded in 2019.

Graph 2 analysis

The levels of business theft or attempted theft have increased significantly for the month of December 2020 when compared with the months of September 2020, October 2020 and November 2020.

Graph 3 analysis

There has been a significant decrease in the number of reported thefts from a motor vehicle during 2020 when compared with the levels reported in 2019. The levels of theft if not classified elsewhere has increased in 2020 when compared with the levels recorded in 2019.

Graph 4 analysis

The majority of business theft or attempted theft is from thefts from shops and stalls. The levels of reported thefts from shops and stalls has decreased for 2020 when compared with the levels reported in 2019.

Graph 5 analysis

The Biggleswade Ivel ward has the greatest number of reported incidences of business theft or attempted theft within Biggleswade. Levels of business theft or attempted theft have increased for Biggleswade Ivel ward in 2020 when compared with the figures from 2019. The Biggleswade Stratton and Biggleswade Holme wards have had a reduced number of reported incidences of business theft or attempted theft when compared with 2019.

Graph 6 analysis

There was a significant increase in the level of thefts from shops and stalls in 2020 during the months of June and July 2020. There was also a significant increase in the level of thefts from shops and stalls in 2019 during the months of September, October, November and December 2019.

Graph 7 analysis

There has been a significant decrease in the level of business and community burglary in 2020 when compared with the levels reported during 2019. Business and community burglary is the most reported case of burglary in Biggleswade.

Graph 8 analysis

The levels of 'Other criminal damage to a vehicle (Under 5k)' and 'Other criminal damage, other (Under 5k)' have decreased significantly in 2020 when compared with 2019.

Graph 9 analysis

Levels of reported assault without injury and assault occasioning actual bodily harm have both decreased in 2020 when compared with the levels reported in 2019.

Graph 10 analysis

Levels of reported harassment without violence and levels of reported fear and provocation of violence have both decreased in 2020 when compared with the levels reported in 2019.

Graph 11 analysis

There has been an increase in the number of reported 'Possessions of a controlled drug – class B cannabis' for 2020 when compared with the number of incidences reported in 2019.

Graph 12 analysis

There was a peak of reported assaults in Biggleswade during the months of October 2019 and December 2019. There has been a reduction in the level of assaults reported in November 2020 and December 2020 when compared with previous months throughout 2019 and 2020.

Summary

The majority of crimes reported within Biggleswade have decreased for 2020 when compared with the level of crime reported during 2019. However, there has been a significant increase in the level of hate crime reported within Biggleswade for 2020. The Crime Working Group now meets each month and, among other areas of discussion, will be reviewing Biggleswade Town Council's response to criminal activity.

Recommendation

To note the Crime Statistics December 2020 report.

Requested Member Input

Members are asked to confirm whether the report continues to meet requests of a more user-friendly display of criminal activity within Biggleswade. Members are asked if any additional/alternative graphs are required for the next Council Meeting.

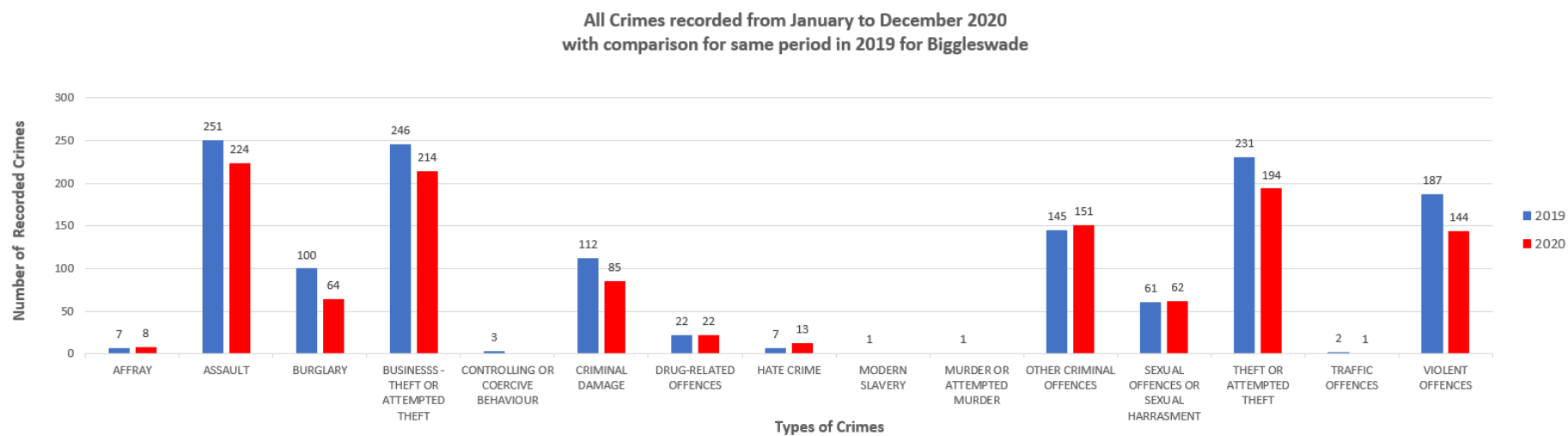
Helen Calvert
Deputy Administration & HR Manager

