



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 14<sup>th</sup> JUNE 2022**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL**



**PRESENT:**

Cllr G Fage (Chairman)  
Cllr M Russell (Deputy Chairman)  
Cllr K Brown  
Cllr I Bond  
Cllr F Foster  
Cllr M Foster  
Cllr M Knight  
Cllr M North  
Cllr R Pullinger  
Cllr D Strachan  
Cllr J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K Hosseini – Head of Governance & Strategic Partnerships  
Mrs R Jandu – Senior Administrator  
Mrs S van der Merwe – Deputy Administration & HR Manager

Members of the Public – 2

**Meeting Formalities:**

Following a reminder to meeting attendees 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 that individual.

**22/0038.0     APOLOGIES FOR ABSENCE**

Cllr D Albone, Cllr L Fage, Cllr H Ramsay, Cllr C Thomas.

**ABSENT WITHOUT APOLOGIES**

None.

**22/0039.0     DECLARATIONS OF INTEREST**

**22/0039.1     Disclosable Pecuniary interests in any agenda item:**

None.

**22/0039.2     Non-Pecuniary interests in any agenda item:**

None.

**22/0040.0 TOWN MAYOR'S ANNOUNCEMENTS**

**22/0040.1 The Queen's Jubilee Celebrations**

The Mayor attended two events hosted by the Town Council over the Bank Holiday weekend for the Queen's Jubilee. The first event was the commemorative beacon lighting ceremony on Thursday 2<sup>nd</sup> May 2022 in the Market Square alongside acoustic acts, with food and drink provided by local businesses. The second event on Sunday 5<sup>th</sup> May 2022 in the Market Square was a street party with food, refreshments, music and family-friendly entertainment. Both occasions were supported by choirs and musical acts and were well received by the Community.

The Mayor extended thanks on behalf of the Town Council to Officers, Public Realm staff and Administrators for their part in the organisation of these events.

**22/0040.2 Grand opening of Hobby Craft**

Cllr Fage, along with Cllr M Foster, attended the opening of the new Hobby Craft store on the Retail Park on Saturday 11<sup>th</sup> June 2022.

The store employs 14 staff members and the Mayor welcomed the investment this new branch brings to the Community and its residents.

**22/0041.0 PUBLIC OPEN SESSION**

There were no questions from members of the public.

**22/0042.0 INVITED SPEAKERS**

None.

**22/0043.0 MEMBERS' QUESTIONS**

None.

**22/0044.0 MINUTES AND RECOMMENDATIONS OF MEETINGS**

From the Minutes of the **Town Council Meeting of Tuesday 24<sup>th</sup> May 2022** held at 7:00 pm in the Town Council Offices at The Old Court House, Biggleswade, SG18 8DL.

**22/0044.1 22/0024.4 - Bedfordshire Scouts AGM**

Amend "Boreham" to "Bromham".

**22/0044.2 22/0027.1 - Flag Flying Policy**

Amend the resolution by removing the words "and occupied".

**22/0044.3 22/0030.1 - Financial Regulation**

Amend the resolution by removing "were".

**22/0044.4 22/0030.3 - Banking Signatories**

Amend the resolution to read “It was **RESOLVED** that the choice of signatories be **DEFERRED** to a future Town Council Meeting.”.

**22/0044.5 22/0030.6 - Diversion of Part of Biggleswade Footpath No. 24**

Amend the resolution to:

The Town Council **RESOLVES** that it does not support the diversion of the footpath away from the football field and that consequently, it is not necessary for a finger post at the beginning of the route adjacent to Eagle Farm Road.

**22/0044.6 22/0030.8 - Lost Child Policy**

Amend “training for DBS” to “DBS clearance for staff and replace “Lost Parent...” with “Lost Child.”

**22/0044.7 22/0034 - Neighbourhood Plan Reg 16 Examination Response Letter to Examiner**

Cllr Russell requested removing the first sentence and adding:

“Cllr. Russell drew attention to two important points relating to the letter, which sets out why the Neighbourhood Plan had included certain policies.

The Examiner’s rewording of Paragraph 57 deletes the reference to landscape design and screening and implies that the issue is just about scale and building design. The landscaping is key with reference to the Holme Farm development in the Local Plan.

The Neighbourhood Plan wished to include Strategic Green Spaces to prevent coalescence with Langford, Sandy and Sutton. The Examiner’s report deleted this section even though the concept is within the Local Plan – but not for Biggleswade - as Important Countryside Gaps.

Finally, the letter before Council is not the final version and it should be noted that Bedfordshire FA has described Biggleswade as having ‘the worst football provision in the county’ according to population size and demand – not ‘the worst in the country.’

**22/0044.8 22/0037.0 EXEMPT ITEMS 22/0037.1 CCTV**

Amend the resolution to “Members **RESOLVED** that Officers **sh**ould pursue S106 funding for additional CCTV equipment”. Also add “The Town Council **APPROVE** the proposal to procure eight fixed cameras (Product HCCTVPLTD-EUR-3309-1IV), one mobile camera and CCTV Monitoring and Maintenance at Century House (Product HCCTVP-BTC-006-MM).”

