



MINUTES OF THE BIGGLESWADE TOWN COUNCIL
MEETING HELD ON TUESDAY 29th JUNE 2021
AT 7PM AT BIGGLESWADE TOWN COUNCIL OFFICES, THE
OLD COURT HOUSE, 4 SAFFRON ROAD,
BIGGLESWADE, SG18 8DL



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 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
Mr S Newton – Place Shaping Manager
Ms H Calvert – Deputy Administration & HR Manager

Members of Public – 1

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

Cllr L Fage.

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:

- Cllrs Knight, Pullinger, M Foster, Bond and G Fage – Item 9n.
- Cllr Russell – Item 9p

3. **TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor reflected on the recent passing of Mr Vic Brunt, a prominent political figure within Biggleswade who served two terms as Mayor and was a World War II veteran. Mr Brunt was a Legion d'Honneur recipient for service during the war and was dedicated to serving both the Town and its people, having set up the Labour League of Youth and the Biggleswade branch of the Workers' Education Association. In Mr Brunt's passion for the environment he helped set up the Parish Paths Partnership and was instrumental in setting up the twinning with Erlensee.

In early June Mr Paul Fuller, the Chief Fire Officer of Bedfordshire and Luton, passed away, a few weeks before he was due to retire from the Service. He became Chief in 2002 and served with great distinction not only in Bedfordshire but on the national stage. Mr Fuller's outstanding leadership to the Bedfordshire Fire and Rescue service over almost two decades resulted in significant influence over positive change and he was a recipient of the Queen's Fire Service Medal, a Commander of the British Empire, a Freeman of the City of London and a Deputy Lieutenant of Bedfordshire.

The Mayor expressed the Town Council and Members' condolences to their families and a minute's silence was observed in their honour.

4. **PUBLIC OPEN SESSION**

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

None.

5. **INVITED SPEAKER**

a. None.

6. **MEMBERS' QUESTIONS**

There were none.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received and **APPROVED** the Minutes of the Town Council Meeting held 1st June 2021 at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.
- b. Members received the Minutes and **APPROVED** the recommendation of the Appeals Committee Meeting held on **Thursday 29th April 2021** at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.
- c. Members received the Minutes of the Town Centre Management Committee Meeting held on **Tuesday 18th May 2021** at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.
- d. Members received the Minutes of the Public Land & Open Spaces Meeting held on **Tuesday 8th June 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

- e. Members received the Minutes and recommendations of the Finance and General Purposes Meeting held on **Tuesday 15th June 2021** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

It was **RESOLVED** to accept and **ADOPT** the resolutions of the F&GP Committee as follows:

Item 7a: Debit and Credit Card Report:

It was **RESOLVED** to recommend the adoption of the proposed rules with the following amendments:

- Paragraph 2.6 individual transaction limits and overall credit limits will be set by the F&GP Committee in accordance with the financial regulations, on advice from The Town Clerk and Chief Executive.
- Paragraph 2.9 When using an internet purchasing site, the user must not store the credit card details on completion of every transaction.
- Paragraph 2.12 if a card is lost or stolen, the card holder must contact the bank as soon as possible to notify them of the loss or theft. They must also notify the Town Clerk and Chief Executive as soon as possible and in any event within 2 days.

It was **RESOLVED** to propose a change in Financial Regulation 6.18 at the next review to delete the reference to “prepaid debit cards” and to permit the issue of credit cards only to staff and to make the consequential amendments to Financial Regulation 6.19. Only the Town Clerk and Chief Executive will be permitted to be issued with a Debit Card.

8. MATTERS ARISING

- a. From the Minutes of the **Town Council Meeting** held on **Tuesday 1st June 2021**:

Page 10 – Item 8b – Cllr Knight asked for an update on pigeons. The Town Clerk & Chief Executive informed Members that the Public Realm Manager has been in contact with Central Bedfordshire Council, and he will follow up with them now that he has returned from holiday.

9. PLANNING APPLICATIONS

- a. **CB/21/02159/FULL - 31 Bluebell Close, Biggleswade, SG18 8SL**

Single storey extension to front of dwelling to form porch and enlarge garage.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted, this point is stressed that the neighbours must be consulted and that any comments they may make are considered by CBC in their deliberations.

- b. **CB/21/02573/VOC - 50 High Street, Biggleswade, SG18 0LJ**

Variation (or removal) of condition number(s) 2 of planning permission CB/19/03310/FULL (External alterations including air-conditioning units, kitchen extraction flue system and acoustic enclosures.) replace 50HS-203 to increase height 50HS-205.

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

c. **CB/21/02578/FULL - 20 Courtlands Drive, Biggleswade, SG18 8PQ**

Change garage door to a window

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.

d. **CB/21/02514/FULL - 4 Thirlmere Close, Biggleswade, SG18 8LU**

Erection of single storey outbuilding to rear garden.