Table 1

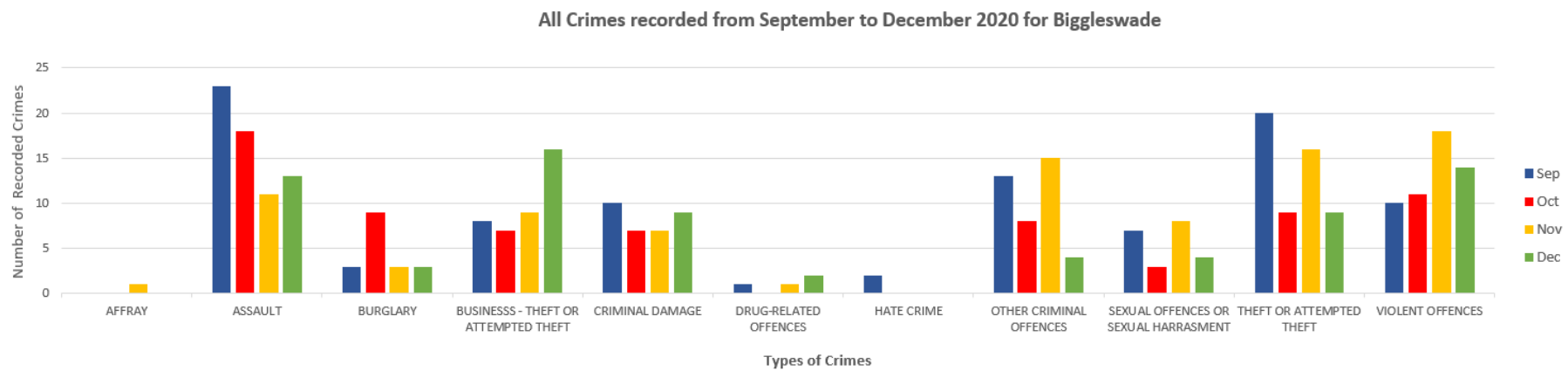
Categories of Crime	201	2020	Percentage change
AFFRAY	7	8	14.29%
ASSAULT	251	224	-10.76%
BURGLARY	100	64	-36.00%
BUSINESSS - THEFT OR ATTEMPTED THEFT	246	214	-13.01%
CONTROLLING OR COERCIVE BEHAVIOUR	3	0	-100.00%
CRIMINAL DAMAGE	112	85	-24.11%
DRUG-RELATED OFFENCES	22	22	0.00%
HATE CRIME	7	13	85.71%
MODERN SLAVERY	1	0	-100.00%
MURDER OR ATTEMPTED MURDER	1	0	-100.00%
OTHER CRIMINAL OFFENCES	145	151	4.14%
SEXUAL OFFENCES OR SEXUAL HARRASMENT	61	62	1.64%
THEFT OR ATTEMPTED THEFT	231	194	-16.02%
TRAFFIC OFFENCES	2	1	-50.00%
VIOLENT OFFENCES	187	144	-22.99%
Grand Total	1376	1182	-14.10%

Overview of Graphs:

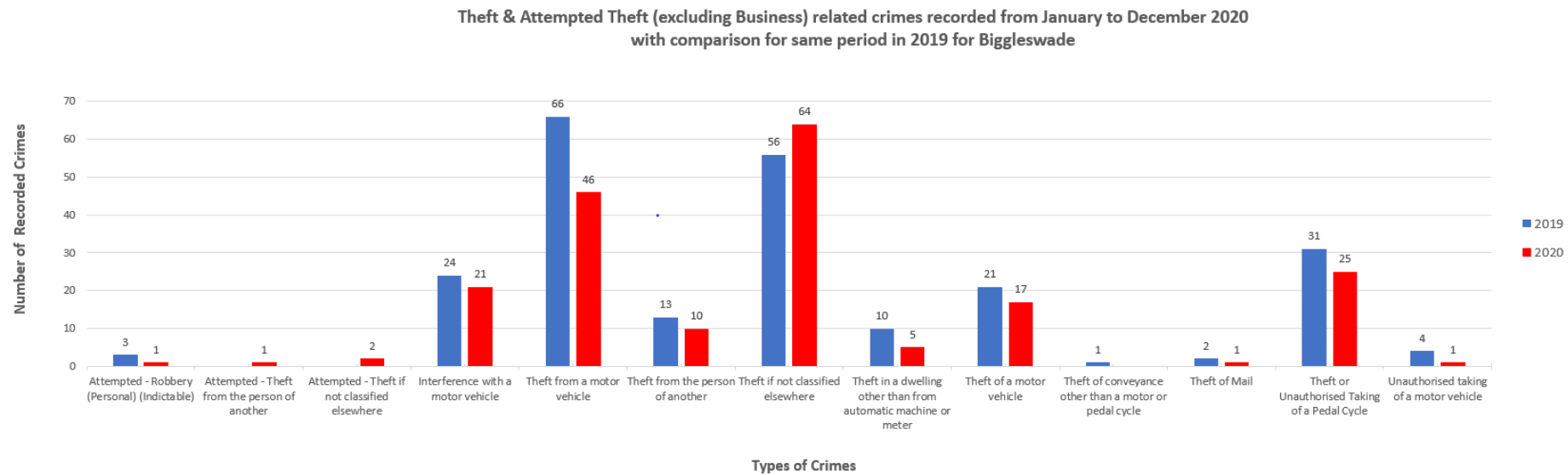
Graph 1



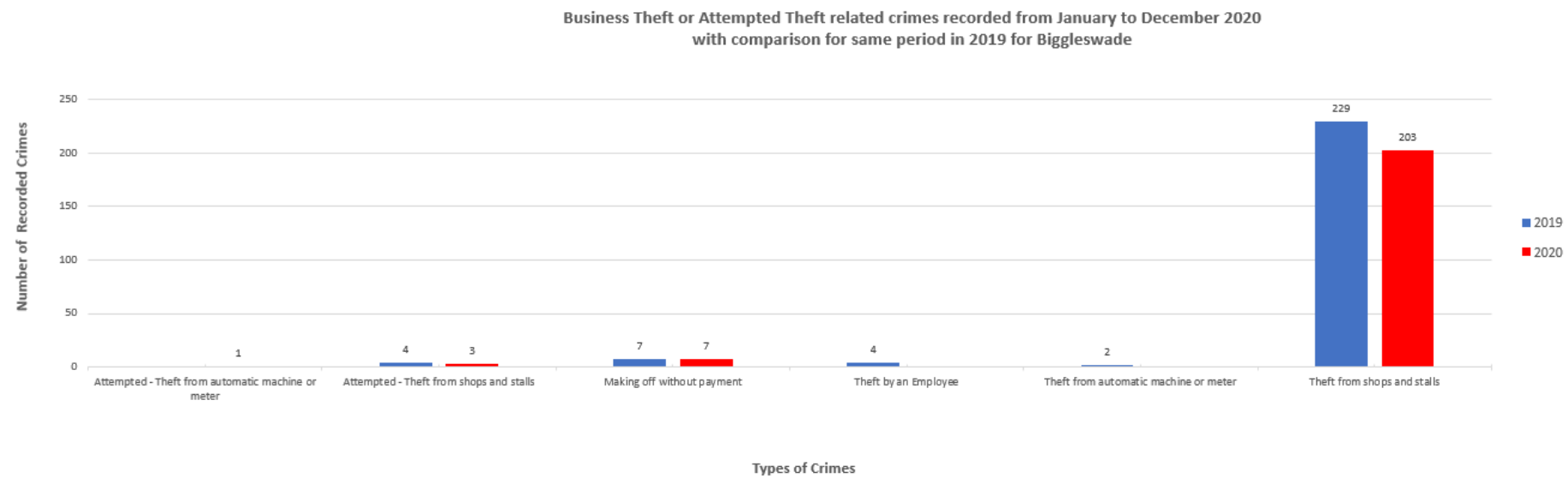
Graph 2



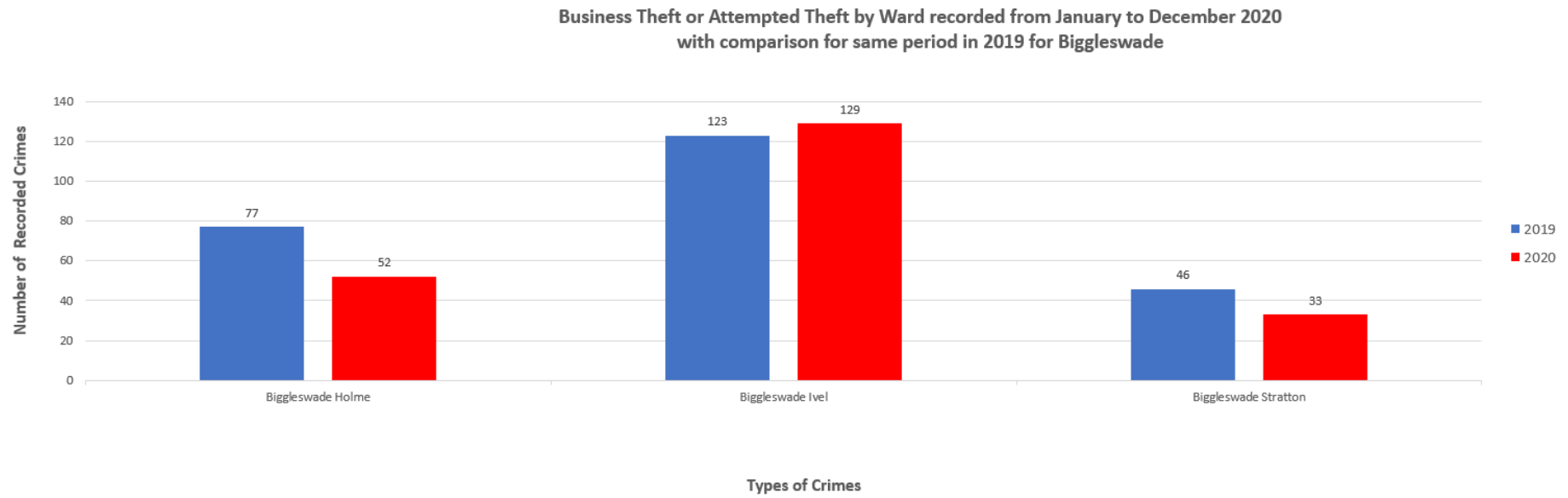
Graph 3