**22/0044.9** Subject to the above changes the Minutes were **APPROVED** as an accurate record of the Meeting from 24<sup>th</sup> May 2022.

**22/0045.0**     **MATTERS ARISING**

**22/0045.1**     **22/0026.0 - INVITED SPEAKER: Bedfordshire Police Community Cohesion Team's PC Stephen Beer:**

Cllr Strachan asked the Town Council to invite PC Beer to attend the next Town Council Meeting.

**22/0045.2**     **22/0030.2 - Banking Arrangements**

Cllr Pullinger requested an update on the progress regarding setting up a new bank account. Mr Tarrant advised he is awaiting a determination of authorised signatories in this meeting in order to progress this item.

**22/0045.3**     **22/0030.9 - Street Trading Application:**

Cllr Knight asked if Officers had requested a copy of CBC's Policy on Street Trading Applications as Members wish to examine the Policy. Mr Hosseini advised that this was requested and he is awaiting CBC's response.

**22/0046.0**     **ITEMS FOR CONSIDERATION**

**22/0046.1**     **Banking Signatories**

Mr Tarrant stated this subject had been debated at a previous Town Council meeting. The recommendations for this meeting are that certain roles within the Committee structure will be authorised signatories, as well as two additional Council Members.

Members and Officers debated proposed finance governance needs following the Finance Review. They reiterated there is a need for a clear guidance note governing authorised signatories' responsibilities and obligations. Members pointed out there should be an additional Officer as a signatory to facilitate the Town Council's financial needs in the absence of the Town Clerk and Responsible Financial Officer.

It was **RESOLVED** that the Town Council a) **DEFERS** this item to a future Town Council meeting once a Banking Signatories guidance document is provided to Members and b) that the ultimate decision for signatories will be made in the same meeting the Town Council considers the new banking payments process.

**22/0046.2**     **Standing Orders**

Mr Tarrant explained that there should be a regular review of the Town Council's Standing Orders. Members stated certain Standing Orders have evolved over time for good reason and that working with Officers to identify gaps in the current Standing Orders would be best practice.

It was **RESOLVED** to **DEFER** this item to December 2022 for final decision.

It was **RESOLVED** that the Town Clerk and Members within a Working Group collaborate on revising the Standing Orders to bring them in line with the NALC model incorporating those ways of working and practices of the Town Council.

It was **RESOLVED** that there be an informal meeting of the Town Council to discuss any proposed changes.

**22/0046.3 Flag Flying Policy**

Mr Hosseini presented members with the updated Flag Flying Policy. There were two amendments made to the Policy following the Town Centre Management Committee Meeting in May 2022.

Cllr Woodhead recommended staff be given formal training of correct flag flying processes and suggested the Lord-Lieutenant's office may be able to help with this training. Mr Hosseini confirmed Officers and staff will receive the appropriate training.

Cllr Bond requested Officers include images of horizontal flag presentation in the Policy in the event of any future need to display flags in this fashion. Cllr Pullinger recommended a flag pole be included into the vertical diagrams to show the correct presentation of the flags.

Subject to the amendments set out above, it was **RESOLVED** that the Town Council **ADOPTS** the Flag Flying Policy.

**22/0046.4 Play Areas**

Mr Hosseini presented Members with a written report following the recommendations of the PLOS Committee Meeting of 7<sup>th</sup> June 2022.

It was **RESOLVED** that the Town Council **APPROVES** that Officers should proceed with placing a tender through Contract Finder with notices to be posted on town notice boards using the methodology outlined by the SLCC. In the event of this action not producing sufficient supplier interest to meet the Town Council's procurement obligations, Members **APPROVE** that Officers are then to place a tender on the Crown Commercial Service (CCS) frameworks.

**22/0046.5 East Anglian Air Ambulance**

Members considered the written report from the Place Shaping Manager regarding East Anglian Air Ambulance's request to place a clothing bank at Dan Albone Car Park.

It was **RESOLVED** to **APPROVE** the placement of a clothing recycling bank at the Dan Albone Car Park on behalf of the East Anglian Air Ambulance Service.

**22/0047.0 ACCOUNTS**

**22/0047.1 Financial Administration**

- i. Detailed Balance Sheet to April 2022.
- ii. Summary Income and Expenditure by Committee 30th April 2022.
- iii. Detailed Income and Expenditure by Committee 30th April 2022.
- iv. Lloyds Bank Payment listings April 2022.

It was **RESOLVED** that the Town Council **ADOPTS** the Accounts as set out.

**22/0048.0 PLANNING APPLICATIONS**

**22/0048.1 CB/22/01753/FULL – 29 Dering Corner, Biggleswade, SG18 8XQ**

Loft conversion with two front dormers, one dormer to the rear and roof lights.