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.

e. **CB/21/02510/FULL - 128 Drove Road, Biggleswade, SG18 0HN**

Single storey rear extension and fenestration alterations.

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.

f. **CB/21/02629/FULL - 5 London Road, Biggleswade, SG18 8ED**

Conversion of outbuilding to habitable room.

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.

g. **CB/21/02607/FULL - 14 Derwent Avenue, Biggleswade, SG18 8LY**

Conservatory to rear of property.

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.

h. **CB/21/02478/FULL - 22 Ripon Court, Biggleswade, SG18 8JE**

Re-submission - First floor and single storey rear extension. Single storey side extension to 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.

i. **CB/21/02441/FULL - 52 The Baulk, Biggleswade, SG18 0PX**

Replace lean-to extension and outbuildings with a single storey rear extension.

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.

j. **CB/21/01599/FULL - 55 Planets Way, Biggleswade, SG18 8FD**

Erection of a summer house outbuilding in rear garden.

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.

k. **CB/21/02637/FULL - 146 Holme Court Avenue, Biggleswade, SG18 8PB**

Single storey front and side extension with roof lights.

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.

l. **CB/21/02630/FULL - 8 Avon Rise, Biggleswade, SG18 8NP**

Single storey side and rear extension.

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.

m. **CB/21/01943/FULL - 14 Compton Mead, Biggleswade, SG18 8LW**

Proposed two storey rear/side extension.

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.

n. **CB/21/02657/LB - 36 High Street, Biggleswade, SG18 0JL**

Listed Building: various works.

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

o. **CB/21/02740/FULL - 39 Maunder Avenue, Biggleswade, SG18 8GL**

Single storey side extension.

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.

p. **CB/21/02335/FULL - 39 Ivel Gardens, Biggleswade, SG18 0AN**

Single storey rear extension and new front porch.

Extension has been requested from Central Bedfordshire Council to 30th June 2021.

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.

q. **CB/21/02753/FULL – 12 Rowan Crescent, Biggleswade, SG18 0PF**

Single storey rear extension.

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.

r. **CB/21/02482/FULL - 152 Drove Road, Biggleswade, SG18 0HP**

Single and two storey rear extension.

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.

s. **CB/21/02337/FULL - 8 Eagle Farm Road, Biggleswade, SG18 8JD**

Single storey rear extension.

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.

t. **CB/21/01403/REG3 - Railway Station, Station Road, Biggleswade, SG18 8AL**

Creation of transport interchange and associated infrastructure; uncontrolled pedestrian crossings; rearrangement and resurfacing of existing footways; bus concourse; demolition of existing building; landscaping works and ancillary works.

It was **RESOLVED** that:

“The Town Council has always supported the concept of the Transport Interchange and any issues are to do with the layout and design primarily caused by the constraints of the land available.

The Town Council supports the planning application subject to the crossing moving to the end of Saffron Road. If the crossing can be moved south then the Town Council has no objection. If not, then the Town Council cannot support this application in its current form.

The Town Council is pleased to note that there are now five bus shelters instead of the original one but requests that the final design of the shelters be agreed between CBC officers and the Town Council. The Town Council would also like to see bus shelters which are more sheltered from the elements, including seating and additional lighting.

The Town Council is also pleased to note the proposed removal of the raised table at the entrance to Saffron Road.

The Town Council requests that any crossing/highways changes are also considered by Traffic Management Committee.

The Town Council appreciates that this is a long process and thanks Central Bedfordshire Council Officers for accommodating other suggestions from Biggleswade up to this point.

Might it be possible for this application to be deferred to allow further discussion and final amendments to be made?.”

The Mayor, Councillor Madeline Russell, will be attending the Development Management Committee on 30th June to speak on this item.

u. **CB/21/02772/LB - 63 High Street, Biggleswade, SG18 0JH**

Listed Building: Installation of a roof window forming smoke ventilation to existing stairwell to facilitate conversion of existing building.

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 and observation of the conservation officer.

v. **CB/21/02802/REG3 - Biggleswade Library, Chestnut Avenue, Biggleswade, SG18 0LL**

Change of Use from ancillary garage to a children's centre working space (Class E). Building works to windows and doors.

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

w. **Works to trees CB/TRE/21/00295 Holme Woods, London Road, Biggleswade, SG18 9SS**

Works to a tree protected by a Tree Preservation Order: Horse Chestnut (T1) MB/TPO/75/00001 (G5) reduce upper stems by approximately 35%.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to these works to trees.