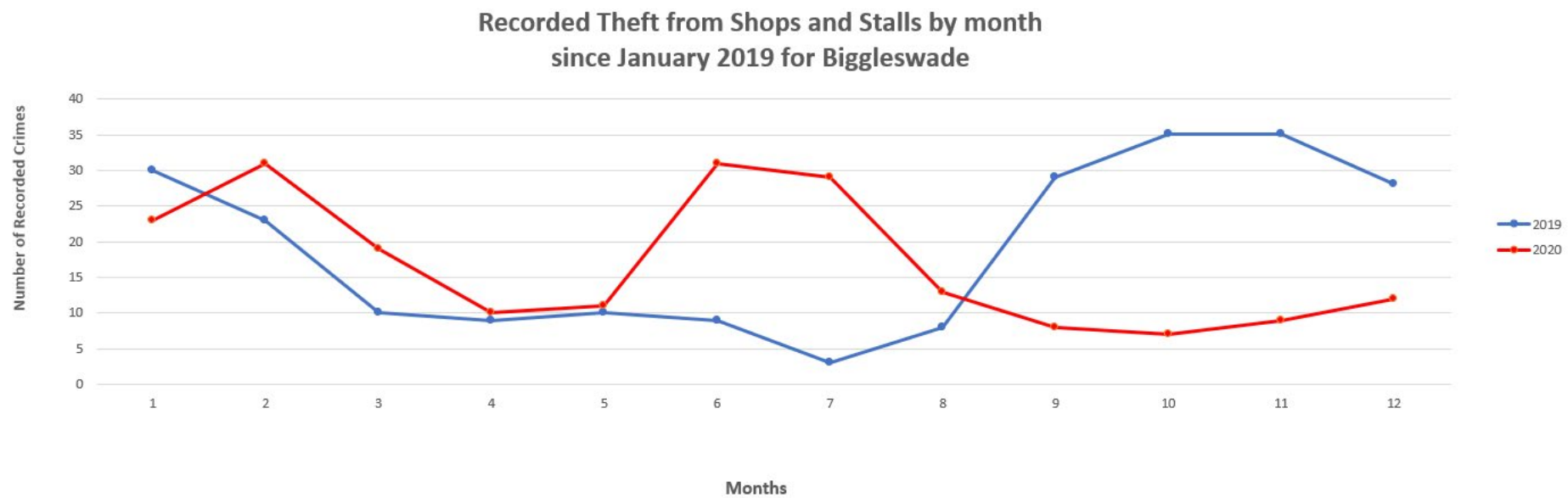
Graph 4



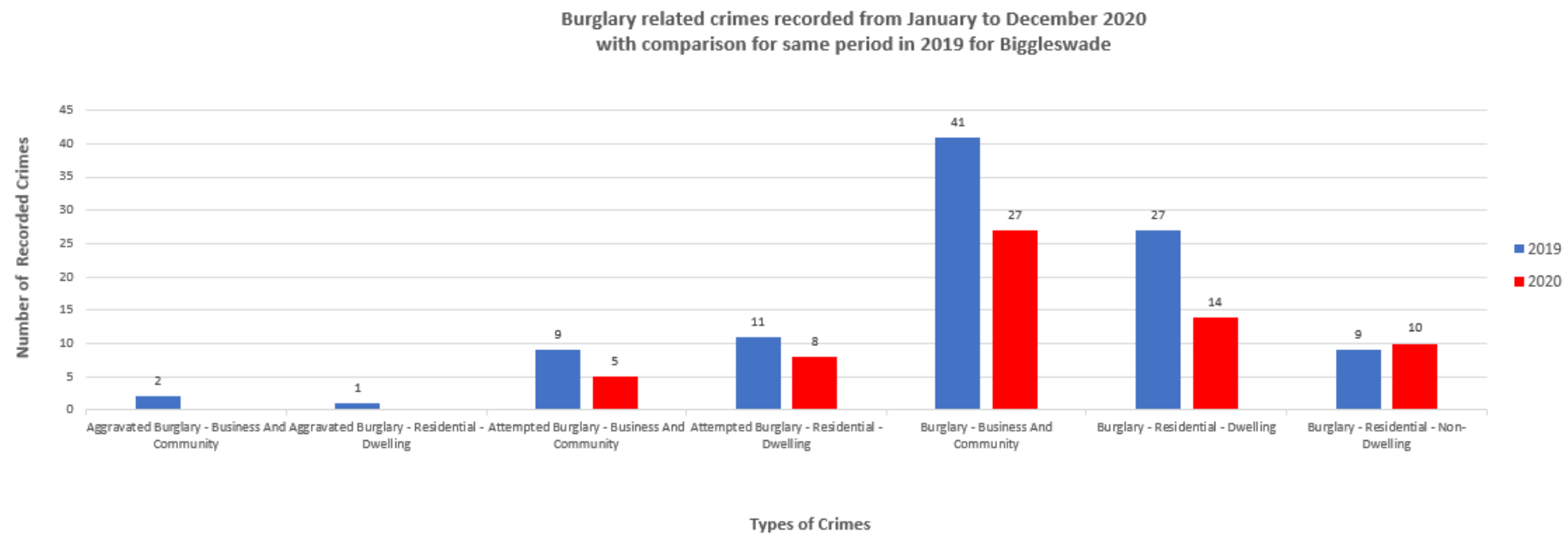
Graph 5



Graph 6

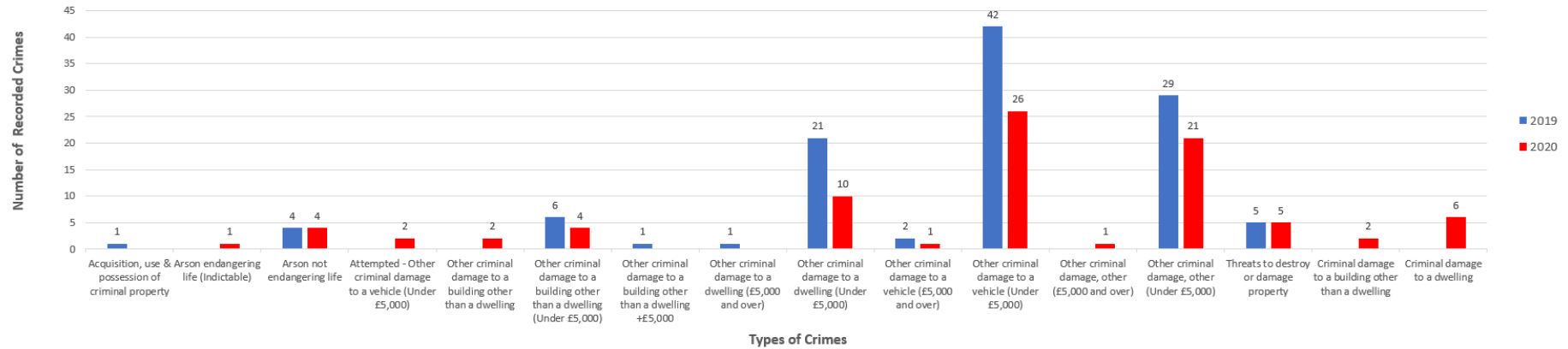


Graph 7