On Council agenda 24/05/2022. CB/22/01753/FULL - 29 Dering Corner, Biggleswade, SG18 8XQ - Single storey 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.

**22/0048.2      CB/22/02057/FULL – 135 London Road, Biggleswade, SG18 8EF**

Single storey rear extension, garage conversion with front bay window.

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

**22/0048.3      CB/22/01567/FULL – Units 1 to 4, Eldon Way, Biggleswade, SG18 8NH**

Replace roofs and increase all pitched roof heights. Replace cladding to first floor rear elevation and ground floor rear gable elevation of all 4 units. Replace windows to front and rear elevations of all 4 units. Refurbishment to 4 buildings.

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

**22/0048.4      CB/22/02083/FULL – 17 Banks Road, Biggleswade, SG18 0DY**

Creation of new vehicular access to the rear of the dwelling, and new carport. On Council agenda 26/04/2022. 17 Banks Road, Biggleswade SG18 0DY - Creation of vehicular access to rear of dwelling and double carport. Outcome as no objection. This application was withdrawn 16/05/2022.

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.

**22/0048.5      CB/22/01960/FULL – 3 St. Andrews Close, Biggleswade, SG18 8BB**

Single storey rear and side extension and first floor front 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.

**22/0048.6      CB/22/01782/FULL – Unit B, Normandy Lane, Biggleswade, SG18 8QB**

Change of Use: Unit B external alterations comprising recladding, new glazing, roller shutter doors and other alterations to facilitate use of the building for its existing use and / or for B8 use (storage and distribution).

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

**22/0048.7      CB/22/02162/FULL – 14 Rutherford Way, Biggleswade, SG18 8GA**

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.

**22/0048.8      CB/22/01519/LB – 46 Shortmead Street, Biggleswade, SG18 0AP**

Listed building: Conversion from shop to 2 residential dwellings and internal 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 subject to the following: 1) that there is support from Conservation Officers; and 2) that the Council recognises that this shop is reverting back to a house in an area that is outside of the town centre conservation policy.

**22/0048.9      CB/22/01520/FULL – 46 Shortmead Street, Biggleswade, SG18 0AP**

Conversion from shop to 2 residential dwellings.

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 subject to the following: 1) That there is support from Conservation Officers; and 2) that the Council recognises that this shop is reverting back to a house in an area that is outside of the designated Town Centre as defined in Central Bedfordshire Council's Local Plan.

**22/0049.0      ITEMS FOR INFORMATION**

**22/0049.1      Public Notice - Temporary Closure – Biggleswade: Bridleway No. 58**

The temporary closure of Bridleway No. 58 has been continued in force by the Secretary of State for Transport until 28<sup>th</sup> November 2022. A copy of a Notice will be published in the next issue of the Biggleswade Chronicle detailing the closure extension.

This was **NOTED**.

**22/0049.2      Ivel River Erosion**

Members received maps detailing the position of planned repair works to the Ivel River Bank.

Members **NOTED** the locations where work will be carried out and welcome the investment in this vital community green space by CBC.

**22/0049.3      Adopt-a-Street Litter Picking Initiative**

Members wished to clarify that Cllr Dr Hayley Whitaker is a CBC Ward Councillor and not a Biggleswade Town Council Member.

Members **NOTED** the letter of thanks.

**22/0049.4 Queen's Jubilee Celebrations**

Members **NOTED** this item should have been included under Items for Consideration.

Cllr Bond recommended the Town Council should apply for a full premises licence – the Town Council notes there is an urgency over the premises license and this will be looked into once the Place Shaping Manger is back from leave.

Members **NOTED** that the events were of good value and were received well overall.

Members **NOTED** that key learning points from the events will be actioned by Officers for future events, with particular consideration given to a new premises license application.

**22/0049.5 CBC's East West Rail Consultation**

Members **NOTED** the online 99-page Consultation Outcome Report from CBC relating to the East-West Rail Consultation.

**22/0049.6 The Garden Communities Project Board**

Members received a presentation on the progress of the Garden Communities Project Board and future plans.

Cllr Russell stressed the importance of the Town Council weighing in on this Project Board, especially in respect of planned projects that were alluded to in the report.

The Town Clerk & Chief Executive is the Town Council's representative on this Project Board and in the event that he is not able to attend future Project Board Meetings he will ensure the Town Council is duly represented by either the Head of Governance & Strategic Partnerships or the Place Shaping Manager.

**22/0050.0 PUBLIC OPEN SESSION**

There were no questions from members of the public.

**22/0051.0 EXEMPT**

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

(Internal Auditor Report)  
(Staffing Update)

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.



**22/0052.0**     **EXEMPT**

**22/0052.1**     **Internal Auditor Report**

The Report on appointment of internal auditors would be discussed at a future Council meeting with the additional information requested.

**22/0052.2**     **Staffing Update**

The Town Clerk updated Members on staffing matters.

The Chairman ended the Meeting at 8:35pm