10. **ACCOUNTS**

a. **Financial Administration:**

Members received and **ADOPTED** the following Accounts:

- i. Detailed Balance Sheet to 30/04/2021.
- ii. Summary Income and Expenditure by Committee 30/04/2021.
- iii. Detailed Income and Expenditure by Committee 30/04/2021.
- iv. Lloyds Bank Payment listing April 2021.

b. **Internal Audit – Final Report 2020 – 2021**

Members received the internal audit final report 2020/21 and discussions centred around auditing practice and the scope of works the current Auditors undertake with the Town Council's quarterly and annual accounts. The Town Clerk & Chief Executive added that the recently completed Finance Review has recommendations for audit practitioners. The specification of the work the Auditors carry out for the Town Council will be reviewed for the next financial year.

It was **RESOLVED** to **APPROVE** the Internal Audit for 2020/2021.

c. **Accounts for the year ended 31st March 2021**

- i.) Members **APPROVED** and **ADOPTED** the Annual Governance Statement of the Annual Return for the year ending 2020/2021.
- ii.) Members **APPROVED** and **ADOPTED** the Accounts and Statement of Accounts contained in the Annual Return for 2020/2021.

11. **ITEMS FOR CONSIDERATION**

a. **Crime Statistics for February, March, April and May 2021:**

Members were presented with the quarterly statistics. Cllr Strachan requested that future reports include the statistics for the same quarter for the year before so as to provide a year-on-year comparison of the current Crime Statistics.

The Deputy Administration and HR Manager thanked Amanda Cawthorne for her continued assistance with these reports.

It was **RESOLVED** to accept the Crime Statistics for February to May 2021.

b. **The Royal British Legion**

It was **RESOLVED** that the Town Council will continue to partner with the Royal British Legion and provide support for its work.

c. **Market Fees and Charges 2021 – 2022**

Members considered the report from the Place Shaping Manager on the proposed schedule of market fees and charges for 2021 to 2022. The Place Shaping Manager confirmed that the Town Council has been charging 50% of the advertised fees in an effort to stimulate the Market. Cllr Knight proposed that it is now appropriate to revise the market fees from 1st August 2021 since it is expected that COVID restrictions will be relaxed in July and the market now has a good number of regular traders.

Cllr G Fage stated the Market policy is being reviewed at the end of July 2021 and will be presented to Council after that, which will seek to clarify some of the finer logistical details.

It was **RESOLVED** to amend the fees shown in the report to state that rental of larger than double pitch/es at market events is at the Market Superintendent's discretion.

It was **RESOLVED** to change wording to "voluntary organisations that benefit Biggleswade". Also, change payment from "day of Trade" to "on or before day of Trade".

It was **RESOLVED** to institute the fees as of 1 August 2021 as they are outlined in the report with the preceding amendments, and for this to be advertised on the Town Council's website and distributed to traders at the earliest opportunity.

d. **HM The Queen's Platinum Jubilee**

It was agreed that the Town Council will fully support this event and make this a huge celebration for the town in June 2022.

It was **RESOLVED** to defer this matter to the Town Centre Events Working Group to propose ideas for the celebrations and to extend an invitation to all Town Councillors to be able to contribute to the celebration plans.

It was **RESOLVED** for Officers to identify a suitable site for a beacon brazier in the Town Centre and for said brazier to be installed to commemorate the Queen's Platinum Jubilee.

e. **Remote Meetings**

The deadline to make submissions to the consultation on holding remote meetings was 17 June 2021.

It was **RESOLVED** to contact the writer of the consultation to ask if they would consider a late submission of the Town Council's opinion that the primary legislation should allow flexibility for holding remote meetings in unusual circumstances.

f. **Works to trees CB/TRE/21/00295 Holme Woods, London Road, Biggleswade, SG18 9SS**

This report was **NOTED**.

g. **Financial Request from Biggleswade Community News:**

It was **RESOLVED** to grant the Biggleswade Community News with a one-off grant of £2,000 for the financial year 2021/22 and to notify Biggleswade Community News of grant application deadlines for future years.

12. **ITEMS FOR INFORMATION**

a. **Planning Application Outcomes**

This report was **NOTED**.

b. **Public Notice – Biggleswade FP46 Extension**

Members expressed concern over the lack of information over the long-term plans for this public footpath. Cllr Russell advised that at the Examination in Public Central Bedfordshire Council committed to putting a bridle bridge over this crossing as well as over the A1(M) as part of the Holme Farm development and to enable people to walk or cycle to and from Langford. The Town Council will await the Local Plan when it is finalised.

This public notice was **NOTED**.

c. **OPCC Newsletter**

This was **NOTED**.

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

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. Public Realm).

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

15. EXEMPT

a. **Public Realm**

It was **RESOLVED** to proceed with increasing the establishment by recruiting for a Public Realm Operative and a Public Realm Charge Hand.