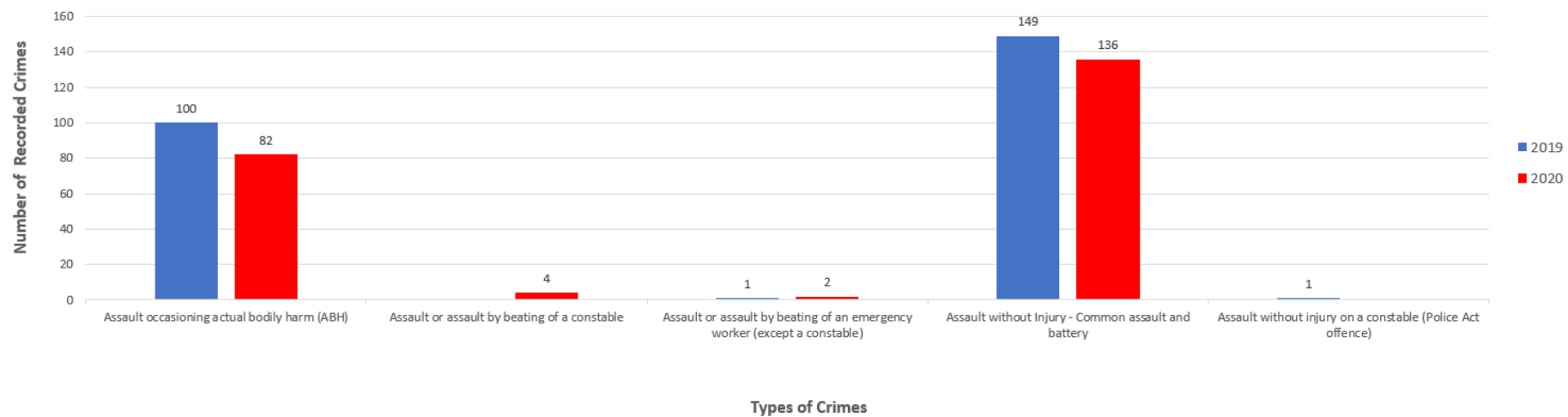
Graph 8

Criminal Damage related crimes recorded from January to December 2020
with comparison for same period in 2019 for Biggleswade



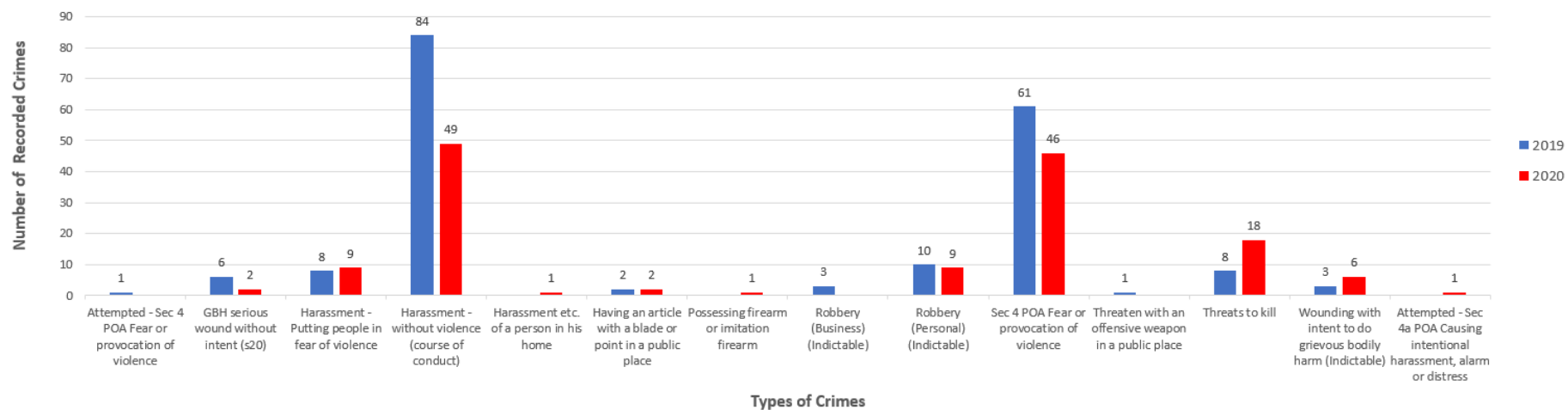
Graph 9

**Assault Offences recorded from January to December 2020
with comparison for same period in 2019 for Biggleswade**

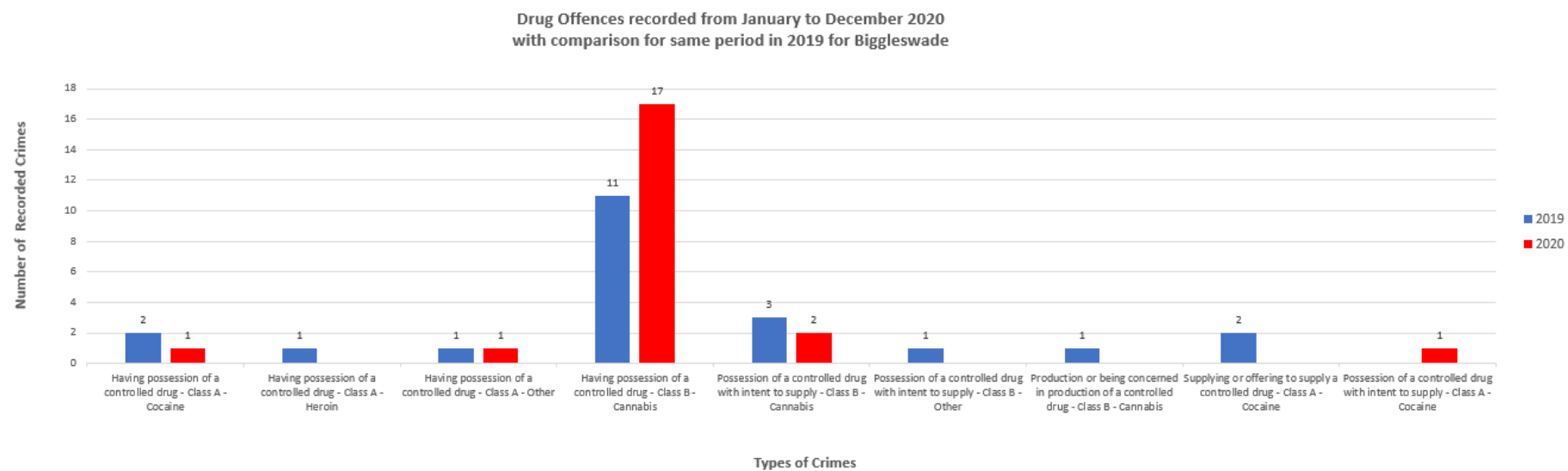


Graph 10

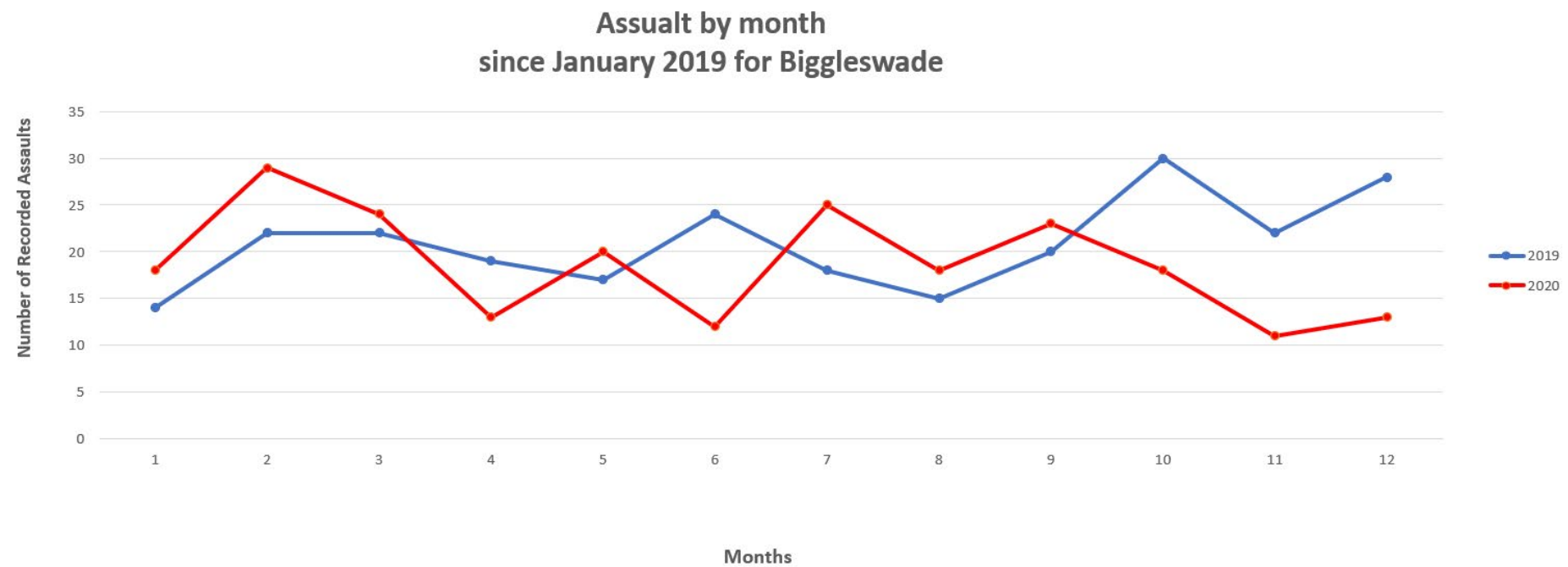
Violent Offences recorded from January to December 2020
with comparison for same period in 2019 for Biggleswade



Graph 11



Graph 12



Development Management

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Mr P Tarrant
Clerk to Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

Contact Pat Longland
Direct Dial 0300 300 4431
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 14 January 2021

Dear Mr Tarrant,

Application No: CB/TRE/21/00006

Proposal: Works to Trees Protected by a Tree Preservation Order: MB/99/0007 fell Beech Tree T21 (2838), remove deadwood to False Acacia Tree T10 (2841) and Beech Tree T16 (2840). Crown lift by 2.5m to Weeping Ash Tree T2 (2854).

Location: The Lodge, The Lawns, The Baulk, Biggleswade, SG18 8PT

I have received an application to carry out work to preserved tree(s) at the above property. You can view the application details and documents on our website by visiting:
<http://www.centralbedfordshire.gov.uk/tree-works-register>.

If you wish to comment on the application, please do so in writing by **04 February 2021** quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence. Normally, your letter will not be acknowledged.

How coronavirus is affecting planning

We were already well prepared for agile working, operating a paper light planning application process. Most of our staff are now working from home, but can be contacted as normal via email or phone during working hours. A number of staff are working flexibly around childcare - please leave a message and they will get back to you as quickly as they can. We will of course be keeping staffing levels and workloads under constant review in light of any cases of self-isolation and childcare needs.

A small number of our planning admin team are in the office to register post, scan documents and print. However, as most applications can be registered remotely, please help us by making electronic submissions. Hard copy applications and postal comments are still being received, but there could be a delay in getting these logged as they have to be scanned in at the office. Please also be advised that we are unable to offer case history copies or other printing requests at this time.

We are continuing to consult on planning applications and consider any comments made. We will not be sending hard copy plans to parish and town councils in addition to electronic consultations. If you are unable to view plans then please contact the case officer to discuss.

Site visits by officers will only be carried out once the applicant / agent has first been contacted to discuss the suitability of a visit and whether arrangements can be made to accord with up to date advice on social distancing. Case officers will then make a judgement as to whether a site visit can be made in a safe way – if this is not possible we will discuss the potential for alternative ways of assessing the site or in appropriate cases request your agreement that consideration of the application be paused.

In accordance with the latest advice on social distancing, we are unable to have face to face meetings, so we are asking customers not to come into our offices. Your case officer will contact you to discuss alternative arrangements which could be via phone call or video conferencing.

Read about our Development Management Committee for updates and information about meetings:

https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development_management_committee_-_meetings_and_agendas.

All of these arrangements will be kept under review and we would like to thank you for your co-operation during these challenging times.

Yours sincerely,

Pat Longland
Trees & Landscape Officer

BIGGLESWADE TOWN COUNCIL

Report to Full Council Meeting 9th February 2021

Policy for Town Clerk and Chief Executive's Appraisal and Summary of 2020/2021 Objectives

Process

The Clerk's objectives will be set on an annual cycle, with an annual review and quarterly checkpoints. The annual cycle will normally run October-September with the annual review in September. This will allow objectives to be set ahead of staff appraisals and the annual budget review process.

Clerk's Appraisal Subcommittee

The Clerk's appraisal process shall be administered by the Chair of the Personnel committee, or in their absence, the Mayor.

A committee to finalise objectives and assess performance against objectives shall comprise the Mayor, Deputy Mayor and the Chair of Personnel. This committee is quorate when 3 councillors are present. Where a member of the committee is unavailable, the Deputy Chairman of Personnel Committee will substitute.

Annual Objective Setting

New objectives shall be agreed in September, before the start of each annual cycle. The below process shall be followed to agree objectives:

1. The Chair of the Personnel committee shall invite all Councillors to propose draft objectives.
2. The appraisal committee shall consider all suggestions in the context of the Clerk's personal development, the Clerk's professional development and the Council's agreed priorities for the forthcoming year.
3. The appraisal subcommittee shall agree a set of draft objectives to discuss with the clerk. Each objective shall be SMART - Specific, Measurable, Achievable, Relevant and Timebound. Each objective should have a target date for completion. An individual objective may be marked as confidential where in the view of the committee, publishing the objective is of a personal nature or where publication of the objective would be detrimental to the Council.
4. The committee shall meet with the Clerk in September each year to agree the objectives with the Clerk.
5. Once the committee and Clerk have agreed the objectives for the next year, these shall be circulated as follows:
 - With the omission of any confidential objectives, as a non-exempt matter for information during the next available Council meeting.

- Any confidential objectives shall be included as an exempt item for information for the next Personnel Committee meeting.
- Those objectives that are not confidential should be shared with all Council staff.

Annual Review

The committee shall meet with the Clerk to review the current year's objectives before meeting to consider the next years objectives, typically in early September. To aid with the annual review, the chair of Personnel shall request input from all councillors, all the Clerk's immediate reports, and any other stakeholders that are relevant to the objectives being reviewed.

Seven days prior to the annual review meeting, the Clerk shall circulate metrics or other performance indicators relevant to measuring the Clerk's performance against the objectives.

By conclusion of the meeting, the Clerk's performance against each objective shall be reviewed and the committee shall determine the grade that the Clerk has achieved against each objective and an overall performance against the following scale:

1. Outstanding performance
2. Exceeded expectations
3. Met expectations
4. Below expectations
5. Substantially below expectations

Comments shall be recorded against each objective and a summary report of the meeting and grades shall be placed on the Clerk's HR file with a written copy also shared with the Clerk and members of the Personnel committee (for information, exempt item).

Quarterly Checkpoint

The committee shall meet with the Clerk in December, March, and June to undertake an interim review of the Clerk's progress against the annual objectives. This review will be focused on:

1. Checking progress towards objectives.
2. Reviewing whether any of the objectives need to be revised in light of resolutions passed by Council.
3. Reviewing whether any new objectives need to be added in light of resolutions passed by Council.
4. Providing support and guidance to the Clerk in the event that any objectives are not on-track.

Any new objectives or substantially revised objectives shall be shared with Council in the same way annual objectives are shared. Minutes from the quarterly checkpoint review shall be placed on the Clerk's HR file and shared with members of the Personnel committee (for information, exempt item).

Summary of Objectives 2020/2021

1. Build an effective organisation for the future:

- Recruit two Assistant Clerks
- Ensure staff receive appropriate training for their roles.
- Review and revise HR policies to demonstrate Biggleswade Town Council is following best practice.

- Ensure quality, performance and schedule targets are defined and published for all major Council deliverables.

To be completed by September 2021

2. Revenue Raising

Opportunities for non-taxation revenue shall be identified by the Clerk to reduce the dependency on the council tax precept. A high-level plan shall be approved by Council by October 2021 consistent with the original estimate cycle and implemented thereafter.

3. Community and Stakeholder Engagement

- Develop a stakeholder engagement plan to improve our communications with local groups. This will include CBC, Bedfordshire Police, adjacent parish councils, the NHS and Network Rail as well as local charitable and community groups.
- Increase networking opportunities in order to develop relationships with senior CBC officials. This will also include aiding the effectiveness of the Biggleswade Joint Committee (BJC) to ensure it is two-way body.
- Enhance our front-facing role with the public

To be completed by September 2021

4. Neighbourhood Plan

Work towards a deliverable Neighbourhood Plan with a committed schedule, approved expenditure, and all necessary actions in place to support a referendum by May 2022 (at the latest).

Progress to be made by September 2021

5. Finance Arrangements

Review the effectiveness of the finance function at BTC.

To be completed by September 2021.

6. Training and Development

To demonstrate progress towards achieving the CilCA qualification by April 2022.

(This is essential for the Council to be able to continue to exercise the General Power of Competence.)

4th February 2021